



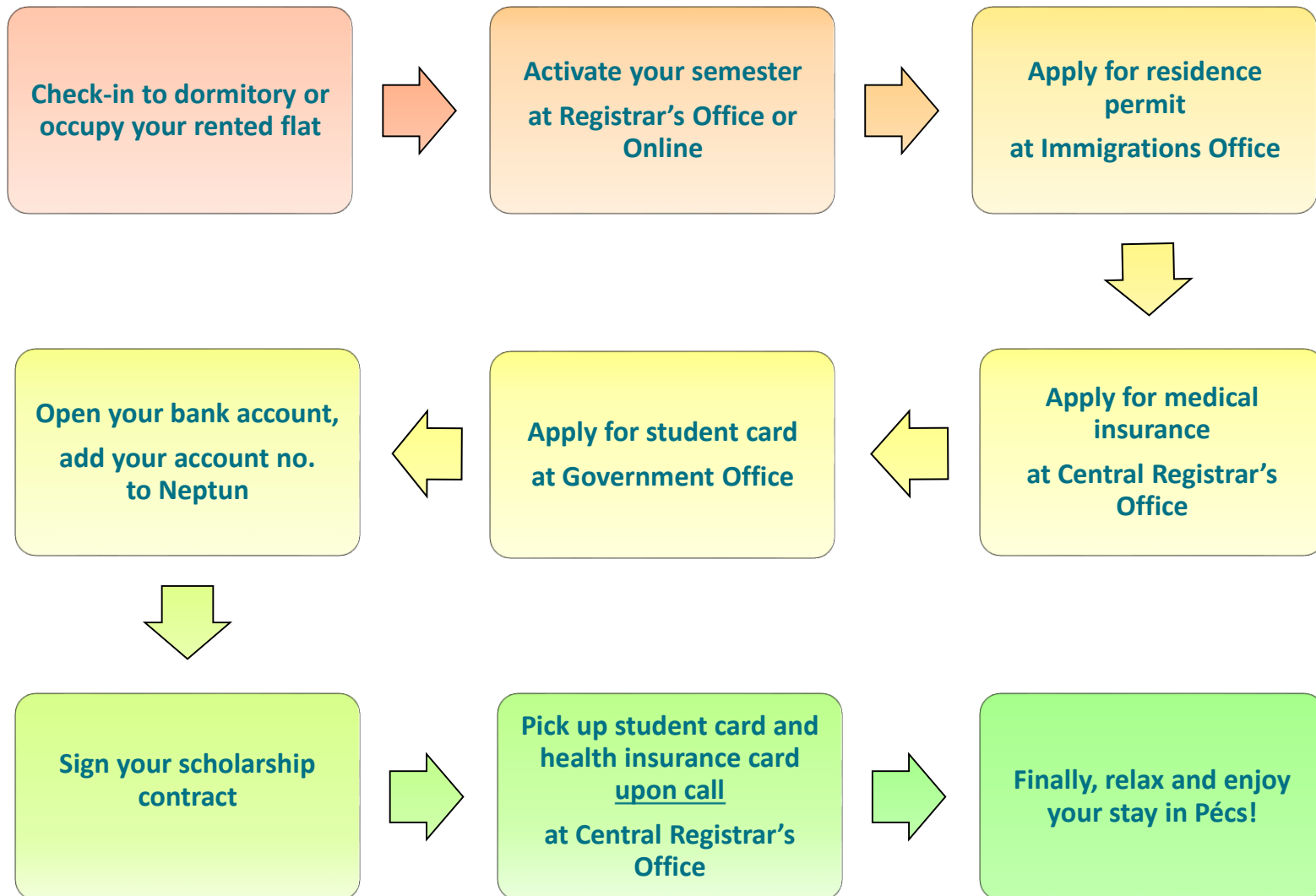
PÉCSI TUDOMÁNYEGYETEM
UNIVERSITY OF PÉCS

Student Guide for Stipendium Hungaricum and Diaspora Scholarship Holders

*2021/22
Fall Semester*



Upon your arrival to Pécs...



Semester Activation & Enrolment

Where?

At your study programme's Registrar's Office

Take the following documents with you:

- *Passport*
- *Original high school diploma OR BA/BSc degree OR MA/MSc degree – depending on your study programme's requirement*

Sign the matriculation sheet and thereby officially activate your student status at the University of Pécs.

