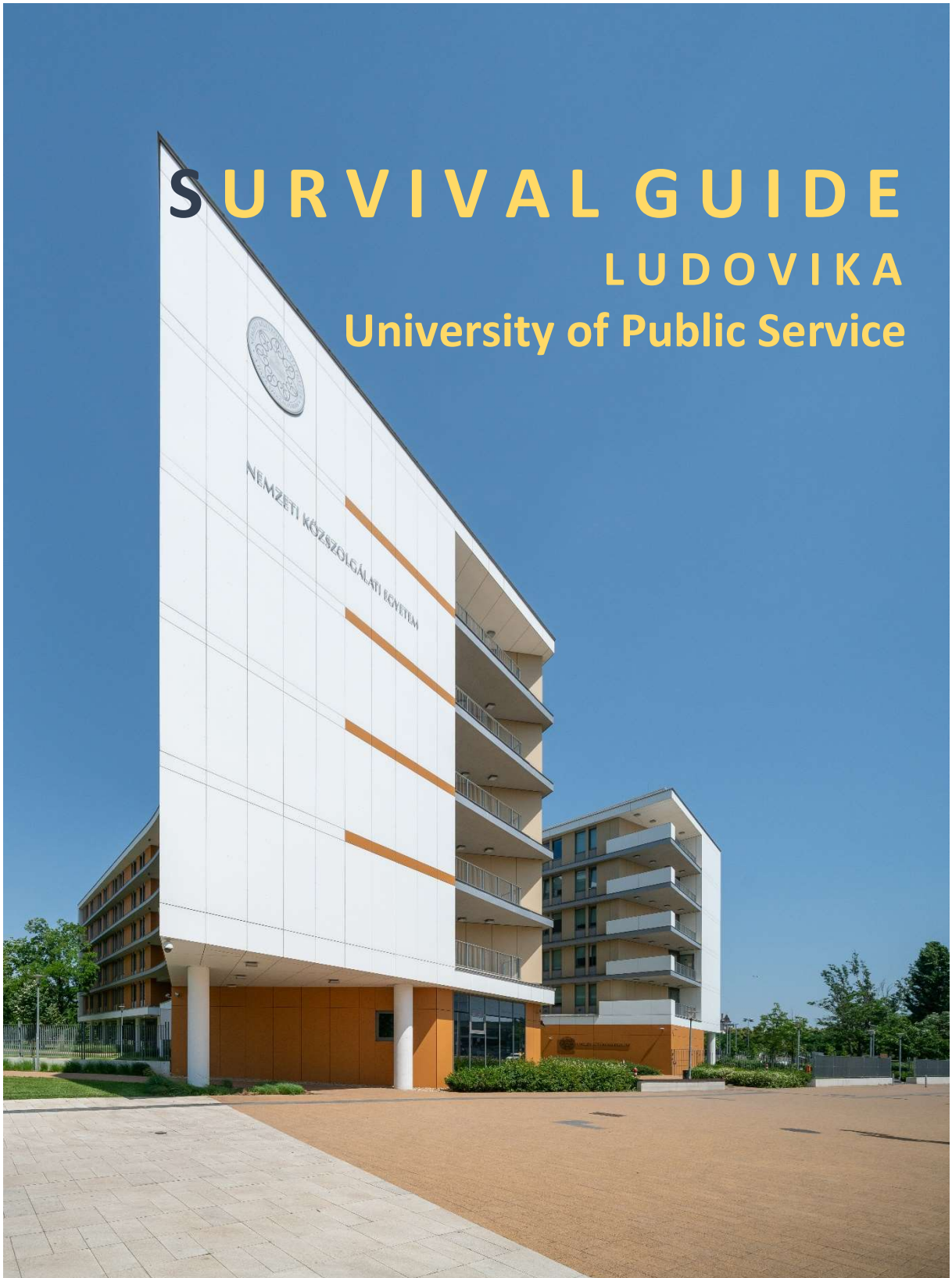


SURVIVAL GUIDE

LUDOVIKA

University of Public Service



I. Welcome to Ludovika – University of Public Service

1.1. 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 in 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

1.2. About the Stipendium Hungaricum Scholarship Programme

The **Stipendium Hungaricum Scholarship Programme** was launched in 2013 by the Hungarian Government. The core mission of the programme is to increase the number of foreign students in Hungary and to encourage Hungarian higher education institutions to attract top foreign students. The programme is based on bilateral educational cooperation agreements signed between the Ministries responsible for education in the sending countries/territories and Hungary or between institutions.



Currently more than **50 sending partners** are engaged in the programme throughout **4 different continents**. Ludovika - UPS has been participating in the programme since 2015, and currently has over 60 scholarship students from all over the world in the following full-degree programmes: **Civil Engineering BSc, Environmental Engineering BSc, International Public Service Relations MA, Doctoral School of Public Administration Sciences, Doctoral School of Military Sciences, Doctoral School of Military Engineering**. The scholarship covers the tuition fee, accommodation costs and private health insurance for the whole period of stay in Hungary. For more information please visit the website of the [Tempus Public Foundation](#).

1.3. Faculties at Ludovika – University of Public Service

FACULTY OF PUBLIC GOVERNANCE AND INTERNATIONAL STUDIES (FPGIS)

The Faculty of Public Governance and International Studies has been established as a result of the merger of two former faculties. Students not only acquire general knowledge and skills related to public service but also learn the basics of political and legal studies including the methods of legislation and law application at national and international levels. Due to this merger, the new Faculty has become a major pool of trainings, researches and experts engaged in international studies connected to all of the professional fields of public service. Its operation aims to educate students and officers to make an international career in public service.

The new Faculty will also be prepared to deliver continuous education courses for acting diplomats, while providing the after growth for national foreign service, as well as for international and European institutions via preparation for the EPSO (European Personnel Selection Office) exam, for example the MA in International Public Service Relations Programme.



Our students will be acquainted with a broad range of contemporary questions in international relations, from the phenomenon of globalisation to the law and policy making of international organisations to international law and the law of the European Union, as well as 'hot topics' such as good governance and integrity management. Upon completion of the programme, graduates will benefit from a thorough and

comprehensive understanding of today's international affairs, as well as an understanding of the instruments that will enable them to critically assess, analyse and answer global and international problems and policy issues. Former graduates of the faculty have had a notable career trajectory with several alumni becoming key decisionmakers in the public sphere or having achieved a successful career in the private sector. For people interested in academic life, the faculty offers a PhD programme, which is the first one in Hungary focusing explicitly on public administration science.

LOCATION:

1083 Budapest, Üllői út 82
(Educational Centre, 4th Floor, Room 418)

FACULTY OF WATER SCIENCES (FWS)

A growing talent pool for the water sector in Hungary and beyond.

The water management of the future will fundamentally define the world's and Hungary's development, economic performance, food security, environmental status and the quality of the population's life. The availability of water in adequate quantity and quality and the protection from water damage make water management a strategic sector, with engineering and water diplomacy knowledge being among the most important values of our time.

The Faculty of Water Sciences is the youngest faculty of Ludovika - University of Public Service, beginning its operation in Baja on 1 February 2017. Thanks to our predecessors, the Faculty has a heritage of over 50 years in higher education.



Water science education in Baja has a nationwide significance and appreciation.

The educational building of the Faculty is located in one of the most scenic areas of Baja, where the university provides training on modern water management procedures in its facilities and laboratories. Our Faculty has two measuring stations, one in the Eastern Mecsek area, one in Érsekcsanád, which both serve as field training facilities. We provide modern technology and measuring instruments that our students can use to acquire practical knowledge. We also offer accommodation to our students in the dormitory. In the Civil Engineering and Environmental Engineering degree programmes of Ludovika - UPS, students are trained to answer the greatest environmental and social challenges of the 21st century and to handle the problems of water shortage and water management.

LOCATION:

6500 Baja, Bajcsy-Zsilinszky utca 12–14
(170 km south of Budapest)

FACULTY OF MILITARY SCIENCES AND OFFICER TRAINING(FMSOT)

As part of Ludovika - UPS, the Faculty of Military Science and Officer Training began its operation on the 1st of January 2012 continuing the nearly 200 years old tradition of Hungarian military officer training of the Zrínyi Miklós National Defence University.



Even today, the main tasks of the Faculty are the education and training of professional military officers along with research and development in the various fields of military science. It enjoys a wide spectrum of international relations ranging from different higher educational institutions focusing on military education and training to institutions related to the North Atlantic Treaty Organization.

The Faculty centre is located in the Zrínyi Miklós Barracks and University Campus not far from downtown Budapest. With

many classrooms, seminar rooms, special language labs, sports facilities, a library with more than 500 thousand books, a restaurant and a buffet where cadets and students can pursue their studies within a fully equipped facility.



Accommodation for incoming students is provided in the barracks' own dormitory building in the same compound. The Aviation Institute of the Faculty is based outside Budapest, in the city of Szolnok, also in a military environment with own barracks facility.

