



PÉCSI TUDOMÁNYEGYETEM
UNIVERSITY OF PÉCS

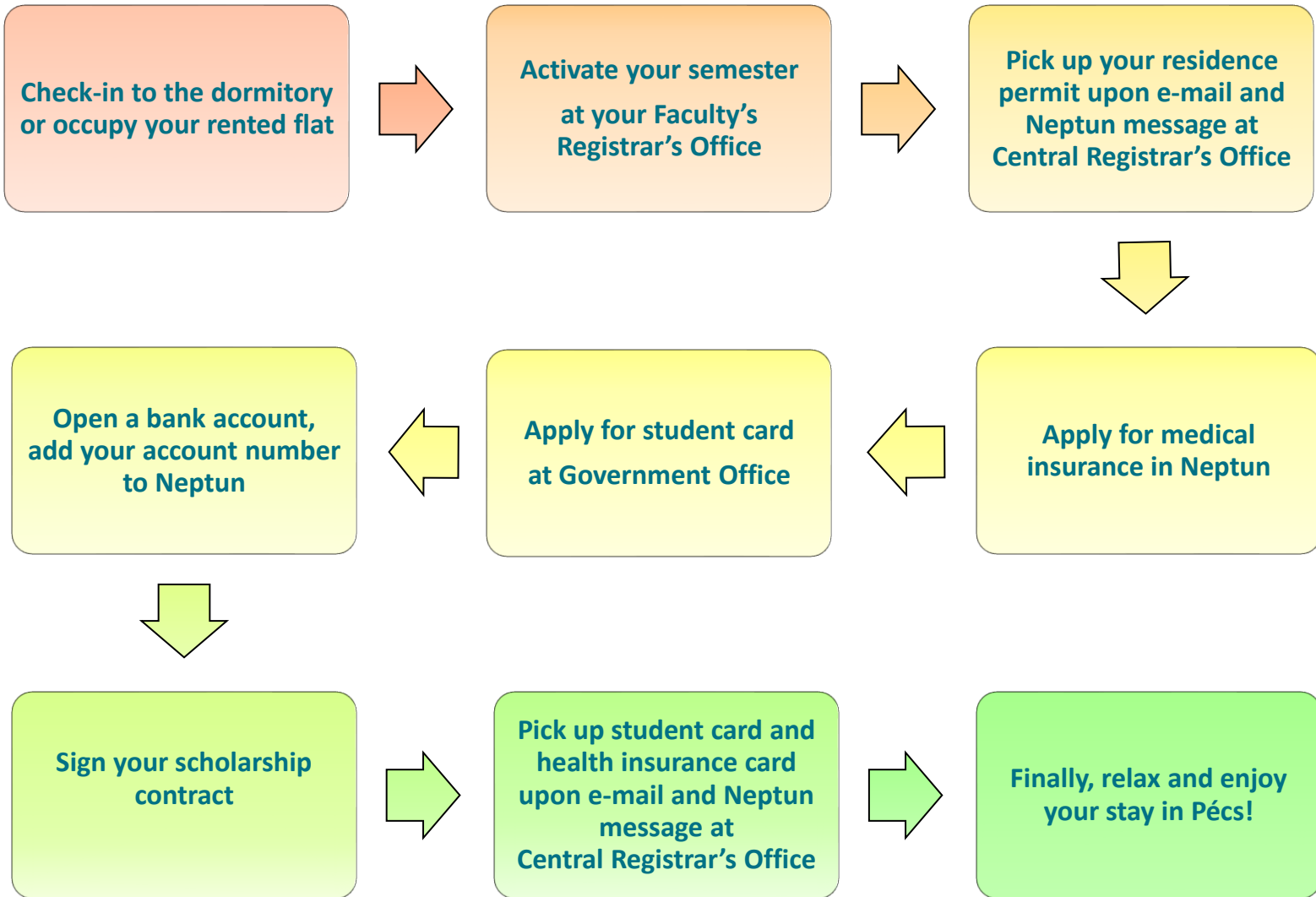
Student Guide for Stipendium Hungaricum Scholarship Holders

*2024/25
Fall Semester*



STIPENDIUM
HUNGARICUM

Upon your arrival to Pécs...