Further information will be provided by your faculty's international coordinator and the registrar's office

Why?

Without an active student status you will not be able to start your studies in Pécs.

You will need to request 4 copies of STUDENT STATUS CERTIFICATE from your study programme's Registrar's Office for:

1. *Residence permit – at the Immigration Office*
2. *Medical Insurance card (TAJ card) – at the Central Registrar's Office*
3. *Student Card – at the Government Office*
4. *Hungarian bank account – at any bank's branch office in Hungary*

Immigration Office (IO) (Directorate-General for Aliens Policing)

All non-EU citizens must check in at the immigrations office (IO) within 30 days after their arrival to Hungary. Book an appointment and ask your mentor to take you to the IO:

<http://www.bmbah.hu/index.php?lang=en> (Please, use Google Chrome or Mozilla Firefox for better visualization). **Address:** Csend utca 3., Pécs 7623

Take the following documents with you:

- 1.) *Valid passport / national ID*
- 2.) *One passport-size photo*
- 3.) *Datasheet from their website*
("Residence Permit for the Purpose of Studies" – filled out)
- 4.) *Letter of Award*
(from Tempus Public Foundation)
- 5.) *Student status certificate*
(from Registrar's Office)
- 6.) *Dormitory contract OR (if you live in a rented flat) lease agreement + a copy of ownership certificate from landlord*



Opening hours:

Monday: 8:00-18:00

Tuesday: 8:00-16:00

Wednesday: CLOSED

Thursday: 8:00-16:00

Friday: 7:00-11:30

ALWAYS KEEP UP WITH THEIR DEADLINES and if you move to another flat report your new address to the Immigrations office within 3 days.

Opening a Bank Account

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In order to receive your monthly scholarship allowances you will need to open a Hungarian bank account at a local bank in Pécs.

We recommend OTP Bank's branch office in **Rákóczi út 1. Pécs 7621**

- *Ask your student mentor to go with you and help you with translation if necessary.*
- *Take all personal documents with you including passport, student status certificate, residence permit, 'address paper' from IO*
- *After you have opened your new bank account log in to Neptun and upload the account number.*



Application for Medical Insurance

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WHERE?

- *Central Registrar's Office*
(*'CRO', 'Központi Tanulmányi Iroda'*),
- *Address: Faculty of Law, Building Z, lower ground floor Dohány utca 1-3, 7622 Pécs*
- *Opening hours: Monday – Thursday: 9:00-15:00, Friday: 9:00-13:00 (lunch break 12-12:30)*
- *Please, reserve a personal appointment at: www.time.pte.hu*

WHY?

- Without your medical insurance you are not entitled to free medical treatment in Hungary! Your insurance card also provides you discount on prescribed medicine.

Please, send the following documents to infokti@pte.hu to initiate the application process.

- *Passport*
- *Valid residence permit (card)*
- *Accommodation confirmation (or address card)*
- *Letter of Award – your scholarship certificate (download from your Neptun account or from the scholarship application account).*
- *Student status certificate in Hungarian language – from your faculty's registrar's office, issued not more than 30 days prior to your application!*



It takes approximately 3-4 weeks to issue your 'TAJ' card. As soon as it is ready, you will receive a notification and you can pick it up in CRO.

**PLEASE, DO NOT FORGET TO RENEW YOUR 'TAJ'
CARD IN THE 'CRO' BEFORE IT EXPIRES!**



Medical Assistance

international.pte.hu

GENERAL PRACTITIONER OF THE UNIVERSITY OF PéCS

Nyár utca 8. Pécs-7624

+36 72 507 520

Opening hours: Monday: 8:30 - 11:30, 12:00 - 15:00,
Tuesday - Wednesday - Thursday: 8:30 - 15:00, Friday: 8:00 - 12:00, 13:00 - 14:00
*Only within **opening hours**! Always have your **HUNGARIAN HEALTH INSURANCE CARD** ('TAJ' card) with you to access free treatment (otherwise one meeting with the doctor costs HUF 2500). If necessary the GP may redirect you to a specialist for special treatment. Prescribed medicines can be bought at any pharmacies/drug stores with the prescription from the doctor.*

EMERGENCY AND OUTSIDE THE GP'S OPENING HOURS

WHERE? At Department of Emergency Medicine, Janus Pannonius Clinical Bloc:

Ifjúság út 13. Pécs 7624

Opening hours: weekdays 15:00 - 19:00 Saturdays, Sundays and on holidays: 0-24

DENTAL ISSUES

Basic treatments are for free **with your 'TAJ' card and your address card**, but more complex dental treatments are to be paid by the patient.