LOCATION:

1101 Budapest, Hungária körút 9–11

AVIATION INSTITUTE:

5000 Szolnok, Kilián út 1

FACULTY OF LAW ENFORCEMENT (FLE)

The Faculty of Law Enforcement's mission is to provide theoretical knowledge and practical training for the future mid-level and high-level leaders of the Hungarian law enforcement agencies, such as the Hungarian National Police, the National Tax and Customs Office, the Prison Service of Hungary, the National Directorate-General for Aliens Policing, and the Counter Terrorism Centre. The Faculty



also has educational programs for civilians, who would like to work in the private security sector, and special educational programs in the field of national security and disaster management, as well (see the introduction of the Institute of Disaster Management). The Faculty offers education on bachelor, master and

PhD level, hence it has a doctoral school in police science.

The Faculty of Law Enforcement is the only organisation in the Hungarian higher education, which is entitled to issue a degree in the field of law enforcement needed for the appointment of commissioned officers. Although most of the departments and the leadership of the Faculty are located in the Educational Centre, one part of the classes takes place in the Law Enforcement Educational Building and Residence Hall (1089 Budapest, Diószegi Sámuel utca 38–42), which has several rooms designed especially for law enforcement education: interrogation room (also suitable to do police line-ups and polygraph examination), a room for questioned document examination, two criminalistics labs equipped with crime scene investigation tools, a vehicle examination bay, a scene house (a simulated environment consisting of a pub, a bank and an apartment), a room for the administration of arrests, a photo lab, and a simulated prison cell, as well. The students of the Faculty



of Law Enforcement are trained to use handguns (semi-automatic pistols) in the indoor shooting range of the university at the campus called Ludovika Rifle Club.

LOCATION:

1083 Budapest, Üllői út 82
(Educational Centre, 3rd Floor, Room 329)

Academic Calendar

2020/2021- Fall semester - 2020/2021 – Spring semester

	Registration period	Registration period
UPS	2020.08.21. – 2020.08.30.	2021.01.25. – 2021.02.07.
Faculty of Military Science and Officer Training (FMS)	2020.08.21. – 2020.08.30.	2021.01.18. – 2021.01.24.
FMS – BA/MA in International Security and Defence policy	2020.08.24. – 2020.09.06.	2021.01.25. – 2021.02.07.
Doctoral School	2020.08.21. – 2020.09.06.	2021.01.25. – 2021.02.07.
Faculty of Public Governance and International Studies/ Institute of Continuing Education and Executive Training	2020.08.24. – 2020.09.06.	2021.01.25. – 2021.02.07.

	Study period	Study period
Faculty of Military Science and Officer Training	2020.08.24. – 2020.12.18.	2021.01.25. – 2021.05.21.
FMS – BA/MA in International Security and Defence policy	2020.08.28. – 2020.12.12.	2021.01.30. – 2021.05.15.
Faculty of Public Governance and International Studies	2020.08.31. – 2020.12.12.	2021.02.01. – 2021.05.15.
Faculty of Law Enforcement (FLE)	2020.08.24. – 2020.12.18.	2021.02.01. – 2021.05.21.
Faculty of Water Sciences	2020.08.31. – 2020.12.11.	2021.02.01. – 2021.05.14.
FLE - Institute of Disaster Management	2020.08.24. – 2020.12.18.	2021.02.01. – 2021.05.21.
BA/MA in National Security	2020.08.24. – 2020.12.11.	2021.01.25. – 2021.05.14.
Institute of Continuing Education and Executive Training	2020.09.07. – 2020.12.18.	2021.02.01. – 2021.05.14.
Doctoral School	2020.08.31. – 2020.12.11.	2021.02.01. – 2021.05.14.

	Examination period	Examination period
Faculty of Military Science and Officer Training	2020.12.21. – 2021.01.22.	2021.05.24. – 2021.06.25.
FMS – BA/MA in International Security and Defence policy	2020.12.14. – 2021.01.29.	2021.05.17. – 2021.06.25.
Faculty of Public Governance and International Studies	2020.12.14. – 2021.01.29.	2021.05.17. – 2021.06.25.
Faculty of Law Enforcement (FLE)	2020.12.21. – 2021.01.29.	2021.05.25. – 2021.07.02.
Faculty of Water Sciences	2020.12.14. – 2021.01.31.	2021.05.17. – 2021.06.25.
FLE - Institute of Disaster Management	2020.12.21. – 2021.01.29.	2021.05.24. – 2021.07.02.
BA/MA in National Security	2020.12.14. – 2021.01.15.	2021.05.17. – 2021.06.25.
Institute of Continuing Education and Executive Training	2020.12.21. – 2021.01.29.	2021.05.24. – 2021.07.02.
Doctoral School	2020.12.14. – 2021.01.22.	2021.05.17. – 2021.06.25.

Official Holidays and School Breaks (no class days):

University Sports Day	2020.09.23.
Memorial Day of the 1956 Revolution	2020.10.23.
Official Visitors' Day	2020.11.27.
Christmas	2020.12.25-26.
New Year's Day	2021.01.01.
Day of the University	2021.01.29.
1848 Revolution Memorial Day	2021.03.15.
World Water Day	2021.03.22.
Easter Holidays (Good Friday: 2021. April 2., Holy Saturday: 2021. April 3., Easter Sunday: 2021. April 4., Easter Monday: 2021. April 5.)	2021.04.02-05.
Saint George's Day	2021.04.24.
Labour Day	2021.05.01.
Saint Florian's Day	2021.05.04.
Ludovika Festival	2021.05.06-08.
Ludovika Picnik	2021.05.14.
Whitsun (Whit Sunday and Whit Monday: 2021. May 23-24.)	2021.05.23-24.

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 fee-based 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)

THE LIBRARY'S OWN DEVELOPED (HUNGARIAN)

- Database on Security and Defence Policy
- Database on Military Science
- NATO documentary database
- Dissertations, theses as database
- Entire dissertations
- Database on journals
- Database on notes
- Database on social science
- Király Béla databases



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 – 18.00

Tuesday 09.00 – 18.00

Wednesday 09.00 – 18.00

Thursday 09.00 – 18.00

Friday 09.00 – 16.00

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

OPENING HOURS:

Monday 10.00 – 18.00

Tuesday 10.00 – 18.30

Wednesday 10.00 – 18.00

Thursday 10.00 – 18.00

Friday 10.00 – 15.30

Library at the Faculty of Water Sciences
6500 Baja, Bajcsy-Zsilinszky utca 12–14
PHONE: +36 79 523-900

OPENING HOURS:

Monday–Thursday 08.00 – 16.00
Friday 08.00 – 13.30

Sport and Recreation at Ludovika - UPS

The National University of Public Service can proudly claim to be a “Sporty University” as students enjoy a wide range of possibilities to spend active leisure time at every faculty, besides their compulsory Physical Educations lessons.

SPORT FACILITIES

The National University of Public Service currently has three faculty sports centres, one at each faculty and a central university sport centre, as well. Hence there is a wide choice of indoor and outdoor sport facilities on campuses including a swimming pool, gyms, weights rooms, a tennis court



and a sauna. Sport facilities are open for every student, instructor and employee. The four sport centres provide a wide range of sport opportunities: ball games (basketball, football, volleyball, handball, badminton and tennis), combat sports (judo, thai box, tanfakarate, ju-jitsu, aikido, kyokushin) aerobic, table tennis, indoor climbing, swimming, strength development and cardio training, equestrian sport, shooting sports, fencing and hiking. The New Ludovika Campus development project includes a new sport complex such as an

indoor shooting range, fencing hall, a riding course, new track and field stadium and a swimming pool which were inaugurated in mid 2018. Sport facilities are available for public use as well.



CONTACT AT THE SPORTS DIRECTORATE:

Bence Gellért

TEL: +36 1 432 9000 / 29 715

EMAIL: gellert.bence@uni-nke.hu

The swimming pool is open for the public, too. Please take the planned public opening hours into consideration:

WEEKDAYS: 06.00 – 08.00, 18.00 – 22.00

WEEKENDS: 08.00 – 20.00

NUPS SPORT ASSOCIATION

The NUPS Sport Association has been operating since October 2012. Its fundamental aim is to facilitate university sport life, to ensure healthy and cultured leisure spending for its members,



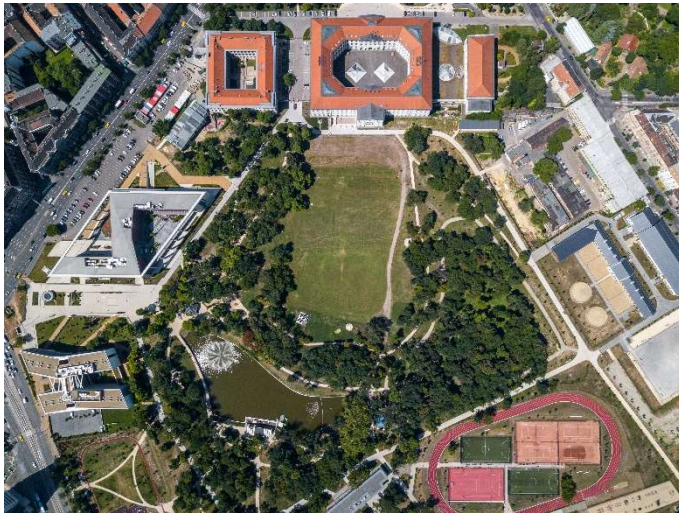
GUIDE FOR INTERNATIONAL STUDENTS

To ensure a place for those high level athletes who compete on national or even international championships. The Association comprises 9 different regular sport departments including a basketball club, fencing club, swimming club, trekking club etc.