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

international.pte.hu

Stipendium Hungaricum Mentor Network

Our senior students help with the cultural and educational integration of international students coming to Hungary.

Please, register at www.shmentor.hu to receive your mentor.

Registration begins in the first week of August.

Student Counselling

A health psychological service for INTERNATIONAL STUDENTS at the University of Pécs. You may encounter difficulties in your everyday life and need help.

Support in problems with:

- Learning, exams, faculty
- Relationships, friendships, homesickness
- Adjustment to local culture, customs, attitudes

Contact

Website: counselling.pte.hu
E-mail: counselling@pte.hu

Campus Legal Aid Clinic

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

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

Contact

Website: [Campus Legal Aid Clinic \(pte.hu\)](http://Campus Legal Aid Clinic (pte.hu))
Facebook: Campus Legal Aid Clinic
E-mail: jogklinika@ajk.pte.hu





Dormitory Allocation

- Dormitory placement is provided to a **particular group of freshmen students**: students who have not studied in Hungary before and students studying in bachelor/master/OTM **full-degree** programmes.
- Online dormitory registration form must be filled out before departure to Hungary to receive placement (application link is sent to eligible students after 15 July).
- You must fill out the dormitory service contract and comply with all house rules.
- **Dorm application from your second year**: dorm places are limited; hence, UP prioritizes scholarship freshmen when distributing students. Therefore, after your first academic year, you are not guaranteed dorm placement for the following years. Instead, UP will pay you the HUF 40.000 monthly accommodation allowance, and you will need to rent an apartment.





Dormitory Check-In & Check-Out

- Moving into the dormitory is possible from 31 August (from 26 August for students who attend the orientation days of the Faculty of Medicine, Pharmacy and Business).
- Non-stop check-in will be provided
- Dormitory allocations are non-negotiable: the final and officially allocated dormitory is the one you receive in the e-mail confirmation after your successful dormitory application, and not necessarily the one mentioned in the letter of admission, which is for visa purposes only!
- Roommate requests will be handled by the dormitory reception during check-in
- **While living in the dormitory, you are not entitled to the monthly accommodation allowance, and you are not allowed to change the mode of accommodation during the semester: if you move out from the dorm during the semester, you will not receive the HUF 40.000 monthly accommodation support until the beginning of the following semester.**

DORMITORY ALLOCATIONS ARE NON-NEGOTIABLE, SO YOU MIGHT BE ALLOCATED TO A DIFFERENT DORMITORY THAN THE ONE INDICATED IN YOUR LETTER OF ADMISSION.

Please note: You must inform the Immigration Office whenever you move to a new address in Hungary!





Renting a Flat in Pécs

The University of Pécs **cannot offer dormitory placement for scholarship-holder students who**

- are staying in Hungary for **partial studies** (1 or 2 semesters),
- **are PhD students,**
- **studied in Hungary** previously: started or completed any degree, course, preparatory course, or changed institution.

If you belong to any of the above groups, you need to rent an apartment in Pécs.

- Prices range between HUF 100.000 - 200.000 (+ utilities) for a furnished flat with central heating for one or two persons that is near to the city centre and university faculties.
- There are numerous private companies in town; one of them is **Student Housing** which offers free apartment-finding services for students:
 - the largest database of apartments for rent in Pécs
 - offering houses and apartments for rent, roommate search
 - making appointments with the landlords, take you out by car to view apartments, provide you with a rental contract, etc.
 - Address: UP Faculty of Medicine, Szigeti út 12. Pécs – 7624, Main Building, 2nd floor
 - Phone: +36 30 / 215-5513, +36 72/536 227
 - E-mail: studenthousing.pecs@gmail.com

We also recommend connecting with fellow students for potential shared accommodations in the following Facebook groups:

- Share My Flat Pécs: <https://www.facebook.com/groups/576079577695849>
- Pécs Flats for Rent / Apartments for Rent / Roommates (Student Housing's Group):
<https://www.facebook.com/groups/102918019774990>
- Pécs Flats for Rent: <https://www.facebook.com/groups/1488132054563668>
- Pécs flat, apartment, room for rent – owners: <https://www.facebook.com/groups/781028779312857/>
- Pécs International Student Accommodation: <https://www.facebook.com/groups/123428218320352/>

Please note: You must inform the Immigration Office every time you move to a new address in Hungary!