WHERE? At Medical Center Veress Endre utca 2. Pécs-7633 ('Egyesített Egészségügyi Intézmények, III. sz. Rendelőintézet'). **On weekdays!**

Ask your Hungarian buddy and find out which dental district you belong to, then visit your designated dentist. Or visit the following website (in Hungarian): http://www.pecs.hu/tartalmak/Vegyes_fogaszati_korzetek_elerhetosege

On Weekends and holidays 7:00-17:00: Department of Dentistry, Oral and Maxillofacial Surgery: Dischka Győző utca 5. Pécs 7621



If you are in an emergency situation call: 112



Application for Student Card

international.pte.hu

WHERE?

APPLICATION: GOVERNMENT OFFICE

Address: [Szántó Kovács János utca 1. Pécs 7633](#)

Opening hours: Monday-Thursday: 9:00-15:00, Fri: 9:00-13:00 (lunch break: 12-12:30)

WHAT TO DO?

- Take your **PASSPORT** and **STUDENT STATUS CERTIFICATE** with you!
- Application form: provide your personal data exactly as it is written in your passport!
- You will receive a document there. Please, make sure that your data on the paper matches exactly your data in Neptun (if your data is different in Neptun, please visit the Registrar's Office at your faculty and ask them to update your personal data)!
- Fill in the '**NEK**' number from this document to **NEPTUN**.

PICKING UP YOUR STUDENT CARD:

If you are studying at the Faculty of Law, Medicine, Pharmacy, Humanities or Business

1. You will receive a temporary student card at the CENTRAL REGISTRAR'S OFFICE – valid for 60 days only!

Address: Building Z, lower ground floor, 1-3. Dohány utca Pécs 7622

Opening hours: Monday-Thursday: 9:00-15:00, Fri: 9:00-13:00 (lunch break: 12-12:30)

2. The permanent student card will be ready approx. 4 weeks later – pickup at the CENTRAL REGISTRAR'S OFFICE

If you are studying at the Faculty of Sciences, Health Sciences, Engineering or Music & Visual Arts
you will need to pick up both the temporary and the permanent student card at your Faculty's registrar's office. It is valid with a **semester sticker**, and it has to be renewed in each semester!



Your Monthly Allowances

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As a scholarship holder, you are entitled to receive the following benefits:

- monthly pocket money (HUF 43.700 for BA/BSc and MA/MSc students, HUF 140.000 for PhD students)
- Free dormitory placement
- **OR** Monthly housing support of HUF 40.000
- Hungarian National Medical Insurance (TAJ card)

Because of the delay in the first payment of your monthly benefits we recommend you to prepare additional funds to cover your expenses, and to buy a travel insurance for at least the first two months of your stay!

Important notification: Many students forget to fill out the online attendance form at the beginning of the semesters which further delays the payment of their scholarship! Please, pay special attention to the next slide!



How to receive your monthly allowances?

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You will only receive your scholarship if ALL of the criteria below are met:

- ✓ You have enrolled and activated your semester.
- ✓ You completed the compulsory online attendance form before 20 September, 2021 (sent to your e-mail address in August 2021)
- ✓ You have received your residence permit from the Immigration Office
- ✓ You habitually live in Hungary
- ✓ You have signed your scholarship agreement before 20 September, 2021 (We will send it to you in due time.)
- ✓ You have opened a Hungarian bank account and also filled in the account number into Neptun before 20 September, 2021.
- ✓ Your letter of award is valid (issued by Tempus Public Foundation).
- ✓ You sign up, attend classes and pass the final examination of the obligatory Hungarian language courses in your first two semesters.



... and how you can lose the scholarship:

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You will lose your scholarship in any of the following cases:

- X You fail to enrol and activate your semester.
- X You have not acquired at least 36 credits in any last two active semesters (checked in every July).
- X You fail to attend the obligatory Hungarian language courses during your first academic year.
- X You fail to sign your student agreement with UP.
- X **You are not living habitually in Hungary** (i.e. leaving Hungary for more than 10 days without permission from the University), except participating in Online Education during the Covid-19 pandemic – in this latter case you cannot receive your monthly allowances until you return to Hungary.
- X Your letter of award expires and you fail to request and receive an extension from Tempus before their deadline.
- X Your student status is terminated by the University (please, refer to the Code of Studies and Examination).