The military historical societies of the University have also joined the association recently. The Association has a key role in establishing the University's "Athlete Life

Programme". The aim of the programme is to support athletes and to provide an opportunity to have their own course and examination schedule. Enhanced support for maintaining good work life balance and to harmonise learning and competitions is provided within the framework of the Programme which provides greater opportunity to achieve outstanding performances at national and international competitions as well.

A UNI CAMPUS LIKE NO OTHER IN HUNGARY



You will need some downtime from the hard work you are prepared to do. Ludovika - UPS is a "Sporty University" so, we made sure that all our students have the opportunity to focus on balancing mind work with a necessary amount of body work. We believe that our human experience can only be complete with a healthy and strong body which can be achieved through doing sports while having fun too. Our Tree top Adventure Park features exciting and challenging obstacle courses up in the tree canopy, that will have you swinging, leaping, climbing and flying through the park.

You can train or just have fun. Choose us and spend some quality good time in our Adventure Park to boost your energy and then at our Cafés, recreation halls to chill out.

The 26 hectares of green Orczy Park area and a fantastic Adventure Park is situated next to our Sports Arenas. Ludovika University Campus has a restaurant and 2 cafés. One of the cafés is situated in an amazing environment near the lake at the Lakeside Terrasse in Orczy Park.

If you come to live at Ludovika Campus you'll have the chance to compete with other roommates in the so called Csocsó game – table football.

II. Registration at the University and other duties

2.1. How to apply

As application dates vary, we highly recommend that you check your desired International Study Programme's application dates with the coordinators given in the Faculties sections or with the Erasmus+ coordinators.

For more information on how to apply please consult the given websites.

INTERNATIONAL APPLICANTS – FEE PAYING

Applications should be submitted directly to Ludovika – UPS using our online application site.

Applications sent through regular mail or e-mail will be rejected without consideration.

Before you start your application process please read carefully the instructions at:

<https://en.uninke.hu/education/master-programmes/masterin-international-public-service-relations-degreeprogramme/how-to-apply>

INTERNATIONAL APPLICANTS – STIPENDIUM HUNGARICUM SCHOLARSHIP

Eligible applicants have to apply through the application system of the Tempus Public Foundation, the institution responsible for the coordination of the programme.

Applicants have to submit the same documentation and will go through the same admission procedure as other international applicants.

Eligibility criteria and further details can be found on the website of the programme:

www.stipendiumhungaricum.hu

HUNGARIAN APPLICANTS

Hungarian citizens may only apply through the national online application system ("Felvi.hu").

Further information about the application procedure and the online application form is available at: www.felvi.hu.

Note: In certain cases non-Hungarian citizens may be eligible for a state scholarship (e.g. EEA citizens). Please visit www.felvi.hu for more information.

2.2. Prior to your Arrival

To make sure you get off to a good start, there are a number of things to do before you arrive to Budapest. We are offering some supportive measures, even before your arrival, such as [ESN services](#) to have a helping hand for example with finding your accommodation.

YOUR STUDENT VISA

If you are a non-EU citizen, you need to have a VISA, type D prior to your arrival!

GENERAL INFORMATION

Hungary is a member of the Schengen Area, therefore if you have a valid Schengen visa (i.e. you have not surpassed the validity date, the number of days and the number of entries permitted) then you can use it to travel to Hungary as well.

We would strongly recommend you to apply for a visa as early as possible!

Please note that in certain cases the visa procedure could take up to 60 days (in accordance with Article 23 of the Visa Code).

WHERE TO APPLY FOR A SCHENGEN VISA TO HUNGARY

Applications may be submitted directly at the Consulate. If you want to visit a Schengen country you should apply for a visa at the Consulate of that country.

If you wish to visit several Schengen countries you should apply at the Consulate of the country you intend to stay for the longest period of time.

If you intend to visit several Schengen countries but no main destination can be determined, you should apply at the Consulate of the Schengen country whose external border you will cross in order to enter the territory of the Schengen Area.

Applications should be lodged at least 15 days before the intended journey. Please note that neither the Consulate nor the Visa Centre takes any responsibility for applications submitted less than 15 days before this date and the Consulate reserves the right to send back such applications without making any decisions on them.

HOW TO APPLY FOR YOUR VISA

Applicants are advised to book an appointment to submit an application (appointments can be booked on-line).

SELECT HOUSING OPTIONS

Whether you would like to live on-campus or offcampus, 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.

Students of the Faculty of Military Science and Officer Training

1101 Budapest, Hungária körút 9–11

Students of the Faculty of Law Enforcement

1089 Budapest, Diószegi Sámuel utca 38–42

Students of the Faculty of Public Governance and International Studies

Ludovika Residence Hall: 1089 Budapest, Orczy út 1



Students of the Faculty of Water Sciences

6500 Baja, Bajcsy-Zsilinszky utca 12–14 (170 km south of Budapest)

2.3. 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)

2.4. RENT A FLAT

A private accommodation is about EUR 250–400 per month per person, depending on the size and location of the flat, as well as on the number of students sharing it.

If you wish to have more information regarding the internet sources and your possibilities, please do not hesitate to contact us.

Please understand and accept that if you wish to find your own accommodation, we will do our best to meet your preference but no guarantees can be given.

2.5. HEALTH INSURANCE

Basic information

As scholarship students you are entitled to two types of health insurance.

1. One is the Hungarian social security card („TAJ” card).

The International Office will apply for the card later on, when you all have your residence permit. With this you can go to any state clinic in the country for free, although you must wait in line with other people, which can be a long time sometimes. But there are many clinics and hospitals you can go to,

and the doctors and staff are usually really nice and prepared, sometimes they don't speak English really well though, but your mentor can help you.

2. The other type of insurance is the private English language health insurance (Generali insurance)

Covering the amount of 65.000 HUF/year. We sign the contract with the Generali Insurance Company.

Social security card (TAJ card)

Services with this card included:

- preventive examinations
- primary healthcare
- gynecology
- specialised inpatient care
- specialised outpatient care
- certain dental care
- rehabilitation
- the ambulance service
- patient transport and accident-related benefits

For the application the necessary documents are:

- copy of your residence permit
- passport copy
- accommodation certificate tab
- letter of award from the Tempus Foundation
- certificate of active student status (you can get it from the Faculty)

Generali insurance

This insurance includes basic care, for example in case of emergency, accidents, etc. and the basic general practitioner care (in case of a flu, for example, or its complications) but does not contain dental care, maternity care, inpatient care and other special things.

It works like this:

Step 1.

Call the following number on the Generali Medi24 line: +36 1 465 3777

Step 2.

Press 9 for English language operator

Step 3.

Say your name, date of birth and that you have Generali Company Care health insurance with the **START package**. (Your bond number is:)

Step 4.

After identification, the operator will direct you to the appropriate patient care center and arrange an appointment for you.

We'll make an appointment with the company's representative, so he will come and will help to fill out the agreements and give you more details about the package.

Finally

Please note that you are entitled to both of the insurances, your scholarship covers them both. We are responsible for the applications, meaning that we will make the necessary preparations for you, your only job is to sign the documents and present us the required papers.

2.6. WHAT TO PACK?

- important documents (passport, visa, itinerary, plane tickets, etc.)
- purse with \$100 in local currency (make sure you have enough cash for a few days until you can find an ATM)
- extra eye glasses/contacts, sunglasses
- enough prescription drugs for the length of your stay (you will need to check to make sure you can bring them into the country and that you have proper documentation, i.e. a doctor's note)

- backpack (for day trips and daily use) – you should use this as your carry-on so you'll have less luggage
- computer with charger
- cell phone: simple, cheap
- camera with cords and charger
- adapters (changes the shape of the electrical plug) converter (reduces or increases the current's voltage)
- umbrella or rain coat
- watch
- clothing/shoes (two weeks' worth) suit for the four seasons in Hungary (temperature may change from -15°C to $+25^{\circ}\text{C}$ between January and May)
- for Cadets doing their mobility at FMSOT: BDU is required for attending the courses, meeting your teacher/supervisor, and partaking in official occasions inside the barracks of the Faculty Student documentation:

Exchange student

- Please collect information about the necessary documentation your sending institution will require at the beginning or at the end of your mobility.

Full degree student

- Don't forget to bring your original diplomas and documentation.
- Check how to get to Ludovika - UPS from the airport and arrange someone to meet you via ESN.

2.7. Arriving at Ludovika – UPS

As a new international student at Ludovika - UPS, you probably have lots of questions about the university and living in Budapest. This guide is designed to answer some of your questions about settling in and making the most of your time.

Ludovika - UPS International Students are also welcome to contact our [International Office](#) for support.

RESIDENCE PERMIT

Foreigners intending to stay more than 3 months in Hungary may apply for a Residence Permit for the Purpose of Study after your arrival to Budapest.

You should go to the **Office of Immigration and Nationality**.

ADDRESS: 1117 Budapest, Budafoki út 60

P.O. BOX: 1903 Budapest, PO BOX 314

TELEPHONE: +36 1 463 9100

FAX: +36 1 463 9108

E-MAIL: migracio@bah.b-m.hu

Residence permit for studying purposes can be issued for a person, who wishes to reside in Hungary to study on a full-time basis in an accredited higher educational institute.

