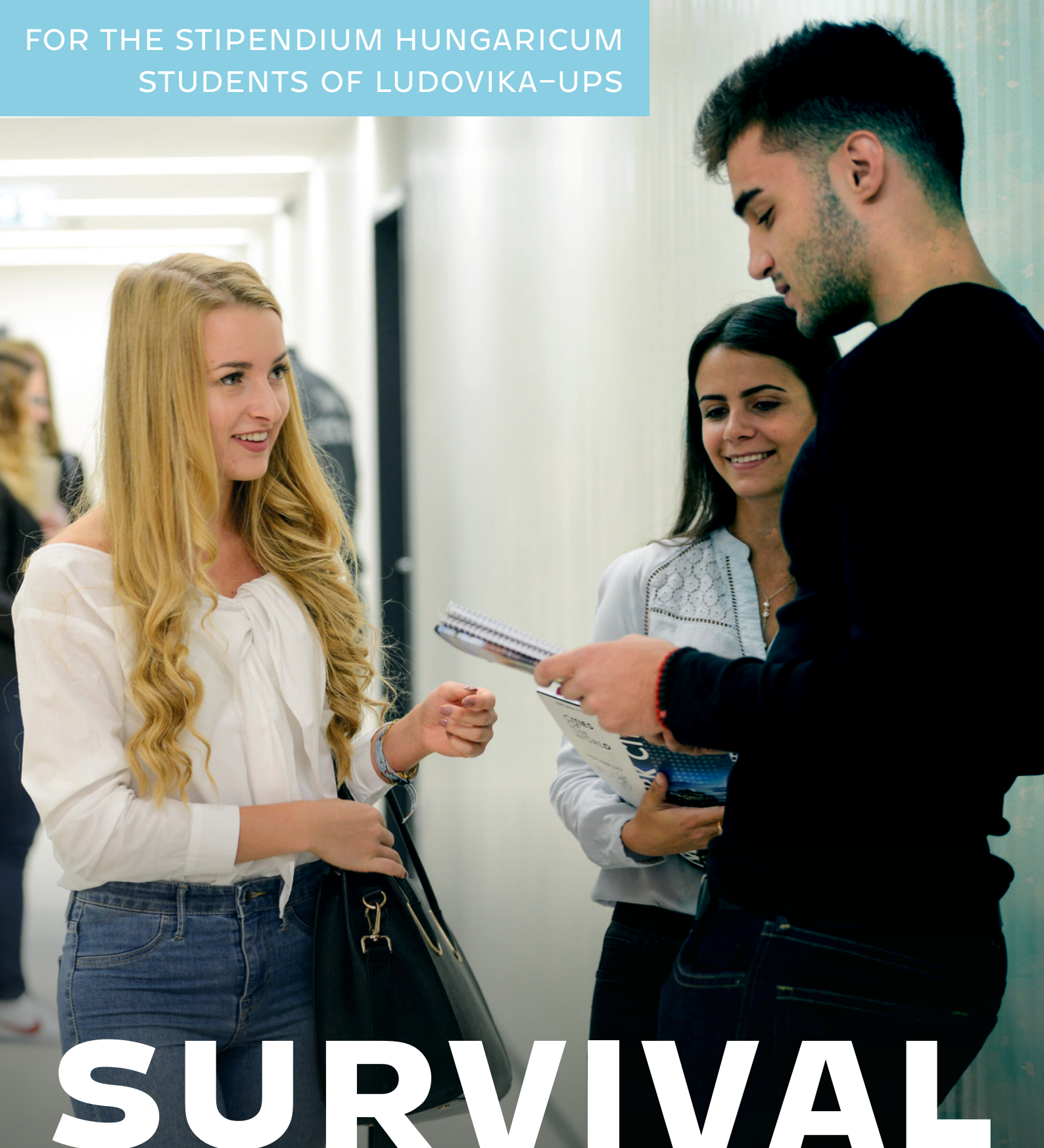


FOR THE STIPENDIUM HUNGARICUM
STUDENTS OF LUDOVIKA-UPS



SURVIVAL



UNIVERSITY
OF PUBLIC
SERVICE
LUDOVIKA

GUIDE

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WELCOME TO LUDOVIKA
UNIVERSITY OF PUBLIC SERVICE
(LUDOVIKA–UPS)

Rector’s Welcome

It is an often voiced thought that going abroad to study and participating in an exchange programme is an invaluable experience, as well as a great adventure in one’s academic career. This has never been truer than it is today.

On behalf of the whole staff and the lecturers, I would like to thank you for choosing Ludovika–UPS to be part of that experience, and I assure you that we are fully committed supporting you during your studies and we hope that your stay in Hungary will be unforgettable. By joining Ludovika–UPS you will be a part of the strongly knit community of the university – while keeping up with the dynamic educational developments of the 21st century.

The mission of our university is to train professionals through earning three types of degrees: Bachelor, Master and Doctoral. Our aim is for our graduates to become capable individuals who are committed to tackling the challenges that affect the various parts of the public sector.

Ludovika–UPS was established in 2012 as a result of a merger of three separate higher education institutions. The legal predecessors were Zrínyi Miklós University of National Defence, the Police College and the Faculty of Public Administration at Corvinus University of Budapest. In 2017 Ludovika–UPS integrated the water science department of the Eötvös József College of Baja which now operates as the Faculty of Water Sciences. The university is constantly evolving in order to respond to the changing needs of the education sector. The last academic year also marks an institutional milestone as a new faculty – the Faculty of Public Governance and International Studies – has been established.

As of today, Ludovika–UPS has four faculties (the Faculty of Military Science and Officer Training, the Faculty of Law Enforcement, the Faculty of Public Governance and International Studies and the Faculty of Water Sciences), four doctoral schools, and a dedicated research hub, the Eötvös József Research Centre.

The latter was established at the beginning of 2019 in order to maintain and develop high-level scientific work and discussion, with the aim of becoming a leading source of knowledge in the region.

Located in the heart of Budapest, the Ludovika campus has 26 hectares of green area, providing a great environment for getting away from the noise of the city. The campus is the place for those who seek active recreation, as it offers a wide choice of indoor and outdoor sport facilities including a running track, swimming pool, gyms and an indoor shooting range. The park offers cultural programs and various leisure activities not only for students but also for the public. The renovated historical facilities and the new Educational Centre bear the infrastructural qualities of leading European universities.

Finally, let me add that I wish you all success in your studies and hope that you will enjoy your stay with us and that you will greatly benefit from your exchange programme!

András Koltay
rector

WHERE TO FIND THE BUILDINGS OF LUDOVIKA

FACULTY OF PUBLIC GOVERNANCE AND INTERNATIONAL STUDIES

1083 Budapest, Üllői út 82.

DOCTORAL SCHOOL OF PUBLIC ADMINISTRATION SCIENCES

1083 Budapest, Üllői út 82.

INSTITUTE OF DISASTER MANAGEMENT

1101 Budapest, Hungária körút 9-11.

FACULTY OF WATER SCIENCES

6500 Baja, Bajcsy-Zsilinszky utca 12-14.

DOCTORAL SCHOOL OF MILITARY SCIENCES

1101 Budapest, Hungária körút 9-11.

DOCTORAL SCHOOL OF MILITARY ENGINEERING

1101 Budapest, Hungária körút 9-11.

YOUR COORDINATORS AT LUDOVIKA

You will have two coordinators while you study here, and we are all here to help you getting through the difficulties that can happen in your life.

The Stipendium Hungaricum (SH) office in Lakeside Building is responsible for any scholarship related issues of the students.

Contact: Revai-Bere.Norbert@uni-nke.hu, Szarkane.Szabo.Zsuzsanna@uni-nke.hu

You also have a study program coordinator, who is responsible for any study related issues eg. how to get a Neptun code, how to activate your semester in Neptun, how many credits you need to collect etc.

Please note that the working hours are not the same as the office hours. The coordinators do a lot of back office work when the offices are not open for students.

Working hours: when the coordinators are physically at the university.

Office hours: when the students can visit the coordinators.