Semester Activation & Enrolment

Where?

At your faculty's registrar's office (Please refer to the information you receive from your registrar's office).

Take the following documents with you to activate your student status:

- Passport (*if you have double citizenship, please only register the one you have applied with for the scholarship*)
- Letter of Admission
- Letter of Award
- Printed and signed enrolment form (matriculation sheet) downloaded from Neptun (with the barcode).
- Original high school diploma OR BA/BSc degree OR MA/MSc degree – depending on your study programme's requirement

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 3 copies of STUDENT STATUS CERTIFICATE from your study programme's

Registrar's Office for:

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



Residence Permit

1. If you have previously applied for a student visa, you must pick up your residence permit at the Central Registrar's Office (CRO) within 30 days after arriving in Hungary. You will receive an e-mail notification when your residence permit has arrived. If you have not received any notification about your residence permit within 20 days of arriving in Hungary, please contact the Immigration Office (address and opening hours below).
2. If you have travelled to Hungary without a visa, you can either apply online here OR book an appointment at the regional Immigrations Office here (you need to register first) within 30 days after your arrival. (Address: Csend utca 3., Pécs 7623, Opening hours: Monday: 8:00-17:30, Tuesday: 8:00-16:00, Wednesday: 7:30-12:00, Thursday: 8:00-16:00, Friday: CLOSED)
3. In case your residence permit expires, you must initiate the extension online through the Enter Hungary platform at the latest 30 days before the expiration date!

One week after picking up your residence permit from the CRO, you will receive an e-mail containing a QR code from the Immigrations Office. This will be your electronic address card. Please, keep this with you on your mobile phone along with your residence permit.

Please note that it is your legal obligation to update your contact information (including your address, phone number, e-mail address) on enterhungary.gov.hu, while living in Hungary!

Attention! 'enterhungary.hu' and 'enterhungary.com' domains are non-official agency websites, where they charge you for their services! The official website ends with 'gov.hu'.

Application for Medical Insurance

Please log in to your Neptun account and click on the 'Administration' tab, then click on 'Requests' where you can find the form under the name 'PTE-Request form for the social security (TAJ) card'.

When submitting an application, you must upload the following documents:

1. Passport – the page of your photo and the validity period
2. Accommodation confirmation document (with the QR code)
3. Both sides of your residence permit scanned

Important notification:

Before the final submission of your application please, make sure that the data on your documents matches exactly your data in Neptun (if your data is different in Neptun, please visit your Registrar's Office at your faculty and ask them to update your data in Neptun)!

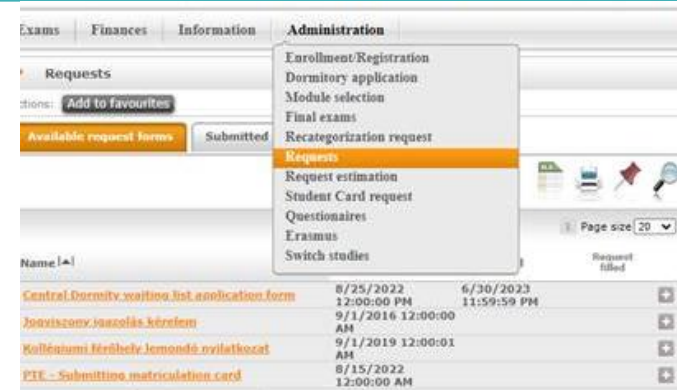
After submitting your application, an administrator will check your request. If they find any errors, your application will be sent back to you for correction. If your application is correct, it will be forwarded to the Central Registrar's Office (CRO). Once your application is accepted, an automatic message will be sent to you from the CRO with further instructions regarding the process.