You need to have a Residence Permit for the Purpose of Study if you are not an EEA national or you do not accompany family members of EEA citizens and Hungarian citizens.

OPENING A BANK ACCOUNT

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.

WHAT SORT OF BANK ACCOUNT SHOULD I OPEN?

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.

WHAT DO I NEED TO OPEN AN ACCOUNT IN HUNGARY?

You will need to have your passport or personal ID (concerns EU Citizens).

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.

SHOULD I OPEN A FOREIGN CURRENCY ACCOUNT (US dollar, EUR, etc.) AT HUNGARIAN BANKS?

- Yes, if you receive your stipend in EUR and have no own EUR account.

- Not necessarily, if you receive your stipend in HUF.

See what the conditions are and compare them with each other before deciding.

STUDENT CARD

You can apply for an international student ID prior to your arrival to Hungary. There is a wide range of benefits, discounts and services that are available for ISIC cardholders.

Learn more at: <http://www.isic.org/about-us/>

You can apply for a temporary student ID or certificate during your stay in Hungary. The faculties have different practices for issuing these documents. Please ask your faculty Erasmus Program coordinator for more information.

TEMPORARY STUDENT ID

All Hungarian students are provided with a student ID card, which grants numerous advantages to its owner:

- half-price entry to leisure and sports facilities (gym, swimming pool, cinema, concerts, etc.)
- 50% (or more) discount when buying tickets, monthly-tickets for urban or interurban transportation (bus, tram, metro, train, etc.).

International students are only allowed to ask for a temporary student ID, since the process to acquire a “normal” one takes longer than the erasmus+ program.

The temporary student ID is an equivalent to a student ID, with all of its benefits, and it takes only 5 minutes to get one at the office of the Dean of Studies.

It expires after two months, but everyone can issue for a new one, anytime.

Important:

The number on the temporary student ID must be written on monthly tickets, and always issue for another temporary student ID before the date of expiry!

INTERNET ACCESS

Free wifi is available in all campuses and dormitories of Ludovika - UPS that can be used with your “Neptun” (Students Registration System) account.

TELEPHONE

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](#)

ELECTRICITY

Voltage is 230 Volt, frequency is 50 Hz.

III. SH Coordinators of the Faculties

Faculty/ Institute	Contact	Phone/Email	Opening Hours
Faculty of Public Governance and International Studies	Gergő Drahota <i>referent</i>	Drahota.Gergo.Adam@uni-nke.hu +36 (1) 432-9000/20822	09:00 – 14:00
Doctoral School of Public Administration Sciences	Ale Éva <i>chief-referent</i>	Ale.Eva@uni-nke.hu +36 (1) 432-9000/20369	09:00 – 14:00

Faculty of Water Sciences	Tamás Enikő Anna <i>associate professor</i> Tamás Melinda <i>referent</i>	Tamas.Eniko.Anna@uni-nke.hu Tamas.Melinda@uni-nke.hu +36 (1) 432-9000/19072	09:00 – 14:00
Institute of Disaster Management	Krizsán Zoltán <i>chief referent</i>	Krizsan.Zoltan@uni-nke.hu +36 (1) 432-9000/29295	09:00 – 14:00
Doctoral School of Military Sciences	Pollák Orsolya <i>academic lecturer</i>	Pollak.Orsolya@uni-nke.hu +36 (1) 432-9000/29286	09:00 – 14:00
Doctoral School of Military Engineering	Kovács Petra <i>academic lecturer</i> Szabó Krisztina <i>academic lecturer</i>	KovacsPetra@uni-nke.hu Szabo.Krisztina@uni-nke.hu +36 (1) 432-9000/29321 /29415	09:00 – 14:00
International Directorate	Révai-Bere Norbert <i>international coordinator</i> Szarkáné Szabó Zsuzsanna <i>administrator</i>	Revai-Bere.Norbert@uni-nke.hu +36 (1) 432-9000/20496/29757	09:00 – 14:00

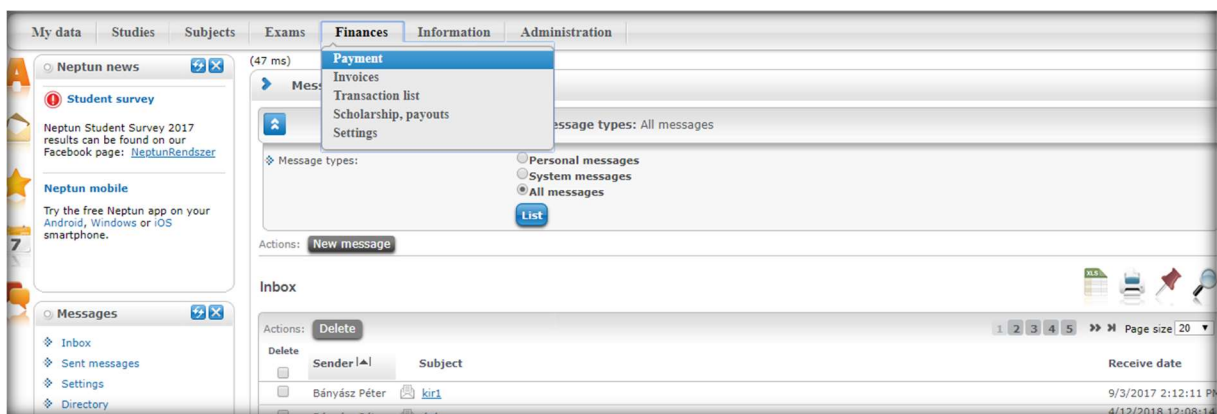
VI. Use of University IT systems – Neptun, Moodle

1. Neptun System

Your data will be registered into the central academic system called NEPTUN. You will get your Neptun ID from your 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 to register for the courses and for the exams. You need to pay the dormitory fees and the costs of other university utilities via Neptun System.

1.1. Methods of transferring money and other fees in Neptun System

Step 1



When you log into your Neptun-system, click on the 'Finances' button and

choose the 'Payment' option.

Step 2

The screenshot shows a web interface for managing payments. At the top, there's a 'Payment' header. Below it, a 'Filters' section shows 'Terms: All terms' and 'Status: All'. There are 'Add to favourites' and 'Transcribe item' buttons. A section titled '1.) Choose items to pay in' contains 'Payments' and 'Pay back' buttons. Below this, a table of 'Transcribed items' is shown. The table has columns for Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, and Deadline. A context menu is open over the first row, with 'Payer' selected. The table contains one row of data.

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline
Kollégiumi díj, október	2018/19/1			22,000 HUF	10/5/2018	10/7/2018	10/15/2018 Fulfilled KO/2018/6079

Here you can see your payments.

On the right side click on the plus sign and then choose the 'Payer' option.

Step 3

Assign payer

Imposed item

Title name	Name	Amount	Service fulfillment	Status
O-KOLL NKE-KOLL-A	Kollégiumi díj, október	40,000 HUF	10/2/2018	Teljesített

Number of results: 1-1/1 (16 ms)

Payer details

Payer type: Partner
 Payer: ...
 Tax ID:
 Address:
 Request bank transfer invoice:

Save Back

Here, click on the **three dots** on the right side.

Step 4

Payer

Payer

Page size 20

Family name	Given name	Tax ID	Select
Adamcsik	Ivett	8480840919	Select

Number of results: 1-1/1 (0 ms)

Back

Select your name and save it.

Assign payer

Imposed item

Title name	Name	Amount	Service fulfillment	Status
O-KOLL NKE-KOLL-A	Kollégiumi díj, október	40,000 HUF	10/2/2018	Active

Number of results:1-1/1 (249 ms)

Payer details

Payer type: Partner
 Payer: Adamcsik Ivett
 Tax ID: 8480840919
 Address: 5520 Szeghalom Bocskai Istv
 Request bank transfer invoice:

Save Back

Step 5

Payment

Filters Terms: All terms, Status: All

Terms: All terms
 Status: All
 List

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

Payments Pay back

Transcribed items[All terms, All]

Actions: Pay in Delete Student loan1

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State	1
Kollégiumi díj, október	2018/19/1			40,000 HUF	10/5/2018	10/7/2018	10/15/2018	Active	KO/2018/6079			<input type="checkbox"/>

There is an empty box on the right side, which you will need to tick in.

After that click on the 'Pay in' button.

Step 6

After opening this page you have approximately 5 minutes to finish the transaction!

1 Adatok megadása 2 Megerősítés 3 Visszajelzés

Szolgáltató neve **NKE-NEPTUN** 40.000 HUF

Terhelendő bankkártya adatai

Kártya típusa Kártyát kibocsátó bank neve

Kártyaszám

Kártyára irt név

Lejárat dátum (hhéé)

Érvényesítési kód (CVC2/CVV2)

A kártya hátoldalán, az aláíráscsíkon szereplő szám utolsó három számjegye. Amennyiben az Ön bankkártyáján ilyen adat nem szerepel, kérjük, hagyja a mezőt üresen!

A kártya számát folyamatosan gépelje be, a fizető felület automatikusan elvégzi a kártyaszám tagolását. Amennyiben a kártyaszám beadására kialakított mező hosszabb, mint az Ön kártyájának a száma, a kitöltetlen helyet hagyja üresen.