OFFICE HOURS OF THE COORDINATORS

SH COORDINATORS OF THE FACULTIES

FACULTY / INSTITUTE	CONTACT	PHONE/EMAIL	OPENING HOURS
Faculty of Public Governance and International Studies	Gergő Drahota faculty coordinator	Drahota.Gergo.Adam@uni-nke.hu +36 (1) 432-9000/20822	Tuesday 08:30–12:00 13:50–15:15 Or by appointment
Doctoral School of Public Administration Sciences	Ale Éva faculty coordinator	Ale.Eva@uni-nke.hu +36 (1) 432-9000/20369	By appointment
Faculty of Water Sciences	Tamás Enikő Anna associate professor	Tamas.Eniko.Anna@uni-nke.hu	Monday: 13:00–15:00 Tuesday: 09:00–11:00 13:00–15:00
	Tamás Melinda faculty coordinator	Tamas.Melinda@uni-nke.hu +36 (1) 432-9000/19072	Thursday: 09:00–11:00 13:00–15:00 Friday: 09:00–12:00
Institute of Disaster Management	Krizsán Zoltán faculty coordinator	Krizsan.Zoltan@uni-nke.hu +36 (1) 432-9000/29295	By appointment
Doctoral School of Military Sciences	Pollák Orsolya faculty coordinator	Pollak.Orsolya@uni-nke.hu +36 (1) 432-9000/29286	Monday–Thursday 08:30–11:00 13:00–15:00
Doctoral School of Military Engineering	Ember Csilla faculty coordinator	Ember.Csilla@uni-nke.hu +36 (1) 432-9000/29415	Tuesday–Wednesday–Thursday 08:00–11:30
	Szabó Krisztina faculty coordinator	Szabo.Krisztina@uni-nke.hu +36 (1) 432-9000/29321	Tuesday–Wednesday 13:00–15:30
International Directorate	Révai-Bere Norbert SH institutional coordinator	Revai-Bere.Norbert@uni-nke.hu +36 (1) 432-9000/20496	Tuesday 09:00–11:00 Wednesday 09:00–11:00 13:00–14:30
	Szarkáné Szabó Zsuzsanna international referent	Szarkane.Szabo.Zsuzsanna@uni-nke.hu +36 (1) 432-9000/29757	Thursday 09:00–11:00

ACADEMIC CALENDAR 2020/21

<https://en.uni-nke.hu/admissions/academic-calendar/202021>

2020/2021 FALL SEMESTER – 2020/2021 SPRING SEMESTER

	REGISTRATION PERIOD	REGISTRATION PERIOD
Ludovika–UPS	21.08.2020 – 30.08.2020	25.01.2021 – 07.02.2021
Faculty of Military Science and Officer Training (FMS)	21.08.2020 – 30.08.2020	18.01.2021 – 24.01.2021
FMS – BA/MA in International Security and Defence policy	24.08.2020 – 06.09.2020	25.01.2021. – 07.02.2021
Doctoral School	21.08.2020 – 06.09.2020	25.01.2021 – 07.02.2021
Faculty of Public Governance and International Studies / Institute of Continuing Education and Executive Training	24.08.2020 – 06.09.2020	25.01.2021 – 07.02.2021



	REGISTRATION PERIOD	REGISTRATION PERIOD
Faculty of Military Science and Officer Training	24.08.2020 – 18.12.2020	25.01.2021 – 21.05.2021
FMS – BA/MA in International Security and Defence policy	28.08.2020 – 12.12.2020	30.01.2021 – 15.05.2021
Faculty of Public Governance and International Studies	31.08.2020 – 12.12.2020	01.02.2021 – 15.05.2021
Faculty of Law Enforcement (FLE)	24.08.2020 – 18.12.2020	01.02.2021 – 21.05.2021
Faculty of Water Sciences	31.08.2020 – 11.12.2020	01.02.2021 – 14.05.2021
FLE – Institute of Disaster Management	24.08.2020 – 18.12.2020	01.02.2021 – 21.05.2021
BA/MA in National Security	24.08.2020 – 11.12.2020	25.01.2021 – 14.05.2021
Institute of Continuing Education and Executive Training	07.09.2020 – 18.12.2020	01.02.2021 – 14.05.2021
Doctoral School	31.08.2020 – 11.12.2020	01.02.2021 – 14.05.2021

	REGISTRATION PERIOD	REGISTRATION PERIOD
Faculty of Military Science and Officer Training	21.12.2020 – 22.01.2021	24.05.2021 – 25.06.2021
FMS – BA/MA in International Security and Defence policy	14.12.2020 – 29.01.2021	17.05.2021 – 25.06.2021
Faculty of Public Governance and International Studies	14.12.2020 – 29.01.2021	17.05.2021 – 25.06.2021
Faculty of Law Enforcement (FLE)	12.21.2020 – 29.01.2021	25.05.2021 – 02.07.2021
Faculty of Water Sciences	14.12.2020 – 31.01.2021	17.05.2021 – 25.06.2021
FLE – Institute of Disaster Management	21.12.2020 – 29.01.2021	24.05.2021 – 02.07.2021
BA/MA in National Security	14.12.2020 – 15.01.2021	17.05.2021 – 25.06.2021
Institute of Continuing Education and Executive Training	21.12.2020 – 29.01.2021	24.05.2021 – 02.07.2021
Doctoral School	14.12.2020 – 22.01.2021	17.05.2021– 25.06.2021



OFFICIAL HOLIDAYS AND SCHOOL BREAKS (NO CLASS DAYS)

University Sports Day	23.09.2020
Memorial Day of the 1956 Revolution	23.10.2020
EDUCATIONAL BREAK	10-14.11.2020
Official Visitors' Day	27.11.2020
Christmas	25-26.12.2020
New Year's Day	01.01.2021
Day of the University	29.01.2021
1848 Revolution Memorial Day	15.03.2021
World Water Day	22.03.2021
Easter Holidays (Good Friday: 2021. April 2., Holy Saturday: 2021. April 3., Easter Sunday: 2021. April 4., Easter Monday: 2021. April 5.)	02-05.04.2021
Saint George's Day	24.04.2021
Labour Day	01.05.2021
Saint Florian's Day	04.05.2021
Ludovika Festival	06-08.05.2021
Ludovika Picnik	14.05.2021
Whitsun (Whit Sunday and Whit Monday: 2021. May 23-24.)	23-24.05.2021



TRANSFER
OPTIONS FROM
THE AIRPORT

1. Public transportation

- a) Bus 200E (<https://bkk.hu/en/timetables>) stops at the airport every 7-10 minutes. It takes you to Nagyvárad tér metro station where the Ludovika Campus, the Diószegi and the Orczy Dormitory is located. From here you can travel to the city center with metro replacement bus (metro line 3 is under renovation). At the airport you can buy a ticket at one of the vending machines. You can use your debit/credit card when you buy the ticket.
- b) Bus 100E stops at the airport every 30 minutes. It takes you directly to the city center. A single bus ticket is about 3,-EUR.

2. Taxi

You can take a taxi at the airport. The official taxi company of the airport is Főtaxi. They have a booth in front of the arrival terminal. It is a good and reliable company and the ride to the city center is about 30,-EUR.

3. Airport shuttle

One ride to the city center is about 16,-EUR/ person. Change some money at the airport as debit/credit cards and foreign currencies are not acceptable on the bus and metro. Don't change too much though as the exchange rates are not very customer friendly at the airport. The taxi and shuttle companies may accept debit/credit cards.

Please note that the scholarship program doesn't cover your flight ticket and airport transfer.

ARRIVAL DATE

In 2020 the tuition in the Fall semester starts on 7 September 2020. The week before this date In 2020 the tuition in the Fall semester starts on 7 September 2020. The week before this date is the orientation week, therefore it would be wise to arrive at the very end of August or very beginning of September. The last possible registration date in the study program coordinator's office is 5 October 2020. Unfortunately, we can't accept you as a student if you arrive after this date. Change some money at the airport as debit/credit cards and foreign currencies are not acceptable on the bus and metro. Don't change too much though as the exchange rates are not very customer friendly at the airport. The taxi and shuttle companies may accept debit/credit cards.

Please note that the scholarship program doesn't cover your flight ticket and airport transfer.

MENTOR PROGRAM

You get a mentor in August, who helps your integration in the everyday life in Hungary. You will get information on the mentor program in August.



THINGS THAT YOU MUST DO AFTER ARRIVING IN BUDAPEST OR BAJA

1. registration at your faculty coordinator's office
2. for students in Budapest - registration in the Stipendium Hungaricum office (Lakeside Building)
3. application for the residence permit at the "Immigration and Asylum Office" if you don't travel with a D visa, see details under "How to apply for the residence permit"
4. opening a Hungarian bank account
5. requesting a tax number
6. getting a student id code

You can fulfill these tasks in any order.

REGISTRATION IN YOUR FACULTY COORDINATOR'S OFFICE

Your faculty coordinator will send you information on this via e-mail at the end of August. This registration must be done only at the beginning of the first semester of your studies. Your study coordinator will send you the exact details of this registration in August.

REGISTRATION IN THE SH OFFICE

Registration in the SH office is a must at the beginning of each semester. The SH office will send you information on this via e-mail twice a year, at the end of August and at the end of December. Please note that you have to sign your scholarship agreement in your first year at the first visit and no scholarship transfer can be done without a signed scholarship agreement.



HOW TO APPLY FOR THE RESIDENCE PERMIT

You must have a valid residence permit allowing you to study in Hungary during the whole period of your studies.

Foreign nationals must generally register their stay in Hungary. For up-to-date information visit the website of the Hungarian Immigration Office:

www.bmbah.hu (available in English as well) Students coming from outside the EU, countries within the European Economic Area (EEA) usually need a residence permit in order to stay in Hungary for a longer period of time, that is, for 90 days or longer. The residence permit allows one to live, stay and travel in Hungary and to leave and re-enter the country during the validity of the permit. All non-EEA nationals must, at all times during their stay and studies here, have a valid residence permit allowing them to study in Hungary.

Please note that you must issue your application in person for 'residence permit for the purpose of studies' within 30 days after arriving to Hungary.