As soon as your card is shipped to the CRO, you will be notified again. It takes approximately 3-4 weeks to issue your 'TAJ' card.

The above process applies both to the application for a new TAJ card and to the extension of an expired TAJ card.

Should you have any questions, please contact: infokti@pte.hu

Please note: Without your medical insurance, you are not entitled to free medical treatment in Hungary! Your insurance card also provides you with a discount on prescribed medicine!



The screenshot shows the Neptun system interface. The 'Administration' tab is selected, and the 'Requests' menu is open. The 'Requests' menu includes options like 'Enrollment/Registration', 'Dormitory application', 'Module selection', 'Final exams', 'Recategorization request', and 'Requests'. The 'Requests' option is highlighted. Below the menu, there is a table of submitted forms.

Name	Submitted	Request filled
Central Dormitory waiting list application form	8/25/2022 12:00:00 PM	6/30/2023 11:59:59 PM
Jogviszony igazolás kérelem	9/1/2016 12:00:00 AM	
Kollégiumi férőhely lemondó nyilatkozat	9/1/2019 12:00:01 AM	
PTE - Submitting matriculation card	8/15/2022 12:00:00 AM	

PLEASE, DO NOT FORGET TO RENEW YOUR 'TAJ' CARD BEFORE IT EXPIRES!

Application for Student Card

WHERE?

APPLICATION: GOVERNMENT OFFICE

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

Opening hours: Monday, Wednesday: 8:00-18:00, Tuesday: 8:00-14:00, Thursday: 8:00-12:00, Fri: 9:00-16:00

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! Please, reserve a personal appointment at: <https://time.pte.hu/>

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!



Opening a Bank Account

To receive your monthly scholarship allowances, you must open a Hungarian bank account at a local bank in Pécs.

Please note: Foreign accounts (including Revolut, Wise, etc.) are not acceptable.

We recommend OTP Bank's branch office in [Rákóczi út](#)

[1. Pécs 7621](#) :

<https://goo.gl/maps/jYuKkMMvANN4TN6j9>

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



Medical Assistance

GENERAL PRACTITIONER OF THE UNIVERSITY OF PÉCS

Address: [Nyár utca 8. Pécs-7624](#)

E-mail: gp@pte.hu or haziorvos@pte.hu **PLEASE ASK FOR AN APPOINTMENT VIA E-MAIL** (they reply within 24 hours during weekdays).

Tel.: +36 72 507 523

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

Always have your HUNGARIAN HEALTH INSURANCE CARD ('TAJ' card), PASSPORT, ADDRESS CARD and LETTER OF AWARD with you to access free treatment; otherwise, one meeting with the doctor costs HUF 3-6000. If necessary, the GP may redirect you to a specialist for special treatment.

Prescribed medicines can be bought at any pharmacy/drug store with a prescription from the doctor.



EMERGENCY AND OUTSIDE THE GP'S OPENING HOURS

WHERE? At Department of Emergency Medicine (Janus Pannonius Clinical Block)

Address: [Ifjúság út 13. Pécs 7624](#)

OPENING HOURS: weekdays 15:00 - 19:00 / Saturdays, Sundays and on bank 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 Department of Dentistry, Oral and Maxillofacial Surgery, Address: [Tüzér utca 1., 7633 Pécs](#)

OPENING HOURS: MONDAY-THURSDAY: 8-14:00, FRIDAY: 8-12:00 SATURDAY & SUNDAY: 7-17:00



If you are in an emergency situation call: 112





Monthly Scholarship Allowances

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

- monthly stipend (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 preparing additional funds to cover your expenses and buying travel insurance for at least the first two months of your stay!

Please remember that the SH scholarship is a contribution; it will not cover all your living expenses during your stay in Hungary. Calculate your cost of living here:

<https://international.pte.hu/admission/prepare-your-stay/cost-living>






How to receive your monthly scholarship allowances?