Tisztelt Ügyfelünk! A személyes adatok kezeléséről szóló tájékoztatás megtalálható a bankfiókokban, a www.otpbank.hu/adatvedelem és a <https://www.otpbank.hu/portal/hu/Kartyaelfogadas> oldalon.

Fizetés az OTPdirekt SmartBankban

Nyissa meg a SmartBank alkalmazást és a Belépés gomb melletti QR gombra nyomva vagy a belépést követően a QR olvasás menüpontot választva, mobilkészülékével olvassa be a QR-kódot! A fizetéshez használni kívánt kártya kiválasztását követően a fizetés hamarosan megtörténik. [Hogyan? lde kattintva megtudhatja, milyen egyszerű!](#)

Fontos, a SmartBankos fizetés közben ezt az oldalt ne zárja be, a sikeres fizetést követően visszairányítjuk a szolgáltató honlapjára.

Közlemény

Tovább **Visszavonás**

Felhívjuk figyelmét, hogy amennyiben az adatbevitel és a Fizetés indítása nem történik meg 5 percen belül, a vásárlás elutasításra kerül!

At the end of the page there is a gap called 'Közlemény' (~Reference).

Please, DO NOT FORGET to indicate **your Neptun-code** here!

If you filled out everything, then click on the 'Tovább' ('Continue) button to finish the transaction.

2. Moodle

The other e-learning system used by the University is Moodle. Moodle is commonly used for academic related activities as enclosing the readings, powerpoints for students, even tasks for students. Moreover, as the education went digital due to the coronavirus pandemic, students had some of their exams in Moodle (some of them in the Neptun).

V. Public Transportation

WARNING: Please be aware that due to the coronavirus pandemic precaution measures, passengers are obliged to wear masks while commuting.

1. Airport transfer

A. Public transport: Bus 200E and 100E

200E

Liszt Ferenc Airport 2 ▶ Nagyvárad tér M

Az adatok tájékoztató jellegűek. A menetrendtől való eltérések előfordulhatnak.
All data provided for informational purposes only. Deviations from the schedule may occur.
Visszavonásig érvényes a következő dátumtól: 2019.05.27.
Valid until further notice from (year/month/day):

Megállók és menetidő
Stops and journey time

- Liszt Ferenc Airport 2
- 1' Repülőtér múzeum
- 3' Vecsés-nyugat
- 4' Repülőtéri Rendőr Igazgatóság
- 6' Repülőtér, D porta
- 8' Ferihegy vasútállomás
- 10' Szemeretelep vasútállomás
- 11' Billentyű utca
- 13' Csévéző utca
- 15' Pestszentlőrinc vasútállomás (átjáró)
- 17' Felsőcsatári út
- 21' Kőbánya-Kispest P+R
- 24' Határ út M
- 30' Népliget M
- 35' ● Nagyvárad tér M

Indulási időpontok ebből a megállóból
Departure times from this stop

Munkanapokon
Workdays

00:	20, 50
01:	20
02:	20
03:	20
04:	06, 27, 47
05:	07, 27, 37, 47, 58
06:	09, 18, 28, 39, 46, 56
07:	07, 15, 22, 31, 40, 49, 57
08:	05, 13, 21, 30, 38, 44, 52
09:	00, 08, 15, 23, 30, 38, 45, 53
10:	00, 08, 15, 23, 30, 38, 45, 53
11:	00, 07, 15, 22, 30, 37, 45, 52
12:	00, 07, 15, 22, 30, 37, 45, 52
13:	00, 07, 15, 22, 30, 37, 45, 52
14:	00, 07, 15, 22, 30, 38, 46, 53
15:	01, 08, 16, 23, 31, 38, 46, 53
16:	01, 08, 17, 24, 32, 39, 47, 54
17:	02, 09, 17, 24, 32, 39, 47, 54
18:	02, 09, 16, 23, 31, 38, 46, 53
19:	01, 08, 16, 23, 31, 38, 45, 52
20:	00, 07, 15, 22, 30, 37, 44, 51, 59
21:	07, 15, 25, 35, 45, 55
22:	06, 16, 26, 38, 50
23:	05, 20, 35, 50

Szombaton
Saturday

00:	20, 50
01:	20
02:	20
03:	20
04:	06, 27, 47
05:	07, 27, 47
06:	13, 33, 53
07:	13, 33, 43, 53
08:	03, 13, 20, 27, 35, 42, 50, 57
09:	05, 12, 20, 27, 35, 42, 50, 57
10:	05, 12, 20, 27, 35, 42, 50, 57
11:	05, 12, 20, 27, 35, 42, 50, 57
12:	05, 12, 20, 27, 35, 42, 50, 57
13:	05, 12, 20, 27, 35, 42, 50, 57
14:	05, 12, 20, 27, 35, 42, 50, 57
15:	05, 12, 20, 27, 35, 42, 50, 57
16:	05, 12, 20, 27, 35, 42, 50, 57
17:	05, 12, 20, 27, 35, 42, 50, 57
18:	05, 12, 20, 27, 35, 42, 50, 57
19:	05, 12, 20, 27, 35, 42, 50, 57
20:	05, 12, 20, 27, 35, 42, 50, 57
21:	05, 13, 20, 28, 37, 47, 56
22:	06, 16, 26, 36, 50
23:	05, 20, 35, 50

Munkaszüneti napokon
Sunday and public holidays

00:	20, 50
01:	20
02:	20
03:	20
04:	06, 27, 47
05:	07, 27, 47
06:	13, 33, 53
07:	13, 33, 43, 53
08:	03, 13, 23, 33, 43, 53
09:	03, 13, 23, 33, 43, 53
10:	03, 13, 23, 33, 43, 53
11:	03, 12, 20, 27, 35, 42, 50, 57
12:	05, 12, 20, 27, 35, 42, 50, 57
13:	05, 12, 20, 27, 35, 42, 50, 57
14:	05, 12, 20, 27, 35, 42, 50, 57
15:	05, 12, 20, 27, 35, 42, 50, 57
16:	05, 12, 20, 27, 35, 42, 50, 57
17:	05, 12, 20, 27, 35, 42, 50, 57
18:	05, 12, 20, 27, 35, 42, 50, 57
19:	05, 12, 20, 27, 35, 42, 50, 57
20:	05, 12, 20, 27, 35, 42, 50, 57
21:	05, 13, 20, 28, 37, 47, 56
22:	06, 16, 26, 36, 50
23:	05, 20, 35, 50

Felszállás az első ajtón
Front-door boarding only

Kérjük, hogy jegyét, bérletét, utazásra jogosító okmányát felszálláskor mutassa be a járművezetőnek. Köszönjük.
Please show your ticket, pass or other travel ID to the driver while boarding the vehicle. Thank you.

Járatinformáció / Line information

- Minden jármű alacsonypadlós
Low-floor service (all vehicles)
- Kérjük, felszállás után érvényesítse jegyét. A járművezetőnél váltott menetjegyet is érvényesíteni kell.
Please remember to validate your ticket after boarding even if you buy it from the driver.
- Az autóbusz meghosszabbított útvonalon, a Nagyvárad tér M megállóhelyig közlekedik.
The bus runs on an extended route to Nagyvárad tér M.

The **Bus 200E** stops at the airport every 7-10 minutes. It takes you to Nagyvárad tér metro station, where the Ludovika Campus, the Diószegyi and the Orczy Dormitory is located. From here you can travel to the city center by metro replacement bus due to the renovation of the metro line 3.

F04599

The **Bus 100E** stops at the airport every 30 minutes.
It takes you directly and quickly to the city center – Deák Ferenc tér.



100E

Repülőtéri közvetlen autóbuszjárat
Airport shuttle bus

At the airport you can buy tickets for both buses. A single ticket to the bus 200E costs about 1,50 EUR, a ticket for the bus 100E is about 3,-EUR. For more information please visit the www.bkk.hu



Indulások *Departures*

a repülőtérről **05:00–01:20**
from the Airport

a Deák Ferenc térről **03:40–00:40**
from Deák Ferenc tér



900 HUF

A közvetlen járat csak repülőtéri
vonaljegyvel vehető igénybe.
*This bus is only available with an Airport
shuttle bus single ticket.*



Utazástervező *Journey planner*

Más járatok elérhetőségéről és egyéb utazási
lehetőségekről a BKK ingyenesen letölthető
FUTÁR alkalmazásából tájékozódhat.

*Please check the free FUTÁR journey planning
app for your other travel options.*



Belváros / City centre

Liszt Ferenc Airport 2



Kálvin tér M

A Deák Ferenc tér felé csak
leszállás céljából áll meg.
*Passenger drop-off only when
going to Deák Ferenc tér.*

Astoria M

A Deák Ferenc tér felé csak
leszállás céljából áll meg.
A Liszt Ferenc Airport 2 felé
csak 03:42 és 04:42 között
állnak meg a buszok.

*Passenger drop-off only when going
to Deák Ferenc tér.*

*To Liszt Ferenc Airport 2, buses serve
this stop between 03:42 and 04:42.*

Deák Ferenc tér M



www.bkk.hu | bkk@bkk.hu | +36 1 3 255 255
bkkbudapest | @bkkbudapest

A. 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. A ride to the city center is about 30,-EUR.

B. Airport shuttle

You may find the offers of the airport shuttle buses at the www.minibud.hu. Their services to the citycenter is about 16,-EUR/person.