Losing your scholarship holder status does not mean the losing of your student status. You may still remain a fee-paying student of the University without the scholarship benefits.

For more information, please read the Operational Regulations of Stipendium Hungaricum and the Hungarian Diaspora Scholarship programmes:

- https://stipendiumhungaricum.hu/uploads/2020/03/2020-12-10_SH_OR.pdf
- https://diasporascholarship.hu/wp-content/uploads/hds_or.pdf



Dormitory Check-In & Check-Out

international.pte.hu

- *Dormitory placement is provided to freshmen students upon their request.*
- *Online dormitory registration form is to be filled out prior to departure to Hungary in order to receive placement.*
- *You will need to fill out the dormitory service contract and comply with all house rules.*
- *While living in the dormitory you are not entitled to the monthly accommodation fee, and you are not allowed to change the mode of accommodation during the semester.*
- *In the following semester (Spring, 2022) if you decide to leave the dormitory and receive the monthly accommodation support (HUF 40.000) to rent an apartment (please, see the next slide), you need to inform the dormitory in a written form, in due time – as it is indicated in your dormitory contract.*

DORMITORY ALLOCATIONS ARE NON-NEGOTIABLE AND YOU MIGHT BE ALLOCATED TO A DIFFERENT DORMITORY THAN IT IS INDICATED ON YOUR LETTER OF ADMISSION.

Please note: You need to inform the Immigrations Office every time, you move to a new address in Hungary!



Renting a Flat in Pécs

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- *Prices range between HUF 80,000 - 160,000 (+ utilities) for a furnished flat with central heating for one or two persons that is fairly near to the city centre and/or faculties of the University.*
- *There are numerous private companies in town, one of them is **Student Housing** which offers free apartment-finding service for students. They have the largest database of apartments for rent in Pécs.*
- They offer: houses, apartments and flats for rent, roommate search
- They make appointments with the landlords and they take you out by car to view apartments, provide you a rental contract, etc.

Apartment listings can be viewed at
<http://www.studenthousing.hu/fooldal&lang=en>

Student Housing:

Address: Faculty of Medicine, Szigeti út 12. Pécs-7624

Phone: +36 30 / 215-5513, +36 30/300-4101 +36 72/536 227

E-mail: studenthousing@aok.pte.hu, Web: www.studenthousing.hu, Facebook: StudentHousing

Choose your favourite apartments on their website, write them an e-mail and leave the rest to them!



YOU ARE NOT ALONE! FREE STUDENT SERVICES AT THE UNIVERSITY OF PÉCS!

international.pte.hu

Student Counselling

UP's professional, discreet and responsive psychological support for everyday life!

Contact:

Website: www.counselling.pte.hu

E-mail: counselling@pte.hu

For your safety and convenience, Student Counselling provides in-person and online appointments too.

Legal Aid Clinic

Our university's brand new, free service offers help to know your way around in the labyrinth of legal issues.

Contact them whenever you have housing, residence, consumer or civil law related problems.

Contact:

Website: www.legalclinic.hu

Facebook: Campus Legal Aid Clinic

Address: Floor 2., Dohány utca 1-3.
Pécs-7622

E-mail: jogklinika@ajk.pte.hu



UNIVERSITY OF PÉCS CULTURAL SENSITIVITY PROGRAM

FALL SEMESTER, ACADEMIC YEAR 2020-2021

Would you like to know more about
Hungary and Pécs?

Join our elective courses!



Hungary and the world

The aim of the course is to give an overview about the Hungarian history and about famous Hungarian personalities on the field of history, music, fine arts and first of all on the field on sciences. The course focuses on important Hungarian inventions and Hungarian Nobel prize winners. The course helps students understand Hungarian life, identity and mentality.



Cultural Heritage of Pécs

The course is designed for students who are willing to learn about the cultural heritage of Pécs and the city's historic evolvement. There is much to explore in a 2000 year old city. Discover the rich and vivid history from the Roman period through to the „Cultural Capital of Europe” – phase (2010) and the big year of the 650th anniversary of founding the University of Pécs. (2017) till the present.