Where to apply:

You can find the Hungarian Office of Immigration and Nationality. Address: 1135 Budapest, Szegedi str. 35-37 or 1117 Budapest XI., Budafoki út 60. – Sztregova köz No. I. entrance

more information available here:

- web: www.bmbah.hu
 - http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en#contact_details_of_the_regional_offices
 - http://www.bmbah.hu/index.php?option=com_k2&view=item&layout=item&id=33&Itemid=678&lang=en#contact_details_of_the_regional_offices
- Phone: +36 1 463 9100
E-mail: migracio@bah.b-m.hu / bp1@oif.gov.hu / bp2@oif.gov.hu

You can book an appointment online

You need to bring to the Office:

- a valid passport
- payment of the procedural fee
- the completed forms:
 - Application Form
 - Appendix_14
- facial photograph made not more than three months previously
- the prescribed enclosures:
 - documents evidencing the purpose of residence
 - certificate of admission or document to verify the applicant's student status from higher education institution (you will get it from your Faculty Coordinator)
 - Proof of Accommodation SELECT ONE OPTION:

Students staying at the dormitory: DORMITORY CERTIFICATION (with dormitory stamp and dormitory coordinator's signature and date) and its FULL PHOTOCOPY OR

Students renting a flat: RENTAL CONTRACT (with legal signatures: signed by you and the owner of the flat / housing agency PLUS two witnesses - with their names and addresses -, date, it should also contain the address of the property and the duration of rent) and its FULL PHOTOCOPY OR

Students staying in somebody's flat as a favour (for free): CONTRACT OF COURTESY USE OF FLAT (the owner of the property should write it for you, it should contain the address of the property and the duration of rent, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date) and its FULL PHOTOCOPY

Students staying with family member / relative reside in Hungary:

DECLARATION FROM THE FAMILY MEMBER (the relative should officially declare that you will stay with them for the duration of your Corvinus study period, it should contain the address of the property and the duration of accommodation, the personal data of the user (you) and the statement that you can stay in this property free of charge, this contract should be signed by you and the owner of the flat PLUS two witnesses - with their names and addresses -, date) and its FULL PHOTOCOPY

- documents evidencing subsistence
 - certificate on the payment of scholarship grant
 - bank statement
 - other proof on payment of regular income
- documents evidencing comprehensive sickness insurance cover
- Fully (until point 25.) filled out ACCOMMODATION REPORTING FORM FOR THIRD COUNTRY NATIONALS it must be filled out and signed by you AND must also be signed at the „Signature of the person providing accommodation” by the dormitory coordinator / owner / provider of accommodation.

Students staying at the dormitory: signed and stamped by the dormitory's coordinator.

Students renting a flat: signed by the owner of the flat

Important: If the flat is provided not by the owner, but from an agency/relative/friend etc., then an Authorisation between the owner and the trustee with two witnesses will be required. If the flat's owner is a company, then a Master Signature 'Aláírási címpéldány' in Hungarian- will also be required.

Students staying in somebody's flat as a favour (for free): signed by the owner of the flat.

Students staying with family member / relative reside in Hungary: signed by the family member / relative, who is the owner of the flat.

- Letter of Award – from Tempus Foundation

The validity period of a residence permit issued for the purpose of study:

- is at least one year
- corresponds to the duration of training, if its less than one year
- may be extended by at least one or at most by two additional years at a time

At the office:

- When the application is submitted, the applicant's facial likeness and – over the age of six years – fingerprint will be taken for the residence permit issued with biometric data. The third-country national affected is obliged to abide by, and perforce tolerate, that procedure



HOW TO OPEN A BANK ACCOUNT IN HUNGARY

You have to have a Hungarian HUF account in any bank in Hungary in order to get any kind of payment eg. scholarship, accommodation money etc. from the university. Ludovika–UPS does not endorse or recommend the services of any bank in Hungary. We would encourage you to open a bank account with some major banks in Hungary and be familiar with the special conditions for students. With your Hungarian debit card you are able to withdraw free of charge from any Teller machine but only twice in each month then you will be charged. Please, check affiliate bank withdrawal charges because they will charge more than your own bank ATMs.

Please find the list of banks in Hungary in:

<https://www.money.hu/bankok>

Exchange rates may vary so you are advised to check them in advance. They are always available on websites of banks as well. Smaller shops also accept bank cards and paying with paypal is becoming more and more widespread, mainly in the capital and in larger cities. Banks are usually open from 8.00 am to 16.00 pm. At weekends and on national holidays banks are closed. You will need to have your passport.

What does ATM stand for?

ATM stands for Automatic Teller Machine. The use of ATM machines is common in the country; cash can be withdrawn at post offices as well. It is necessary to pay attention which ATM you use, because ATMs not affiliated with your bank can charge higher commissions. Furthermore, you can change money in banks or private money exchange offices.

What are the most common fees associated with the card?

Replacement of a card, new PIN code, card blocking fee. There are higher fees for USD and EUR cards. You have to have a Hungarian HUF account in any bank in Hungary in order to get any kind of payment eg. scholarship, accommodation money etc. from the university.

Please send your bank account number to your faculty coordinator, who will register it in Neptun and send it to the International Directorate as well. Please note that the scholarship transfer is not possible if your bank account is not registered in Neptun!!!

HOW TO REQUEST A TAX ID

Only your passport is needed for the TAX ID application.

Address:
1097 Budapest, Vaskapu u. 33-35.;
Website https://nav.gov.hu/nav/igazgatosagok/del_budapest/ugyfelszolgalatok/customerservices_1_210445.html

Office hours:
Mon 08.30-18.00, Tue 08.30-12.00,
Wed 08.30-18.00, Thu 08.30-12.00,
Fri 08.30-11.30

The card will be sent to you several months after the application, but you get the number immediately when you apply for it.

Please send your tax id number to your faculty coordinator, who will register it in Neptun and send it to the International Directorate as well. Please note that the scholarship transfer is not possible if your tax number is not registered in Neptun!

HOW TO APPLY FOR THE PERMANENT STUDENT ID

Please contact your faculty coordinator, they will help you by the application for the permanent student card.

You can get a temporary student card from your faculty coordinator until you get the permanent plastic card, which takes about 2-4 months. Please note that the temporary student card is valid only for 60 days and you must ask for another one if you don't get your permanent id during this period.

When you receive your permanent student card, please have it validated by picking up a sticker at your study program coordinator's office. The permanent card is NOT valid without a sticker and it must be validated each semester.



SCOLARSHIP TRANSFER

Steps that lead to your first scholarship transfer. These can be done in a different order of course.

1. In September, at the beginning of your first semester you sign the Stipendium Hungaricum scholarship agreement during the scholarship registration. This must be done only once.
2. You register for the scholarship in person during the Enrollment/Registration week. In the first semester identifying yourself with your passport, later either with your passport or with your residence permit. This registration must be done at the beginning of each active semester until the end of your active student status. The SH office sends you a reminder on this in August and in January.
3. You apply for a tax id and your tax id is registered in Neptun.
4. You open a HUF account in a Hungarian bank and your bank account number is registered in Neptun.
5. You activate your student status in Neptun.

The first scholarship and accommodation contribution (if applicable) transfer will be done only if all of the above are fulfilled.

If you are a first-year student, you have a chance to get the first scholarship in October but only if you activate your Neptun by 10 September at the latest and your bank account and tax numbers are registered in Neptun by 25 September at the latest.

Registration in person for the scholarship is a must at the beginning of each semester. Please note that due to technical issues we are not able to transfer any scholarship and accommodation contribution in September and in February. You receive the September and October amounts due to you in a single installment in October and the February and March amounts due to you in a single installment in March.

IMPORTANT:

The October and March scholarship amounts (and any further amounts due to you in the course of the Fall and Spring semesters) will be transferred **ONLY IF** you register for the scholarship in person during the Enrollment/Registration week and you activate your Neptun status by the 10th of September/February at the latest.

Should you miss these deadlines for any reason whatsoever, your scholarship transfer will be delayed by a month and you will get the first transfer (including the September, October, November amounts) only in November/ (including the February, March, April amounts) only in April. After the first instalment of each semester, you get the scholarship at the beginning of each month, by the 15th of the given month.

ACCOMODATION

Whether you would like to live on-campus or off-campus, there are a number of options you can explore to find housing to suit your needs. You will be an incoming freshman who can choose to live in the University's dormitory or rent a flat independently.

<https://en.uni-nke.hu/student-life/student-services/accomodation>

DORMITORIES:

- ▶ **Students of the Faculty of Public Governance and International Studies**
Ludovika Residence Hall 1083 Budapest Orczy út 1.
- ▶ **Students of the Faculty of Military Science and Officer Training**
1101 Budapest, Hungária körút 9–11.
- ▶ **Students of the Faculty of the Faculty of Law Enforcement**
1089 Budapest Diószegi Sámuel utca 38–42.
- ▶ **Students of the Faculty of Water Sciences**
Beszédes József Residence Hall
6500 Baja, Bajcsy-Zsilinszky utca 16.
(170 km south of Budapest)

FEATURES OF THE DORMITORIES:

A comfortable and well-furnished room contains a desk, side table with lamp, storage space for your clothes.

- self-catering kitchens are commonly shared on each floor
- washing machines are common and located on each floor
- common area in the central hall
- bathroom for each room
- students living in the dormitories may have a bedroom and share with a roommate (double room)

According to the Stipendium Hungaricum Rules and Regulations you are entitled to get a dormitory place depending on the capacity of the university OR 40.000,-HUF accommodation contribution per month until the end of your active student status. However Ludovika also has a dormitory rule for SH students.

The SH office will send you the dormitory application link at the end of July 2020. Please note that application doesn't mean acceptance. We can't promise you a dormitory place for sure. The application result will come at the end of August 2020. The dormitory coordinators will inform you via e-mail about the result of your application. In the info letter you will get a dormitory welcome letter (only if you get a place) that you must read very carefully.