2. Commuting across Budapest

The official website of the Centre for Budapest Transport is www.bkk.hu, where you may find every information about the tickets, the schedule of all means of public transportation in Budapest.

Budapest gyorsvasúti vonalai és villamoshálózata
Metro, suburban railway and tram network in Budapest

- Állomás** Művelődési Alkalmassal
Metro line and station
- Állomás** HEV-vonal megállója
Suburban railway line and station
- Villamos** Villamosvonal megállója, végállomása
Tram line and stop, terminus
- Állomás** Repülőtéri autóbusszal
Bus-link to airport
- Állomás** Áruszállítók
Transfer points
- Állomás** Budapest-béreltel igénybe vehető vasútvonal állomása
Railway line and station covered by Budapest pass
- Állomás** Helyközi és távolsági autóbusszal végállomása
Terminus of regional and long-distance buses
- Állomás** Pénz parkoló
Park car park
- Állomás** Lízirt állomás
Closed stations

Metrovonalak / Metro lines

- M1** Vörösmarty tér ↔ Németi út
- M2** Deák téri pályaudvar ↔ Dv. szőlő-hegy
- M3** Újpest pályaudvar ↔ Hágadalmi út
- M4** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- M5** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar

Metro-pótló autóbusz
Metro replacement bus

- M1** Hágadalmi út ↔ Kelenföldi pályaudvar
- M2** Dv. szőlő-hegy ↔ Németi út
- M3** Hágadalmi út ↔ Újpest pályaudvar
- M4** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- M5** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar

HEV-vonalak / Suburban railway lines

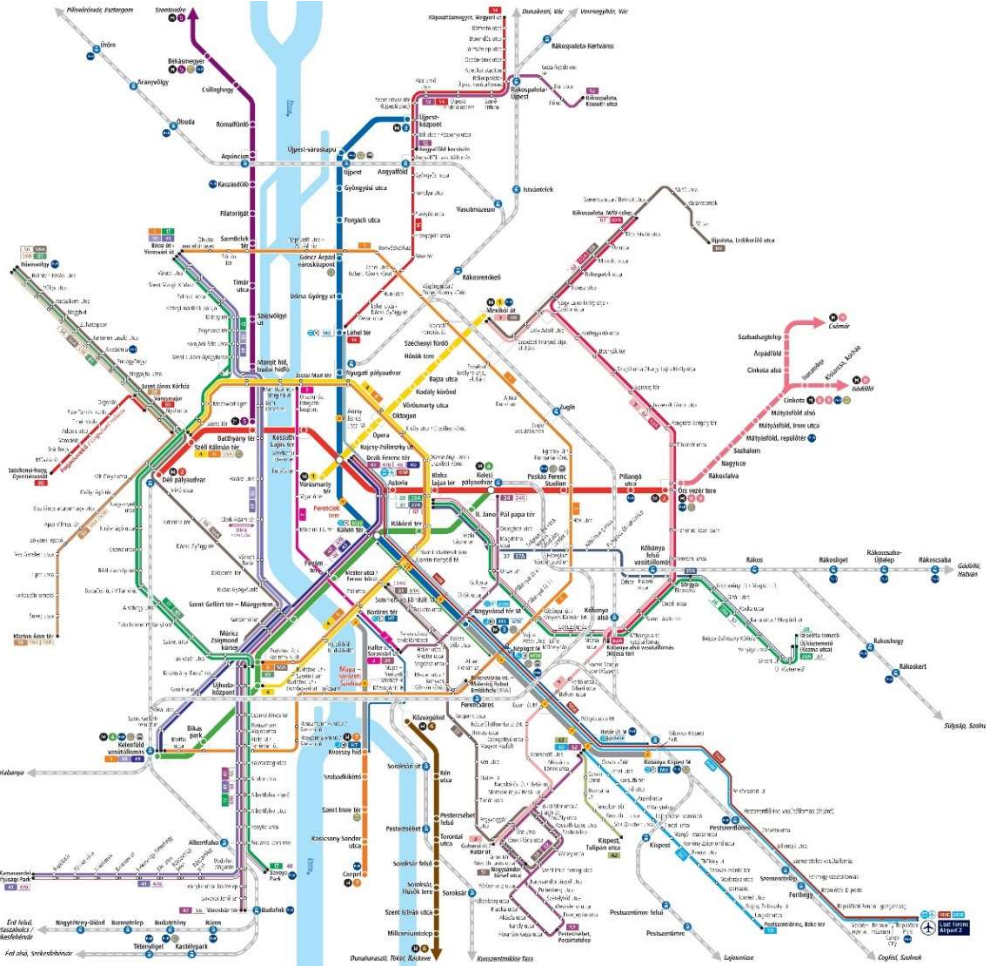
- 1** Budapest ↔ Budaörs
- 2** Budapest ↔ Győr
- 3** Budapest ↔ Pécs
- 4** Budapest ↔ Sopron
- 5** Budapest ↔ Zalaegerszeg
- 6** Budapest ↔ Székesfehérvár
- 7** Budapest ↔ Veszprém
- 8** Budapest ↔ Balatonfüred
- 9** Budapest ↔ Balatonszentes
- 10** Budapest ↔ Balatonszilas
- 11** Budapest ↔ Balatonudvari
- 12** Budapest ↔ Balatonalmádi
- 13** Budapest ↔ Balatonfenyves
- 14** Budapest ↔ Balatonlelle
- 15** Budapest ↔ Balatonmáriafürdő
- 16** Budapest ↔ Balatonudvari
- 17** Budapest ↔ Balatonalmádi
- 18** Budapest ↔ Balatonfenyves
- 19** Budapest ↔ Balatonlelle
- 20** Budapest ↔ Balatonmáriafürdő

Villamosvonalak / Tram lines

- 1** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- 2** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- 3** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- 4** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- 5** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
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- 15** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- 16** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- 17** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- 18** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- 19** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar
- 20** Kelenföldi pályaudvar ↔ Kelenföldi pályaudvar

Repülőtéri autóbusszal / Bus-links to airport

- 1** Budapest ↔ Ferihegyi repülőtér
- 2** Budapest ↔ Ferihegyi repülőtér
- 3** Budapest ↔ Ferihegyi repülőtér
- 4** Budapest ↔ Ferihegyi repülőtér
- 5** Budapest ↔ Ferihegyi repülőtér
- 6** Budapest ↔ Ferihegyi repülőtér
- 7** Budapest ↔ Ferihegyi repülőtér
- 8** Budapest ↔ Ferihegyi repülőtér
- 9** Budapest ↔ Ferihegyi repülőtér
- 10** Budapest ↔ Ferihegyi repülőtér
- 11** Budapest ↔ Ferihegyi repülőtér
- 12** Budapest ↔ Ferihegyi repülőtér
- 13** Budapest ↔ Ferihegyi repülőtér
- 14** Budapest ↔ Ferihegyi repülőtér
- 15** Budapest ↔ Ferihegyi repülőtér
- 16** Budapest ↔ Ferihegyi repülőtér
- 17** Budapest ↔ Ferihegyi repülőtér
- 18** Budapest ↔ Ferihegyi repülőtér
- 19** Budapest ↔ Ferihegyi repülőtér
- 20** Budapest ↔ Ferihegyi repülőtér



The BKK has different types of tickets and passes. The most common is the single ticket, 24 and 72 hour and monthly passes.

As a student with validated student card (or equivalent certificate) you are able to get a monthly student pass at the machines located at almost every station or via mobile application - Közlekedési Mobiljegy/Public Transport Mobile Ticket.

In addition to these above, you may use your monthly passes on BKK boats on the Danube on weekdays.

3. Railway system in Hungary

The official website of the Hungarian Railway Company is <https://www.mavcsoport.hu/>, where you can find every information on the train schedules and you may also buy electronic tickets, which you may use by scanning the QR code on your device.

4. Traveling to Baja

You may reach Baja by bus going from the Népliget Bus station, the 200E bus stops there as well. For more information on the schedule of buses, please check [this site](#).

5. BKK Ticket Vending Machines

Using the interurban means of public transportation you may get a reduced priced by showing your student card (or equivalent certificate).