The course provides opportunities for visiting heritage attractions. Heritage is seen not only as a memory base of communities that needs to be preserved but bestowed for the benefit of future generations as a resource that can trigger innovation. Beyond providing an introduction to the history of Pécs the course focuses on the major cultural achievements and the most important cultural heritage sites of Pécs.

You can enroll in courses via NEPTUN.

Location of the courses

Faculty of Cultural Sciences, Education and Regional Development, University of Pécs (PTE KPVK), 7633 Pécs, Szántó Kovács János street 1/B. (other side of the building where the „Szántó Dormitory” is located.)

More information: info@kpvk.pte.hu

**DO NOT FORGET, YOUR STUDENT MENTOR IS
ALSO THERE FOR YOU!**



Who to turn to?

international.pte.hu

- Scholarship-related issues
(contract, monthly payment issues,
transferring, extension) → to *SH Office of UP*
- Academic matters (study related issues) → to *your faculty's registrar's office*
- Health insurance (TAJ) card → to *Central Registrar's Office*
- Application for student card
(for the first time only) → to *Government Office*
- Student card re-validation
(must be done in every semester) → to *Central Registrar's Office*
(Fac. of Law, Business, Humanities, Pharmacy, Medical School / own registrar's office
in case of every other faculty)
- Medical issues → to *UP's general practitioner OR Hospital*
- Accommodation issues → to *your dormitory (freshmen) or private
agencies / Student Union (senior students)*
- Everyday issues or any of the above → to *your student mentor*



For further information on your study programme, please contact your programme coordinator!

international.pte.hu

Faculty	Study level	Programme coordinator	E-mail
Faculty of Music and Visual Arts	All BA & MA programmes	Ms. Beáta SERES	seres.beata@pte.hu
Faculty of Law	PhD programme	Ms. Dóra ÉLTETŐ	elteto.dora@ajk.pte.hu
Faculty of Humanities & Social Sciences	All BA & MA programmes	Ms. Vanda BŐCZIN-SIRKECI	boczin-sirkeci.vanda@pte.hu
Faculty of Health Sciences	All BSc & MSc programmes	Dr. Orsolya MÁTÉ (Ms.)	orsolya.mate@etk.pte.hu
	PhD programmes	Dr. Viktória PRÉMUSZ (Ms.)	viktoria.premusz@etk.pte.hu
Faculty of Business and Economics	BSc in Business Admin. & Management	Ms. Lívia KOVÁCSNÉ TÓTH	toth.livia@ktk.pte.hu
	BSc in Tourism & Catering	Ms. Edina HAMAR	hamar.edina@ktk.pte.hu
	MSc programmes	Ms. Edina HAMAR	hamar.edina@ktk.pte.hu
	PhD programmes	Ms. Edina TOLNAYNÉ JAKABFI	jakabfi.edina@ktk.pte.hu
Faculty of Sciences	All BSc & MSc programmes	Ms. Erika SZILÁGYI-KISPAP	szke@gamma.ttk.pte.hu
	PhD programmes	Ms. Sarolta KAPITÁNY	contact@gamma.ttk.pte.hu
Faculty of Engineering and Information Technology	All BSc & MSc & DLA programmes	Ms. Réka SOMFAI	somfai.reka@mik.pte.hu
Medical School & Faculty of Pharmacy	All MSc (OTM) programmes	Ms. Lívia CSIDEI	studentservice.center@aok.pte.hu
	PhD programmes	Ms. Erika TAMASKÓNÉ SÓSTAI	erika.sostai@aok.pte.hu
Faculty of Cultural Sciences Education and Regional Development	BA programmes	Ms. Réka Schmieder	schmieder.reka@pte.hu
International Studies Center	"MagyarOK" Hungarian Language Preparatory Programme	Ms. Zsófia ANTAL	antal.zsafia@pte.hu





website

https://international.pte.hu/stipendium_hungaricum/current_students/codes_guidelines

staff

Mr. Áron BÁNÁTI, Ms. Sára NOVÁK, Mr. Bence KÓNYA

address

Office 102, 1st floor, Vasvári Pál utca 4. Pécs-7622

e-mail

stipendium@pte.hu

phone

+36 72 501 500 / extension 18525

office hours

Tuesday: 1 pm - 3 pm

Thursday: 9 am - 11 am