IMPORTANT

PLEASE APPLY FOR THE DORMITORY ONLY IF YOU ACCEPT THE FOLLOWING RULES:

- The dormitories accept male and female students as well.
- Genders are not mixed in the rooms, but the common areas are mixed and there can be a male room next to a female room. This is totally common and accepted in Hungary.
- You cannot to be placed or not placed in the same room with a person of a certain nationality. The room distribution is done by the dormitory manager before your arrival in Budapest.
- You cannot ask to be placed or not placed in the same room with someone of a given religion. You have decided to live in a foreign country. Part of this experience is to achieve cultural understanding, e.g. acceptance of the fact that someone may have a culture and religion different from yours. Everyone is, of course, allowed to practice their religion, but , at the same time all are expected to respect the customs and religion of others.
- In case of any problems or disagreements, you must accept the decision of the dormitory manager.

ACCOMMODATION CONTRIBUTION

Please note that you get 40.000,-HUF accommodation contribution if you don't stay in any of the university dormitories. Please note that this amount is a contribution only as renting a place costs a lot more in Budapest. You may google private dormitory options in Budapest but be quick as the private dormitory places are also very popular.

Please note that Ludovika University of Public Service does NOT take any responsibility for your choices.

THE APPROXIMATE AMOUNT OF MONEY TO LIVE ON

You get the following amount of money each month in the framework of the Stipendium Hungaricum scholarship program. This amount will not cover all your needs as this is only a contribution. You can check below how much money you actually need to live on.

- **MA/BSC STUDENTS**
 - 43.700,-HUF scholarship plus 40.000,-HUF accommodation contribution per month, if you don't stay in the dormitory.
- **PHD STUDENTS**
 - In the 1st and 2nd year of your studies - 140.000,-HUF scholarship plus 40.000,-HUF accommodation contribution per month if you don't stay in the dormitory.
 - In the 3rd and 4th year of your studies - 180.000,-HUF scholarship plus 40.000,-HUF accommodation contribution if you don't stay in the dormitory

If you stay in the dormitory, which is paid by the scholarship program, you will need about 100.000-150.000,-HUF/month based on your needs.

If you rent a room, you will need the same amount to live on plus the rent. Renting one room costs about 85.000-100.000,-HUF/month + utility (25.000-30.000,-HUF). All in all you will need about 210.000-280.000,-HUF/month and again based on your needs.

In the first month you will probably spend more money as you have to buy some basic things.

HEALTH INSURANCE

You are entitled to the following two health insurances free of charge. You are entitled to get both.

1. Hungarian social security card called TAJ card
2. Private insurance with insurance company GENERALI

TAJ CARD (HUNGARIAN SOCIAL SECURITY CARD)

You have to apply for the card in the Stipendium Hungaricum office (E.167).

The SH coordinator visits the health insurance office regularly and applies for your card.

All you have to do is present the followings.

- ▶ Letter of Award from Tempus Foundation
- ▶ copy of your passport
- ▶ copy of your residence permit (both sides)
- ▶ copy of your accommodation reporting form (both sides)

You have to bring the documents in person as you have to sign a form that allows the SH coordinator to arrange the card for you in the Health Insurance Office.

You must have a valid TAJ card in order to get any medical service provided by the Hungarian state. Having only a TAJ number is not enough.

You must have a valid TAJ card if you would like to work in Hungary.

The TAJ card can be used FREE of CHARGE at Hungarian hospitals, surgeries and clinics operated by the Hungarian government.

The hospital/surgery staff most probably speaks only Hungarian.

The TAJ card covers all health-related costs with no limitation. E.g. surgery, X-ray, plaster bandage, staying in a hospital etc.

Basic dental services (checking, filling, root canal treatment, tartar removal) are FREE of CHARGE at surgeries and clinics operated by the Hungarian government.



You get the TAJ card in the International Office office (E.167) once it's ready.

It takes about 3 months to get the TAJ card. The countdown starts on the day when you apply in the SH office.

The expiry date of the TAJ card equals to the expiry date of the residence.

The expiry date is stamped in the right-hand corner at the bottom of the TAJ card, in Hungarian date order (Date format in Hungary). It's your responsibility to apply for the TAJ card renewal!

How to get a new TAJ card?

Address of the Health Insurance Office:
1139 Budapest, Teve utca 1/a-c

Office hours:
Mon 08.00-15.00, Tue 08.00-15.00,
Wed 08.00-16.30, Thu 08.00-15.00,
Fri 08.00-13.00

You will get the new card on the spot.

You must present the following documents

- ▶ Letter of Award (if you can't find it, please contact Tempus Foundation)
- ▶ copy of your passport
- ▶ copy of your residence permit (both sides)
- ▶ copy of your accommodation reporting form (both sides)
- ▶ Certificate of Education

GENERALI STUDIUM HEALTH INSURANCE

You get a form from your scholarship coordinator

- You have to
- ▶ Fill out both copies in blue ink.
 - ▶ Sign both copies 3 times per copy.
 - ▶ Hand in the papers in the International Office (Lakeside building) in Budapest or in Baja to Ms. Melinda Tamás.

Can be used in the surgeries and hospitals that the insurance company recommends.

The doctors speak English.

Covers health issues up to 2 million HUF (during the insurance period). For specifications please check “Product Information about STUDIUM Fee-for Service Health Insurance”

The dentist is NOT COVERED at all!

Your insurance is valid from the following day once you gave the above-mentioned form to the scholarship coordinator in the International Office (Lakeside building) in Budapest or in Baja to Ms. Melinda Tamás, but no earlier than September 1 or The insurance is valid from September 1 until January 31 the next year and from February 1 until August 31.

How to get the new private insurance?

You get a form from your scholarship coordinator at the beginning of September and beginning of January.

- You must
- ▶ Fill out both copies in blue ink.
 - ▶ Sign both copies 3 times per copy.

Hand in the papers in the International Office (Lakeside building) in Budapest or in Baja to Ms. Melinda Tamás.

Public general practitioner for the district of Orczy Dormitory (Budapest):

Dr. Zsófia Ajtay

Address: 1089 Budapest, Kálvária tér 18.

Opening hours:	
Monday	08:00–12:00
Tuesday	15:00–19:00
Wednesday	08:00–12:00
Thursday	15:00–19:00
Friday on even weeks	08:00–12:00
Friday on odd weeks	15:00–19:00

Public general practitioner for students in Baja:

Dr. Csibi Zoltán and Dr. Csibi Krisztián

Address: Baja, 6500, Bajcsy-Zsilinszky u. 6
Phone: (06 79) 324 412

Opening hours:	
Monday	09:00–13:00
Tuesday	09:00–13:00
Wednesday	13:00–17:00
Thursday	13:00–17:00
Friday	09:00–13:00

Important information:

Take all your documents with you (ID card/ passport, residence card, health insurance card: it can be a private health insurance). It is very important, that for temporary residence you must give the address of the dormitory, this has to be on your address card for basic medical care as the service of the basic medical treatment is based on the registered place of residence. We highly recommend you to arrive at least half hour prior to the end of the above mentioned consultation hours.

HOW TO CONTACT GENERALI IF YOU NEED MEDICAL ATTENTION

You are kindly advised to seek medical attention as soon as you notice the symptoms. Do not wait until your condition deteriorates! If you believe that you need to consult a medical professional, do not hesitate to do so.

The designated service provider needs some time to arrange that the appropriate physician can meet you at a suitable time. If your complaints or the nature of your symptoms so allow, your appointment will be scheduled within 48 hours. In all cases, follow the instruction of the designated medical service provider/medical management company. Please, make sure you always have your STUDIUM Health Insurance Card with you, as you may never know when you need it.

DESIGNATED HEALTH CARE SERVICE PROVIDER FOR STUDENTS IN BUDAPEST:

Company name:
Szent Kristóf Szakrendelő Nonprofit Kft
Address of the Medical Center:
1117 Budapest, Fehérvári út 12.
Appointments/telephone number:
+36-1-279-2111

Reception times: Monday - Friday: 08.00–20.00

If you are ill, please call one of the following physicians, who are available on weekdays from 8:00 till 20:00, and they will instruct you on what to do:
Dr. Peter Horváth and Dr. Orsolya Szekeres.
30/678-6450 or 30/815-2218.
Both doctors speak English well.

At other times (in an emergency outside the Medical Center's reception times, at weekends, on bank holidays or at night) out-of-hours medical services/emergency care is provided by FÓNIX-MED Zrt. in an out-of-hours Outpatient Clinic located at 1115 Budapest, Tétényi út 12-16. Telephone: 203-3615. This is the number you must call in a medical urgency (or emergency), and this is where you can go to receive treatment. (Trauma and emergency medical services are provided in the building of Szent Imre Hospital



EMERGENCY MEDICAL CARE:
Outside normal medical reception time, during the out-of-hours period (from 16:00 to 8:00 on workdays, and from 8:00 to 8:00 at weekends and on bank holidays) if you have a medical condition which requires emergency medical/trauma treatment, you should call the National Ambulance Services at 112 or 104, or visit the A&E department which the ambulance service provides the details of, to receive treatment for your injuries/condition, since on the phone no diagnosis can be established, no medical indications can be given, and no treatment can be performed; the same is the case with proper medical treatment, or the prescription of medication or medical equipment.