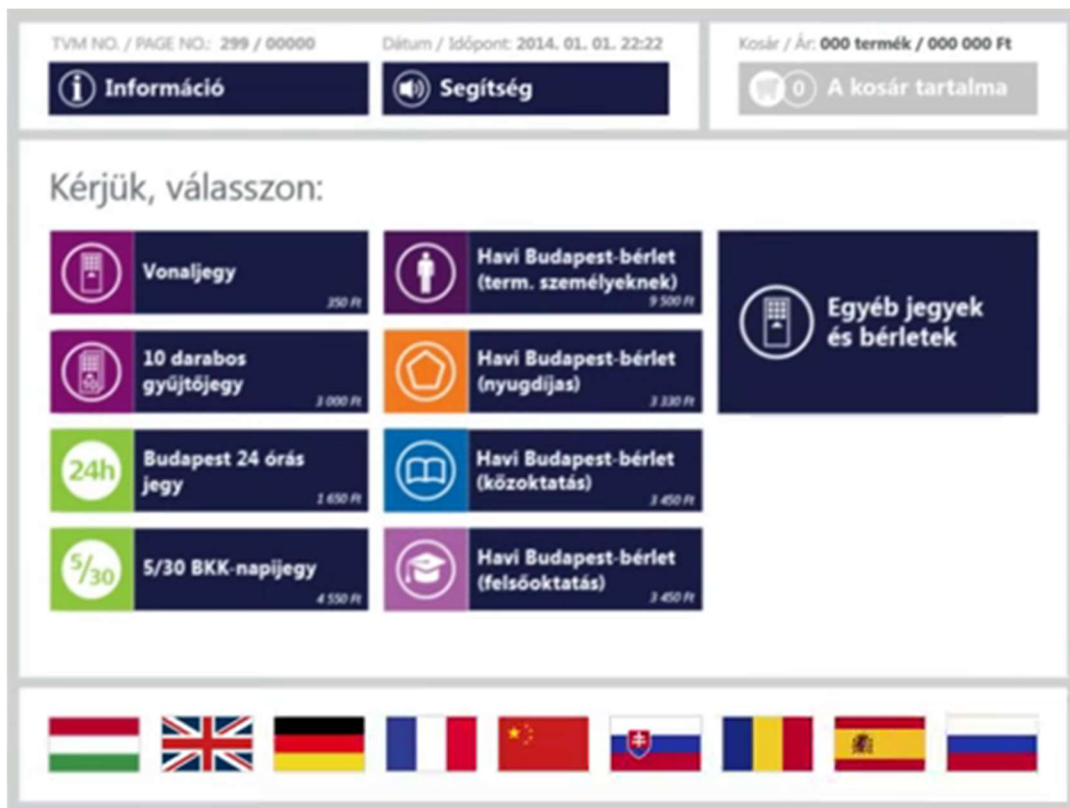
From the BKK Ticket Vending Machines you can easily and conveniently purchase tickets and passes according to your travel needs, 24 hours a day.

Ticket Vending Machines can be found at several locations throughout Budapest including the busiest transport hubs. The nearest Ticket Vending Machine to the Ludovika Campus can be found at Nagyvárad tér Metro Station, and to the Hungária Campus at Puskás Ferenc Stadion.

Touchscreen

First, touch the screen, where you can select for purchase the ticket or pass for your journey with the help of the menu system. Since the Monthly Student Pass is only available in Hungarian language, please proceed as the stated below.

The most popular items are readily available on the start screen. To choose the Student Monthly Pass, please touch the **'Havi Budapest-bérlet (felsőoktatás)'** menu button.



Start date

When buying passes the start date needs to be set. Touch the **'Mostantól'** button to select the current day, or choose the **'Más időpont'** button to set another date.

After that push the green 'Jóváhagyás' button.

The screenshot shows a web interface with a top navigation bar containing 'Információ', 'Segítség', and 'A kosár tartalma'. Below this is a progress bar with steps: 'Választás' (highlighted in blue), 'Fizetés', 'Vegye el a termékeket', and 'Érvényesítés'. The main content area asks 'Kérjük, adja meg az érvényesség kezdetét:' (Please provide the start of validity). There are two buttons: 'Mostantól' (highlighted with an orange border) and 'Más időpont'. Below this, it displays 'A kiválasztott dátum / időpont: 2014. 03. 17. 14:55'. At the bottom, there are four buttons: 'Kezdőoldal', 'Vissza', 'Törlés', and 'Jóváhagyás' (highlighted in green).

Student ID

In case of passes, you must provide an ID number. For the Student Monthly Pass choose the 'Diákigazolvány' option, then push the green button again.

The screenshot shows a web interface similar to the previous one. The progress bar is the same. The main content area asks 'Kérjük, válassza ki a használni kívánt igazolvány típusát:' (Please select the type of pass you want to use). There are seven buttons: 'Diákigazolvány' (highlighted with an orange border), 'Személyazonosító igazolvány', 'Kártyaformátumú vezetői engedély', '362/2011. (XII. 30.) Korm. rendelet melléklete szerinti igazolás', 'Útlevél', 'Magyar igazolvány', and 'Magyar hozzátartozói igazolvány'. At the bottom, there are four buttons: 'Kezdőoldal', 'Vissza', 'Törlés', and 'Jóváhagyás' (highlighted in green).

Student ID number

Here in this case you need to provide the number stated on the document issued by your Erasmus coordinator or the Student Registrar's Office (Certificate of Student Status), which is called 'igazolás' in Hungarian.

It is an 11 digits number, usually beginning with number seven.

The screenshot shows a payment interface with the following elements:

- Top bar: TVM NO. / PAGE NO.: 299 / 00000, Dátum / Időpont: 2014. 01. 01. 22:22, Kosár / Ár: 1 termék / 3 450 Ft
- Navigation: Információ, Segítség, A kosár tartalma
- Progress bar: Választás (highlighted), Fizetés, Vegye el a terméke(ke)t, Érvényesítés
- Text: Kérjük, adja meg az azonosító számot: 70123456789
- Keyboard: QWERTYUIOP, ASDFGHJKL, ZXCVBNM, 789, 456, 123, 0 - /
- Bottom bar: Kezdőoldal, Vissza, Törlés, Jövőhagyás (highlighted with an orange box)

Data validation

On the following screen you can validate the given data.

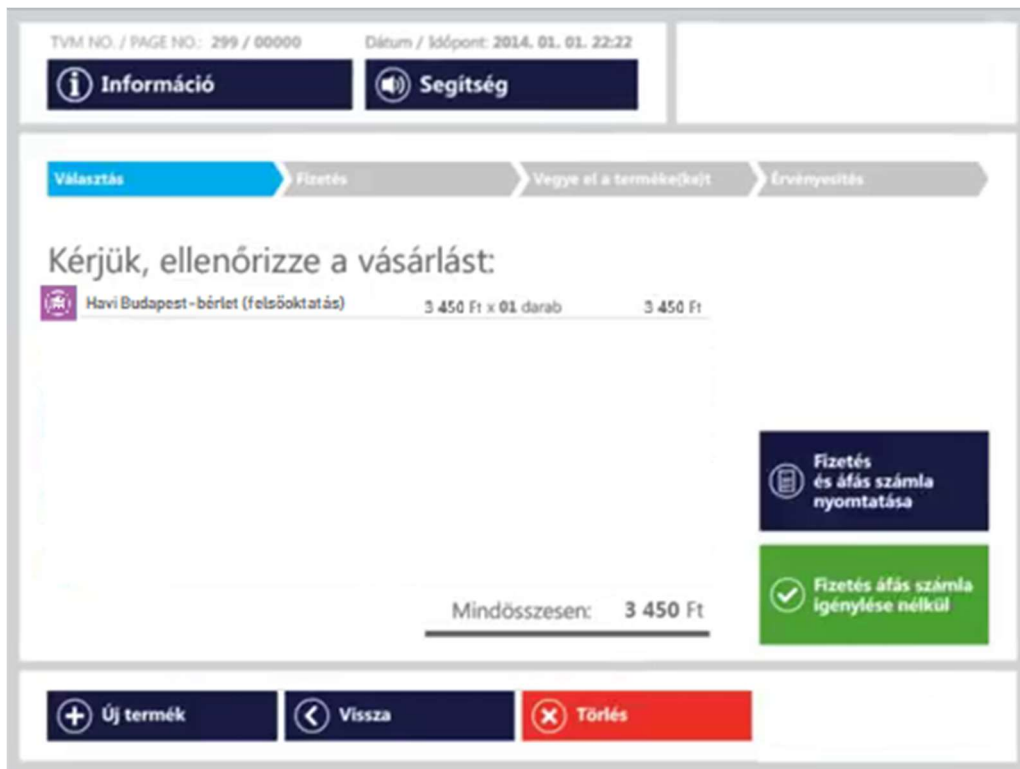
Please double check your data as it will be printed on the issued pass.

Touch the green 'Jövőhagyás' button to proceed or the red 'Javítás' button, if the given data needs correction.

The screenshot shows a shopping cart interface with the following elements:

- Top bar: TVM NO. / PAGE NO.: 299 / 00000, Dátum / Időpont: 2014. 01. 01. 22:22, A kosár tartalma
- Navigation: Információ, Segítség
- Progress bar: Választás, Fizetés, Vegye el a terméke(ke)t, Érvényesítés
- Section: Kosár
- Table:

	Ár		Darab	
Havi Budapest-bérlet (feloiktatás)	3 450 Ft	Info, Delete icons	1	3 450 Ft
- Total: Teljes ár: 3 450 Ft
- Bottom bar: Új termék, Törlés, Fizetés



Basket content

After providing the necessary data the content of the basket is displayed.

Product information & VAT invoice

The next screen is for requesting an invoice for the purchase. Touch the green **'Fizetés áfás számla igénylés nélkül'** button to proceed without VAT invoice.

Payment

The payment panel can be found on your right where different payment options are available to choose from:

- any current Hungarian coins,
- banknotes,
- traditional bank cards,
- and also contactless bank cards can be used for payment.

Choose the **'Kézpénz'** option for paying with cash or push the **'Bankkártya'** button to pay with bank card.

Note: Based on the total value of the purchase the Ticket Vending Machine defines the banknotes accepted for the purchase. In the case of the current amount, HUF 5,000 or smaller banknotes can be used.