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

- ✓ You have enrolled and activated your semester by 19 September 2024
- ✓ You have received your residence permit from the Immigration Office.
- ✓ You habitually live in Hungary.
- ✓ You have signed your scholarship agreement by 19 September 2024 (will be sent to your e-mail address in due time).
- ✓ You opened a Hungarian bank account and filled in the account number in Neptun by 19 September 2024.
- ✓ 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 your scholarship status:

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 academic year with two active semesters (checked in every July).**
(except PhD, partial studies, and Hungarian preparatory programmes).
- X **You fail to attend the obligatory Hungarian language courses during your first academic year**
(not obligatory for PhD, partial studies and full-time Hungarian-taught programmes).
- X **You fail to sign your scholarship 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).
- X Your **Letter of Award** expires, and you fail to request and receive an extension from Tempus Public Foundation before their deadline.
- X Your **student status** is terminated by the University (please refer to the Code of Studies and Examination).
- X You fail to complete the **annual compulsory student survey** from the second year of your scholarship status.
- X You fail to attend and upload the result of the **compulsory medical examination during your first academic year.**

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

For more information, please read the Operational Regulations of the Stipendium Hungaricum Scholarship programme:

- [2024-03-27_SH_OR.pdf \(stipendiumhungaricum.hu\)](#)





Who to turn to?

Scholarship-related issues
(contract, monthly payment issues,
transferring, extension)

→ SH Office of the University of Pécs

Academic matters (study-related issues)

→ your faculty's registrar's office

Health insurance (TAJ) card

→ Central Registrar's Office

Application for student card
(for the first time only)

→ Government Office

Student card re-validation
(must be done in every semester)

→ Central Registrar's Office

(for students of Fac. of Law, Business, Humanities, Pharmacy, Medical School /
in case of every other faculty: at faculty registrar's office)

Medical issues

→ UP's general practitioner OR Hospital

Accommodation issues

→ your dormitory (for freshmen) or private agencies
/ Student Union (for senior students)

Everyday issues or any of the above

→ your student mentor

Problems with learning, relationships,
friendships, homesickness, adjustment to
local culture, etc.

→ Student Counselling



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	Mr. László GERGYE	gergye.laszlo@ajk.pte.hu
Faculty of Humanities & Social Sciences	All BA & MA & PhD programmes	Ms. Vanda BŐCZIN-SIRKECI	boczin-sirkeci.vanda@pte.hu
Faculty of Health Sciences	All BSc & MSc programmes	Attila KOVÁCS (Mr.)	kovacs.attila.mate@pte.hu
	PhD programmes	Dr. Viktória PRÉMUSZ (Ms.)	premusz.viktoria@etk.pte.hu
Faculty of Business and Economics	BSc in Business Admin. & Management	Ms. Judit TAKÁCS	takacs.judit@ktk.pte.hu
	MSc in Management & Leadership		
	MSc in Business Development	Ms. Gerda DÓCZI	doczi.gerda@ktk.pte.hu
	PhD programmes	Ms. Edina TOLNAYNÉ JAKABFI	jakabfi.edina@ktk.pte.hu
Faculty of Sciences	All BSc, MSc & PhD programmes	Mr. Roland PÓCZA	contact@gamma.ttk.pte.hu
		Ms. Farah Abu Khadra	
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. Tímea MOLNÁR	molnar.timea2@pte.hu
	Doctoral School of Philosophy	Tamás KIS-PONGRÁCZ (Mr.)	kis-pongracz.tamas@pte.hu
International Studies Center	"MagyarOK" Hungarian Language Preparatory Programme	Ms. Zsófia ANTAL	antal.zsafia@pte.hu





The Stipendium Hungaricum Office welcomes you to Pécs!

website	https://international.pte.hu/stipendium_hungaricum/current_students/codes_guidelines
staff	Mr. Áron BÁNÁTI, Ms. Sára NOVÁK, Mr. Bence KÓNYA
address	Office 102, 1 st 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