A medical emergency is a case when a medical problem requires immediate medical attention, and its treatment cannot be postponed until normal medical reception time. Emergency: a sudden change in health conditions as a result of which the insured person's life would be at direct risk, or could suffer severe, permanent injury to health without receiving immediate medical attention.

DESIGNATED HEALTH CARE SERVICE PROVIDER FOR STUDENTS IN BAJA:

Fluger Egészségügyi Szolgáltató Kft.

Dr. Gábor Csötönyi

Baja, Kölcsey u 49.
To get an appointment, call: +36 79 325 546

If you are ill, please call Dr. Gábor Csötönyi first, on workdays during reception times at +36 79 325 546.

Reception times:	
Monday	8.00-12.00
Tuesday	8.00-11.00
Wednesday-Thursday	13.00-16.00
Friday	8.00-10.00

At other times (if the outpatient center is closed or at weekends, on bank holidays, at night) urgent medical treatment may be sought at the Baja County On-Call Medical Services at 6 Pokortny Street, Baja (located behind the City Hospital, next to the ambulance station).

The telephone number of the On-Call Medical Services: +36 79 325 000

This is the number you must call in a medical urgency, and this is where you can go to receive medical treatment.



HOW TO CLAIM MONEY FROM GENERALI

Submission of invoices for services prepaid by the insured and their payment.

The costs of medical and health care services provided or arranged for by the designated service provider do not need to be prepaid by the insured, as the insurance company pays the medical bill directly to the medical facility providing the care or through the designated service provider.

If the insured is treated in a medical facility other than the designated medical facility and the case does not qualify as a medical necessity (or emergency) as defined in the clinical standards of care, the designated health care provider shall be notified or informed (by the insured or by the medical facility providing medical treatment to the insured) if practicable before the medical treatment is started but no later than on the weekday following the day of such treatment of the name of the medical facility where the insured receives/received medical care and of the medical condition that is/was treated, to allow that the designated health care service provider may contact the treating physicians, medical facility or health care service provider.

If the condition of the insured only allows him/her to warn the treating medical facility about the above duty to supply information, then the insured shall not delay to do so, as it may help him/her to receive the necessary treatment as soon as possible and at the highest possible standard. The reverse side of the Health Insurance Card contains information which may be important for the treating medical institution, as well.

If the insured receives medical treatment in an emergency at a medical facility other than the designated service provider, or without the management of the designated service provider, the insured may be required to prepay for such medical care.

The insurance claim for the reimbursement of the cost of medical care prepaid by the insured, or of the cost of medication and medical equipment purchased by the insured, must be submitted to the designated service provider or mailed to the Life, Accident and Health Insurance Policy Management Team of Generali Biztosító Zrt. (mailing address: 4025 Debrecen, Piac utca 49-51), accompanied by the following documents:

- the original invoice on the delivered medical treatment (health care services) issued on the last day of such treatment, or the original invoice on the purchase of medications or durable medical equipment on prescription by the treating physician requested in the pharmacy, showing the name of the insured (as well as the policy number),
- a copy of all medical documents related to the insured event (e.g.: outpatient records, hospital discharge summary, examination records, nursing and care documentation, test findings, laboratory records, images made during diagnostic or histology tests, prescriptions, referrals, etc.) including all related precedence medical documentation and the documents produced during the first medical treatment.

A separate document with the insured's Hungarian (HUF) bank account number (signed and dated) is required to be submitted so that the insurance company can reimburse the costs of the medications or durable medical equipment, net of the 50% deductible, to the insured – by wire transfer to the insured's bank account – as soon as practicable.

If the insurance claim is grounded, the insurance company shall reimburse the costs of the medical services prepaid by the insured or by a third party on behalf of the insured, within 15 days following the submission of all documents necessary for claim settlement. Claims are paid in local currency, by wire transfer to a bank account held in a bank in Hungary, pursuant to the invoice and subject to the applicable payment conditions and benefit limits.

INFORMATION ON HOW TO USE THE UNIVERSITY'S IT SYSTEM

NEPTUN SYSTEM

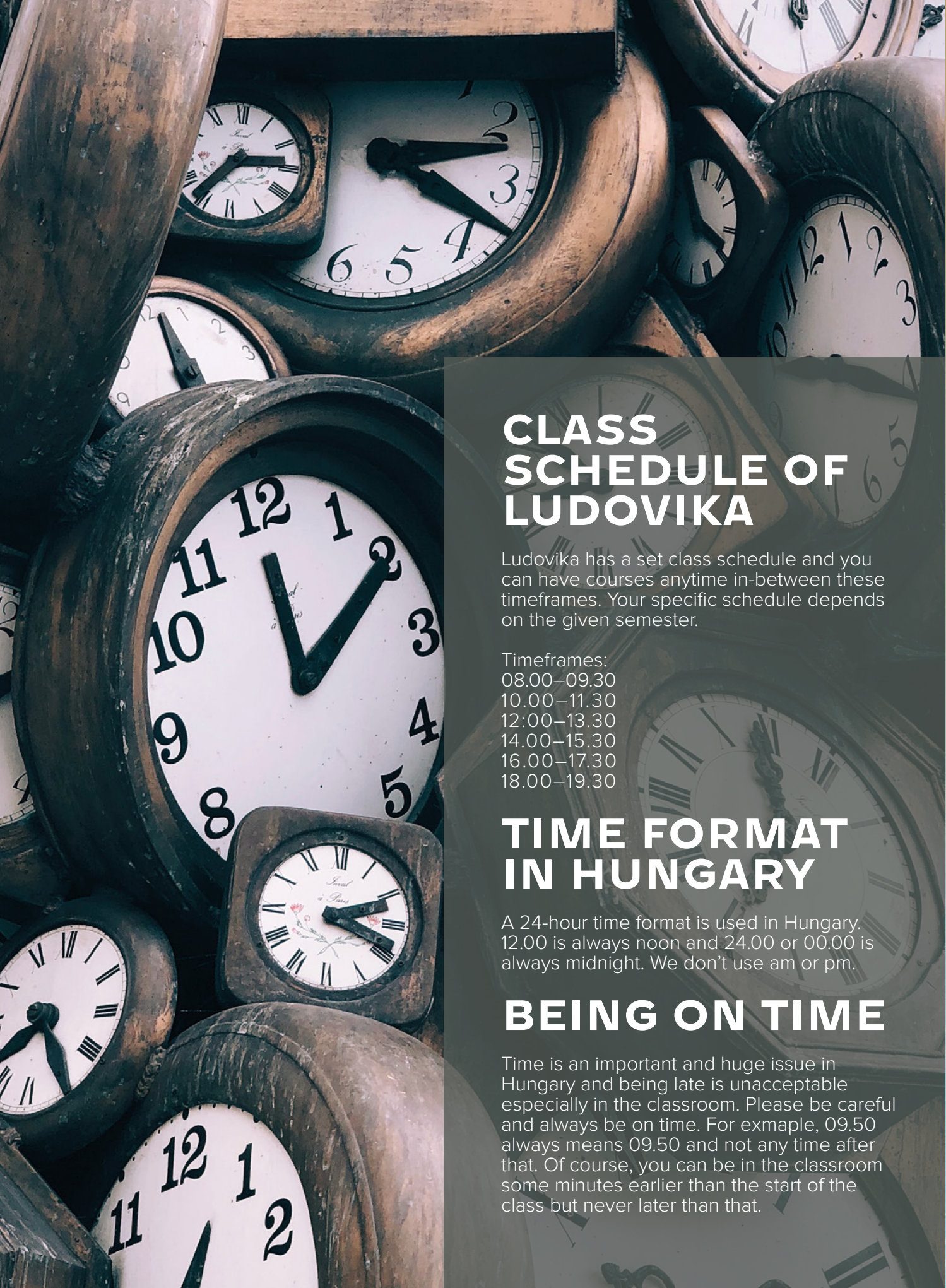
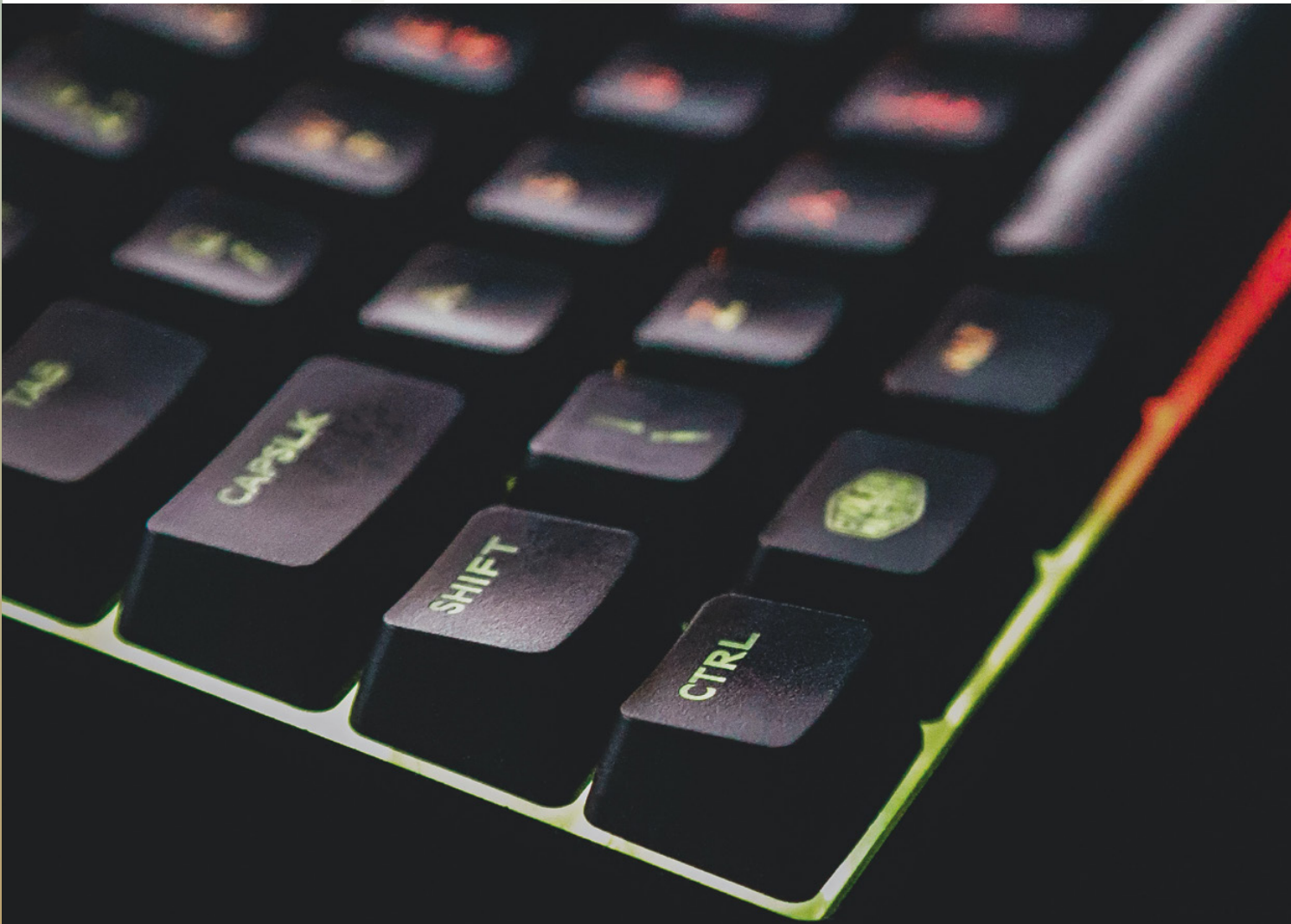
Your data will be registered into the central academic system called NEPTUN. You will get your Neptun ID from your study program coordinator in August before the beginning of your studies. Your study program coordinator will give you specific instructions on how to log in, change your password, how and when to register for the courses and later for the exams. For practical information please check the Neptun guide of the university.