After finishing the purchase process, please make sure you do not leave any of your belongings at the Ticket Vending Machine!

Please also remember to always have your pass present when you travel and hand it over if requested by the inspector!



For further information, please visit:

- <https://bkk.hu/en/monthly-budapest-pass-for-students-2/>
- <https://bkk.hu/automata/>

Contact: In case you have any questions or remarks regarding this Instructional Guide, please let us know by contacting us under the following e-mail address: esnups@gmail.com

BKK-Automata video: <https://bkk.hu/automata/bemutato/>

VI. BUDAPEST MUST-HAVES

Gellért Thermal Bath

Budapest is nicknamed the “City of Spas” for good reason. More than 118 natural thermal springs deliver 70 million litres (15.3 million gallons) of therapeutic waters to the city each day. Housed within the world-famous Gellért Hotel, the Gellért Baths is just one of a dozen spas where you can take advantage of spa water’s healing qualities. The sumptuous spa offers a steam room, sauna, sun terrace, thermal baths and massage rooms, all housed in a spectacular Art Nouveau-style building. Head there early in the morning to avoid the crowds, or book a guided tour to skip the queues.

River Danube, Budapest

For a fresh perspective on the Hungarian capital, see it from the waters of the River Danube. Upon its banks, the Neo-Gothic Hungarian parliament building stands opposite the ornate Buda Castle and Fisherman’s Bastion, while river cruises also provide views of the Liberty Statue, Chain Bridge and Margaret Island.

St Stephen’s Basilica

Many class St Stephen’s Basilica as the jewel in Budapest’s crown. Taking pride of place in the centre of the city, the world-famous Roman Catholic Basilica is named after Stephen, the first King of Hungary who ruled between 975 and 1038CE. Completed in 1905 after 54 years of construction, the Neo-Classical building remains to this day the most important church in the country. Housing a stunning interior with intricate paintings adorning the walls and ceiling, this architectural masterpiece is best appreciated while enjoying an enchanting organ recital within its walls.

Dohány Street Synagogue

The Dohány Street Synagogue is undoubtedly a key highlight of the up-and-coming seventh district. Built between 1854 and 1859 in the Moorish Revival architectural style and with a capacity of over 3,000 people, it is the largest synagogue in Europe. The synagogue complex houses the Great Synagogue, the Heroes' Temple, the graveyard, the Memorial and the Jewish Museum.

Széchenyi Thermal Baths

Situated in the heart of Budapest City Park, the Széchenyi Baths is one of Europe's largest thermal bath complexes. Built in 1913, the spa houses three large outdoor pools, 10 inside plunge pools, massage rooms, saunas, steam rooms and even a beer bath. Open all year round and popular not least due to its opulent Neo-Baroque style.

Hungarian Parliament Building

The Hungarian Parliament Building is among Budapest's leading attractions, drawing nearly 700,000 visitors each year. Situated on the UNESCO-listed banks of the River Danube, the building is one of the finest examples of Gothic Revival and Renaissance Revival architecture in the world. The House of Parliament is still very much a functioning law-making body today, but it is open to the public at certain designated times.

Buda Castle

The iconic Buda Castle District houses the historical castle and palace complex. The awe-inspiring Baroque-style palace was completed in 1769, but the complex was first constructed as far back as 1265. Part of a UNESCO World Heritage Site, the former Royal Palace is now home to the Budapest History Museum and the Hungarian National Gallery. Castle Hill, which comprises the entire upper quadrant of the *Várnegyed* (Castle Quarter), houses an array of museums, shops, restaurants, cafes and hotels.

Fisherman's Bastion

With its spectacular panoramic views of Budapest and the Danube and beautiful, ornate design, it's easy to see why Fisherman's Bastion is one of the most popular and most recommended tourist destinations in the city.

VII. ACROSS HUNGARY

Lake Balaton

Often called the Hungarian Sea, Lake Balaton is Central Europe's largest lake and offers plenty to see and do. Popular as a visitor spot during the summer months, the lake offers water sports alongside charming towns and villages to explore around its border, as well as tastings to enjoy in the Balaton wine region made up of six smaller wine-growing areas.

Tokaj wine region

There are great wine-growing regions to be found across Hungary, but Tokaj is one of the country's best known and offers plenty for wine lovers to enjoy. Home to the famous Tokaji Aszu – a sweet dessert wine – the area is renowned for its white wines and beautiful scenery.

Pécs

The ancient city of Pécs boasts a mild climate, a buzzing social scene and plenty of things to see and do. The Early Christian Mausoleum, the Pécs Cathedral and the Mosque of Pasha Gazi Kasim – built by the Turks during the Ottoman Empire and now serving as a Catholic church – are just a few of this city's main attractions.

Hollókő

The Palóc people are an ethnic minority known for their unique, well-preserved traditions. Hollókő, a small village in the north east of Hungary, lies within so-called Palóc country, and is a great place to go to experience the Palóc way of life. A UNESCO World Heritage site, the village has been carefully preserved and offers museums, workshops and traditional buildings to explore.

Eger Castle

Located near to the charming city of Eger, this castle has a rich and interesting history. In 1552, an army of between 35,000 and 40,000 Turks attacked the castle, which was being defended by a comparatively tiny 2,100 to 2,300 Hungarian defenders led by Captain István Dobó. The Hungarians were victorious, beating the Turkish army, and the castle went down in history. Today, it's open to visitors, who can enjoy the view from the castle walls, check out exhibitions about the castle and roam the grounds.

The caves of Lillafüred

A popular destination in northeastern Hungary, Lillafüred is a spa town known for its natural beauty. Located in the Bükk Mountains, the nearby Lillafüred caves are easily reached on foot and make for a great day of exploring. The István cave is known for its stalactite formations, Anna cave boasts a number of interesting plant fossils and Szeleta cave houses Palaeolithic relics.

Szentendre

Not far from Budapest, the city of Szentendre is known for its art, and a number of galleries and museums can be found here. A popular tourist destination, it's also home to plenty of cafés, restaurants and bars, as well as colourful houses that line cobblestone streets, adding to the city's charm.

Szentendre Skanzen Village Museum

Close to the city of Szentendre, this open-air museum offers an insight into a traditional way of life. Built in the form of a village, the museum comprises many houses allowing visitors to check out traditional Hungarian architecture from a variety of regions, as well as visiting folk art exhibitions and learning more about interior decoration, farming and more. Villagers wander throughout the

buildings, dressed in traditional costume, showcasing crafts such as basket making, while there are plenty of kids' areas to keep the little ones happy. A full programme of festivals throughout the year can also be enjoyed, covering Easter to the Festival of Goose and New Wine to name a few.

Hortobagy National Park

Part of Hungary's Great Plain, this sizeable national park was Hungary's first and is a UNESCO World Heritage site. The park is both culturally and naturally significant: as Europe's largest semi-natural grassland, it's home to numerous types of flora and fauna, 342 species of birds, and animals such as Hungarian Grey cattle and water buffalo. The Hortobagy Wild Animal Park, Lake Tisza Boardwalk and the Dark Sky Park are just a few of the activities available for visitors to enjoy while learning more about the park's rich wildlife.

Esterházy Palace

Often called the Hungarian Versailles, thanks to its grand appearance, Esterházy is a vast palace in the town of Fertőd that is built in the Rococo style. Commissioned by Prince Nikolaus Esterházy and constructed throughout the 18th century, the palace and its grounds can be visited with guided tours (English-language tours are available). It also hosts a number of events and festivals throughout the year.

Visegrád Royal Palace

Visegrád was once the royal seat of Hungary during the 14th century, and as a result the town boasted an extensive grand palace. Later, under the rule of King Matthias in the 15th century, the palace grew to comprise 350 rooms and include elements of late Gothic architecture. After being sacked by the Turks, it fell into ruin, and was later excavated during the 20th century. The royal residence has now been reconstructed, and is open to visitors who can discover exhibitions outlining the building's history.

Esztergom Basilica

Standing at 100 metres (328 feet) tall, Esztergom Basilica is Hungary's tallest building and largest church. It holds a high level of religious significance as the seat of the Catholic Church in Hungary, and was built in the 19th century. Standing atop Esztergom's Castle Hill, the basilica is known for its classic architectural beauty. The church, including its crypt and treasury, is open to visitors, as is the dome lookout affording stunning views across the Danube.

Lake Héviz

The world's largest thermal lake, and one of the many thermal baths in Hungary, Lake Héviz boasts indoor and outdoor baths composed of natural thermal waters and featuring a variety of unique flora and fauna.

Aggtelek National Park

Located in Northern Hungary, this national park is also a UNESCO World Heritage site and is best known for its estimated 300 caves, a number of which can be explored by visitors. The Baradla cave, for example, is Europe's largest stalactite cave, while there's also the Imre Vass cave and the stunning Rákóczi cave to explore.

VIII. IN CASE OF EMERGENCY

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

ANONYMOUS 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

What you must do in case of a medical problem:

First step:

Call the following number on **the Generali Medi24 line: +36 1 465 3777**

press 9 for English language operator

Second step:

Say your name, date of birth and that you have **Generali Company Care** health insurance with the **START package**. (Your bond number is: 92865003045351600)

Third step:

After identification, the operator will direct you to the appropriate patient care center and arrange an appointment for you.