IT CENTER

You can check the information on the IT services of the University [here](#).

MOODLE, THE E-LEARNING SYSTEM

Moodle is an open-source contemporary e-learning management system. It is a collaborative platform supporting the learning process of students and providing an easy-to use interface between professors, students and administration. You can find your courses, learning materials, homework assignments, and occasionally even your exams on the system. All students can access Moodle, with their username and password. If you have any problem with Moodle, don't hesitate to contact the helpdesk at moodle@uni-nke.hu.



CLASS SCHEDULE OF LUDOVIKA

Ludovika has a set class schedule and you can have courses anytime in-between these timeframes. Your specific schedule depends on the given semester.

- Timeframes:
- 08.00–09.30
 - 10.00–11.30
 - 12.00–13.30
 - 14.00–15.30
 - 16.00–17.30
 - 18.00–19.30

TIME FORMAT IN HUNGARY

A 24-hour time format is used in Hungary. 12.00 is always noon and 24.00 or 00.00 is always midnight. We don't use am or pm.

BEING ON TIME

Time is an important and huge issue in Hungary and being late is unacceptable especially in the classroom. Please be careful and always be on time. For example, 09.50 always means 09.50 and not any time after that. Of course, you can be in the classroom some minutes earlier than the start of the class but never later than that.

HOW TO WRITE AN EMAIL AND HOW TO ADDRESS THE STAFF OF THE UNIVERSITY

Please always use the proper forms when you write a letter.

Your letter should look something like this.
"Dear Madam / Sir / Ms Smith / Professor / Coordinator" etc.
 Here comes the information or question that you would like to share with the person.
"Best regards" Here comes your official full name

Please do not use the e-mail as if it was a chat line.
"Hey" or *"Hi"* are not proper ways of addressing someone officially.

Always start your e-mail with *"Dear..."*, say goodbye at the end and always sign your letter.

WAITING FOR AN ANSWER FOR YOUR E-MAIL

Once you sent an e-mail to a university staff member please do NOT send them a reminder in less than 48 hours on weekdays and less than 96 hours at the weekends. Remember, each staff member is dealing with hundreds of students and problems at the same time. Please give them time to get around and respond to your e-mail. If you send an e-mail at 11 p.m. in the evening, do not expect a reply by 8 a.m. even in the most optimal case. Always plan and think ahead.

USING FACEBOOK AS A CORRESPONDENCE PLATFORM WITH THE UNIVERSITY STAFF

Please note that Facebook, Snapchat, Viber, WhatsApp etc. are not official platforms of communication with the university staff members. If you need anything from a coordinator or a professor, please send them a letter to their official e-mail address that ends with *"uni-corvinus.hu"* instead of sending them private messages via Facebook.



THE LIBRARY

International students can use the library free of charge after registration. The library is equipped with computers, internet access, and copy machines. Printing and photocopying are feedased services for all students.

MAIN SCIENTIFIC AND EDUCATIONAL DATABASES SUBSCRIPTIONS:

- Jane's databases
- Proquest Military Collection
- Encyclopaedia Britannica
- EIS databases
- EBSCO databases
- Hungarian Parliamentary databases
- Bruxinfó
- Arcanum Digital
- Knowledge Base (ADT)

Libraries at the Faculties Central University Library

1083 Budapest, Ludovika tér 2
 phone: 432 9000 / 29 214 or 29 143
 e-mail: konyvtar@uni-nke.hu

Opening hours:

Monday	09.00–16:30
Tuesday	09.00–16:30
Wednesday	09.00–16:30
Thursday	09.00–16:30
Friday	09.00–16:30

Library at the Faculty of Military Science and Officer Training

1101 Budapest, Hungária körút 9–11.
 Building No. 2, Room 025–027
 phone: +36 1 432 9000 / 29 214 or 29 143
 e-mail: hk.konyvtar@uni-nke.hu

Opening hours:

Monday	10.00–16:30
Tuesday	10.00–16:30
Wednesday	10.00–16:30
Thursday	10.00–16:30
Friday	10.00–13.30

Library at the Faculty of Water Sciences

6500 Baja, Bajcsy-Zsilinszky utca 12–14.
 phone: +36 79 523-900
 e-mail: vtk.konyvtar@uni-nke.hu

Opening hours:

Monday-Thursday	11.00–14.00
Friday	11.00–13.00

CAFETERIA

Ludovika–UPS Campus has a restaurant and 3 cafés. There is a self-service restaurant in the Educational Building. One of the cafés is situated in an amazing environment near the lake at the Lakeside Terasse in Orczy Park.

TELEPHONE AND MOBILE PROVIDERS

The international code for Hungary is +36. Making a phone call within the country: 06 – [regional number] – [telephone number].

The regional number of Budapest: 1.

Telephone numbers in Budapest consists of 7 digits while countryside numbers are 6-digits. Hungarian cell phones have mobile dialing codes: 20, 30, 70.

Making a phone call within the same region or Mobile Network Operator: without prefix. There are four big mobile service providers in Hungary. You can check their websites for more information.

- **Telenor**
- **T-mobile**
- **Vodafone**



STUDENT ORGANISATIONS AT LUDOVIKA–UPS

STUDENT COUNCIL (HALLGATÓI ÖNKORMÁNYZAT, HÖK)

The Student Union is a special unit among university bodies. Its central responsibility is to represent the students' interests. Its members are elected annually. The Student Union has the responsibility of informing students about university news and changes in regulations.

You can contact them at - <https://ehok.uni-nke.hu>

ESN – ERASMUS STUDENT NETWORK

The Erasmus Student Network (ESN) is an umbrella organisation of ESN sections operating at the different higher educational institutions. The ESN sections are organisations consisting of and operated by national students with the aim of helping international students to integrate into the student life of their respective universities and to find their way in a new country. The goal of ESN is to make the bonding easier and faster between international and Hungarian students. ESN guides the foreign students during the whole semester and helps them in any case of problems.

Website of ESN UPS: <https://nups.esn.hu>

You may contact ESN at esnups@gmail.com or <https://www.facebook.com/esn.nups>

STUDENT WELFARE

Sometimes having real freedom and being away from home can lead you to making bad decisions. Please take care of yourself and read the following lines very carefully.

ACCOMODATION

Always lock the door of your flat/ house when leaving and after arriving home.

BEING LONELY AND DEPRESSED

Being away from home can be lonely and depressing and it is not always easy making new friends. If you feel sad and lonely you can contact any of the following people:

- the SH Office
- your study program coordinator
- your mentor
- your favourite professor etc.

DRINKING

- Beware of the dangers of drinking. If oyu are drunk by any chance, do not walk the streets late at night on your own, and do not go home alone. In general, it is not a godd idea in any large city to walk alone late at night.
- Never leave your drink unattended!

DRUGS

- Drugs in Hungary are illegal. Avoid them.

PARTIES

- Inform your friends, roommates where you are going. Always ask one of your friends to escort you home or take a taxi if you leave at night.

SEX AND PREGNANCY

Sexually transmitted diseases can be found all over the world. Take care of yourself.

- If you had unprotected sex, you can get morning-after pill, but note that you MUST visit a doctor and get a prescription. You can buy the pills only in pharmacies, and don't forget, you must have the prescription.
- If you think you are pregnant get a pregnancy test. You can choose from several over-the-counter pregnancy tests in the drug stores. Do not be shy in such cases and ask for someone's help.

THIVES / PICKPOCKETS

- Budapest is generally very safe and pickpocketing is not that common, but it can happen. Please never carry your passport with you, have a photo of it in your phone. Residence permit should be good enough identification if needed somewhere.



- Always carry your bag in front of you, especially on the public transport, and never on your back, even if it is a rucksack. Your phone and wallet should never be in the back pocket of your jeans/trousers.
- If you sit down somewhere, make sure that you keep an eye on your stuff rather than put it next to yourself or behind you. It can be stolen in a second. Take care even at the university as anyone can enter the buildings and do not leave your things in an empty classroom if you don't stay there.

TRAFFIC RULES

Make sure that you cross a street only at green light. Before stepping off the curb make sure that all teh cars have stopped.

EMERGENCY NUMBERS

General emergency number: 112

Police: 107

Ambulance: 104

Fire service: 105

To call the numbers above is free of charge.

24-hour English-language crime hotline:

+36 1 438 8080

English language telephone directory service: 191

International operator: 199

BLUE POINT DRUG AMBULANCE

Address: 1095 Budapest, Gát utca 25. I/8

E-mail: bluepoint@t-online.hu

Phone: +36 1 215 7833 or +36 70 607 4969

ANONYMUS AND FREE HIV TESTING (AIDS ASSOCIATION)

Address: 1113 Budapest, Karolina út 35/b

Availability: +36 1 466 9283

segitseg@anonimaids.hu

A FEW RELIABLE TAXI COMPANIES (ENGLISH IS SPOKEN)

City Taxi: +36 1 211 1111

Főtaxi: +36 1 222 2222

STUDENT COUNSELLING CENTER

Free consultation in English. Our psychologists in the Student Counseling Center offer a supportive and sympathetic atmosphere with strict confidentiality. Please check the website and the info sheet of the counseling center for further details.

PUBLIC HOLIDAYS IN HUNGARY

The major grocery stores, shops, shopping centers, market halls and the university buildings (including the library) are closed on the following days.

- New Year's Day* January 1
- National holiday* March 15
- Good Friday, Easter Sunday and Monday* March/April depending on the year
- Labour day* May 1
- Whit Sunday and Monday* May/June depending on the year
- National holiday* August 20
- National holiday* October 23
- All saint's day* November 1
- Christmas day and boxing day* December 25-26

INFORMATION ON THE LEGALISATION PROCEDURE OF DOCUMENTS TO BE USED ABROAD (NOT IN HUNGARY)

Please check the *whole page* especially the part about the degree certificates.

Degree Certificates, Supplements, Attendance certificates, etc.

1. *Intermediate legalisation at the Office of Education*
2. Ministry of Foreign Affairs and Trade
3. Accredited delegation of the target country in Hungary

Please arrange this as soon as you have your diploma from Ludovika–UPS. You may not need this certificate now, but if you need it anytime in the future, you don't have to arrange it in a hurry.



A TO Z – USEFUL THINGS FOR EVERYDAY LIFE ADDRESS CARD

The address card is the small part of the “Accommodation reporting form”. The Immigration Office representative stamps and signs the form and you get back that small part that serves as your address card. It is signed when you pick up your residence permit. Take very good care of it as it is a legal document that can be asked for by the authorities. Whenever you move to another place you must report your new address to the Immigration Office via their website. After registration you can find detailed information about the documents that you must provide.

BANK CARD (DEBIT CARD / CREDIT CARD) VS. BANK ACCOUNT NUMBER

You must be careful to whom you give your personal data, most specifically, your debit/credit card number. This information MUST NOT be given to anyone. If you give this number to someone, that person can use your card sometimes even without having your CVV code (3 digits), which can be found at the back of your card. Never give your PIN number to anyone and never carry it together with your debit/credit card.

The bank account number is not the same as the debit/credit card number.

The card numbers contain 16 digits looking like 1234 5678 1234 5678.

The Hungarian bank account numbers contain 16 or 24 digits looking like 12345678-12345678-00000000 or 12345678-12345678 or 12345678-00000000-12345678 depending on the bank.

If you transfer money from your bank account to another bank account or receive money from another bank account, you need to use your bank account number. If you buy anything online, you need your card number and possibly CVV code. You can always check your bank account number online if you have the application of your bank on your mobile phone.

CLOTHING AND SECONDHAND SHOPS

Hungary is a country of extremes regarding the weather. September can be still quite warm during the day (+25-27 Celsius) and the weather gets colder and colder as we enter October and November. November can be cold with temperature under +10 Celsius. Winter months can be really cold. In winter the average temperature is zero to -10 Celsius. In extreme circumstances and at night the temperature can go below -15 Celsius.

We would like to encourage you either to bring warm winter clothes, a coat, scarf, hat, gloves and boots or buy them here. Buying them here is not a problem either as we have a lot of shopping malls with all the major fashion chains.

If you want to save some money try the second hand chains Háda, Cream and Humana. All have several shops all around Budapest. Alternatively you can try the Chinese shops that are available all over Budapest, but if you need a lot of different shops at the same place try Monori Center.

DATE FORMAT IN HUNGARY

A yyyy.mm.dd. date format is used in Hungary. For example, 2021.01.08. or 2021. január 8. or 2021. jan.8.

DISTRICTS OF BUDAPEST

Budapest has 23 districts and the city is divided by the River Danube into Buda and Pest. Buda is hilly, Pest is rather flat and the city center is on the Pest side. Corvinus University is located at the edge of district 9 on the Pest side. The most central and most expensive districts are 5, 6, 7 and 9 and they are all on the Pest side. District 8 is also near the city center, but most parts of it can be dangerous, therefore please avoid this district if you can, except for Corvin- negyed which is at the border of district 8, but it's considered safe.

ELECTRONICS

You may need to buy some electronic stuff after arrival such as an adapter or an internet cable etc. This you can do in the electronic stores that you will definitely find in all the shopping malls. The biggest ones are MediaMarkt and Euronics.

EXCHANGING MONEY

Some grocery stores accept EUR but otherwise you must pay in HUF when you buy something anywhere in the country. There are several legal places in the city and near the university where you can exchange your currency into Hungarian Forint (HUF). You can choose an exchange booth or any bank but never ever accept an offer from somebody on the street. Exchanging money on the street is highly illegal in Hungary.



GROCERY STORES IN THE CITY

There are some big grocery store chains that are worth a visit. Some of them can be found in the city center as well but some of them only in the suburban area. The most known and popular ones are Aldi, Lidl, Spar, Tesco, Auchan.

HUNGARIAN LANGUAGE

Hungarian is said to be complex and difficult but it's useful to learn some basic expressions. Here are some links that can be interesting for you.

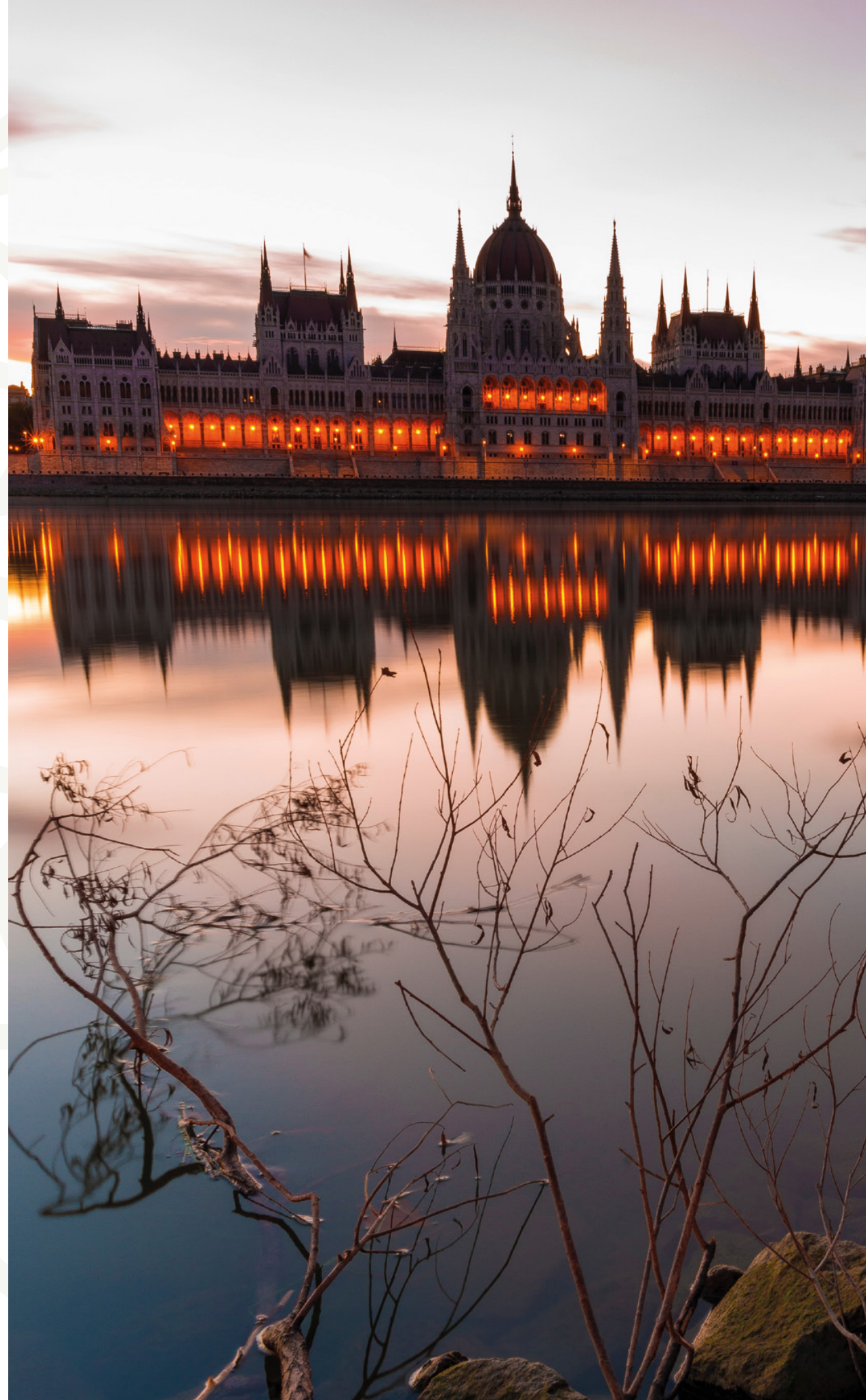
Learn the top 25 Hungarian phrases
Learn Hungarian - Essentials
The Hungarian alphabet
36 useful Hungarian phrases

Prepare yourself as it can be difficult to communicate with people in the shops or on the street. Unfortunately, a lot of Hungarians don't speak English. Even in the cafeteria or in the buffet of the university you can have difficulties if you don't speak some basic Hungarian.

HUNGARIAN RAILWAYS

Magyar Államvasutak aka MÁV = Hungarian Railways company

You can check the prices and timetables on the website of the company, and you can buy your ticket online if you wish. Buying the ticket at the cashier at the railway station is also an option of course.



METRIC UNITS

Please note that the metric system is used in Hungary such as liter, centimeter, kilogram etc.

MOTHER'S MAIDEN NAME

Why is your mum's maiden name so important for the Hungarian authorities?

You probably realized that it is asked on all the official papers like your scholarship application, your rental contract, your scholarship agreement, Neptun etc.

In Hungary the following data can identify you 100%, if they are used together.

- your name
- the place where you were born
- the date when you were born
- your mum's maiden name (the family name and first name she was born with)

NAME ORDER IN HUNGARY

Hungarians use a reverse name order. Family name first and given name second. Her family name is her dad's family name and like most people in Hungary she doesn't have a middle name.

- PARCEL COMPANIES
- DHL
- UPS
- FedEx

PHARMACY

Prescribed medicines can only be bought in pharmacies (Gyógyszertár or Patika in Hungarian). Pharmacies are usually open on weekdays from 08.00 to 18.00. Some pharmacies are also open on Saturdays. There are more pharmacies near the university buildings.

Fővám téri Gyógyszertár, 1056 Budapest, Fővám tér 4.
Nagyvárad Gyógyszertár, 1091 Budapest, Üllői u 121.
Pesti Sas Patika, 1091 Budapest, Üllői út 105.
Kehely Gyógyszertár, 6500 Baja, Ybl stny. 6.

POST OFFICE

Nearest post office:
1091 Budapest, Üllői út 89/a. fsz. 3.
6500 Baja, Oroszlán utca 5.

In case you send an important letter and you would like to know if the recipient received it, send it as **registered mail**. This is a special postal service by which an official record of posting and delivery is obtained for a letter. The post office will provide you an official record ('return receipt') of the fact that your letter has been posted and delivered. You must pay an extra fee for this service, but it will guarantee, that you posted the letter.

POSTAL CODES OF BUDAPEST

The 2nd and 3rd numbers of the Budapest postal codes show the district. For example, the uni's postal code is 1083 and it is in the 8th district.

PUBLIC TRANSPORTATION

Public Transport company of Budapest

Monthly Transportation pass for students

Please make sure that your valid student ID is with you when you use your monthly transportation pass.

The penalty is very high if you are caught using the student pass without a valid student ID.

The price of the student pass is very reasonable only 3.450,-HUF/month compared to the full pass which is 9.500,-HUF/month. It can be used unlimited on all kind of transportation in the city like metro, bus, tram, suburban railway (HÉV), trolley etc within the administrative boundaries of Budapest.

You can buy the pass at any ***ticket vending machine***. Your Education ID (e.g. 71822563945) must be printed on the pass. ***Single transportation ticket***.

If you live in the city center, you may don't need the monthly transportation pass, but be careful as you mustn't travel on any public transport vehicle without a valid ticket at least.



RELIGIOUS PLACES IN BUDAPEST

Nearest Baptist Church
1082 Budapest, Nap u. 40.

Nearest Buddhist centre
1082 Budapest, Baross u. 80. (doorbell 22.)

Nearest Greek Catholic Church
1074 Budapest, Rózsák tere 10.

Nearest Mosque
1119 Budapest, Fehérvári út 41.

Nearest Reformed Church
1089 Budapest, Üllői út 90

Nearest Roman Catholic Church
1089 Budapest, Rezső tér

Nearest Synagogue
1075 Budapest, Síp utca 12.

SHOPPING CENTERS

There are several Shopping Malls in the city where you can find almost all the big trademarks of the world. The biggest shopping malls are Westend, Corvin Plaza, Allee, Árkád, KÖKI Terminál. The shops are usually open from 10.00 until 21.00 even on Sunday.

SMALLER SHOPS

There are also a lot of small grocery shops around the city that have longer opening hours even 24/7.

SMOKING, TOBACCO

Smoking in public buildings, shops, shopping centers, restaurants, pubs etc. and 5 meters within their entrance is strictly forbidden and heavily fined. Smoking on public transportation vehicles and at public transportation stops is also prohibited. You can buy cigarettes and any tobacco related products only in the National Tobacco shops called Nemzeti Dohánybolt in Hungarian. These shops have very long opening hours, sometimes 24/7, and usually sell beer, soft drinks, water and chewing gum as well.

SPORT AT LUDOVIKA

Ludovika–UPS puts special emphasis on physical education of students. Physical training is a crucial part of the training of military and police officers, however civilian students also have the opportunity to use the sport facilities of the University and they also have to participate in regular PE classes.

The faculties of Ludovika–UPS have their own sports centres, offering a wide range of indoor and outdoor sports facilities on campus including a swimming pool, gyms, fitness rooms, a tennis court and a sauna.



The sport centres provide a wide range of sport opportunities: ball games (basketball, football, volleyball, badminton and tennis), combat sports (judo, ju-jitsu) aerobic, table tennis, wall climbing, swimming, strength development and cardio training, equestrian sport, shooting sports, fencing and hiking.

The New Ludovika Campus development project includes new sport complex such as an indoor shooting range, fencing hall, a riding course, new track and field stadium and a swimming pool.

CONTACT AT THE SPORTS DIRECTORATE:

Bence Gellért

Tel: +36 1 432 9000 / 29 715

E-mail: gellert.bence@uni-nke.hu

TRANSLATION OFFICE

If you need an official and attested translation of your documents, please contact the Hungarian Office for Translation and Attestation Ltd.

TRAVEL INSURANCE

Your TAJ card and your Generali STUDIUM health insurance are valid only in Hungary. You are not insured at all as soon as you leave the territory of the country. You are NOT entitled to get the blue EU card unless you have a permanent address in Hungary or in any of the EU countries. I recommend that you buy a travel insurance at any travel agency even if you leave Hungary only for one day. Buying the insurance online is unfortunately not an option for you as all the websites are available only in Hungarian. The most reliable travel insurance companies are Európai Utazási Biztosító (EUB), Allianz, Aegon, Union, UNIQA, Mondial. Take your residence permit, passport and address card with you when you buy the insurance.



WHERE TO BUY THINGS THAT MAKE YOUR LIFE EASIER

You probably need a lot of things when you arrive such as iron, ironing-board, drying rack, mugs, cutlery, plates etc. You can buy all these things in stores like XXLutz, Mömax, IKEA or Möbelix. Alternatively you can try the Chinese shops that are available all over Budapest, but if you need a lot of different shops at the same place try Monori Center.

You can join several Facebook groups. There are only examples and we don't take responsibility for the information provided in these groups. Some of the groups operate only in Hungarian.

- Free Your Stuff Budapest
- Used stuff for free in Budapest
- Used stuff to sale and buy in Budapest
- Used furniture from IKEA
- Second hand from IKEA
- Used furniture





**Enjoy your stay
in Budapest and Baja
at LUDOVIKA and let us know
if you have any question.**

The staff of LUDOVIKA University of Public Service





SURVIVAL GUIDE