



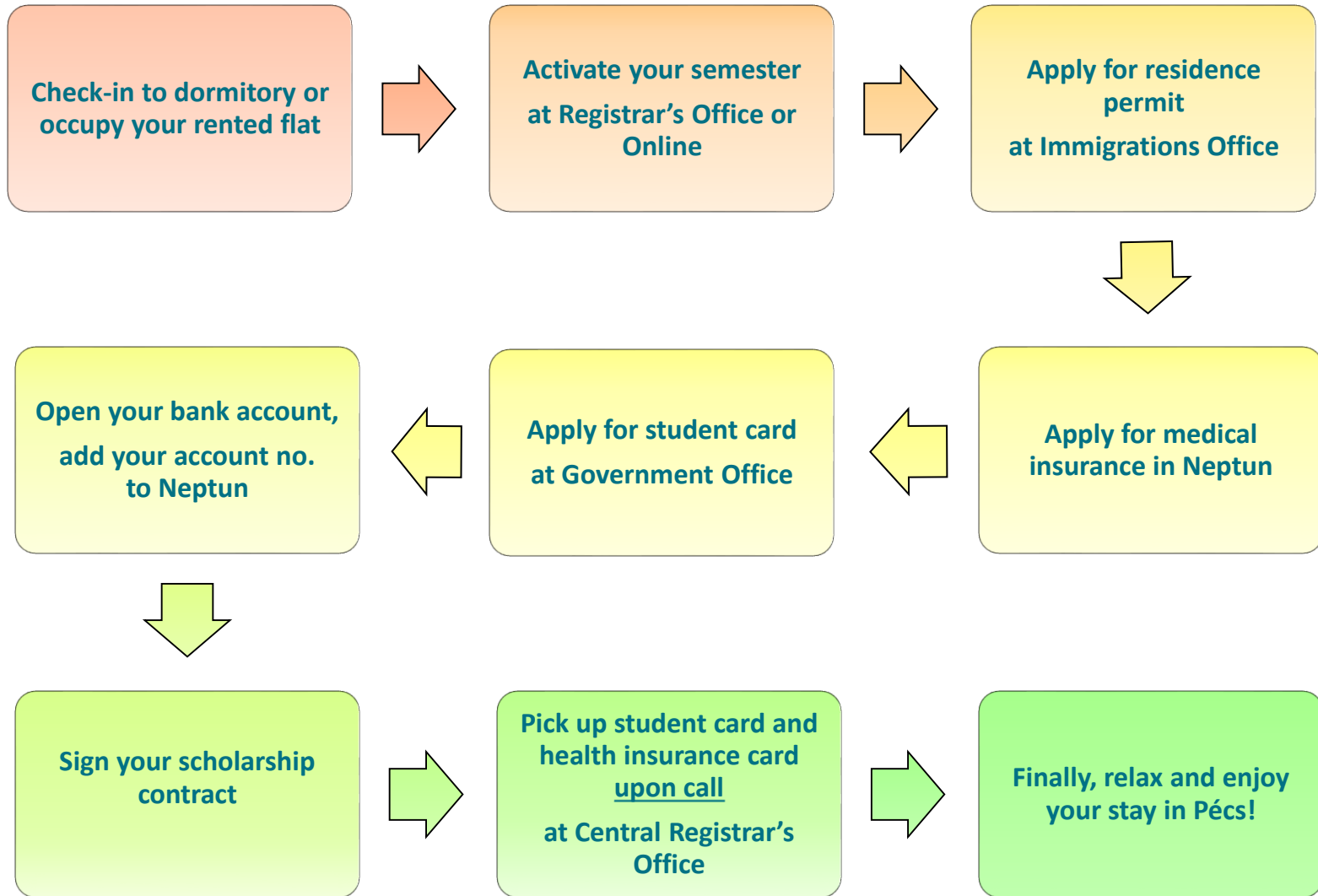
PÉCSI TUDOMÁNYEGYETEM
UNIVERSITY OF PÉCS

*Student Guide for
Stipendium Hungaricum
and
Hungarian Diaspora
Scholarship Holders*

*2022/23
Spring Semester*



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 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!



PÉCSI TUDOMÁNYEGYETEM
UNIVERSITY OF PÉCS

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

Visit us: counselling.pte.hu
Contact us: counselling@pte.hu



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



Semester Activation & Enrolment

Where?

At your faculty's registrar's office (or online, through the Neptune system – please, refer to the information you receive from your registrar's office).

Take the following documents with you to activate your student status at the University of Pécs:

- 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 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 here: <http://www.bmbah.hu/index.php?lang=en> and ask your mentor to take you to the IO (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: 7:30-12:00

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

If you have a double citizenship please, use the one you have applied with for the scholarship.

Opening a Bank Account

international.pte.hu

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

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

We recommend OTP Bank's branch office in

Rákóczi út 1. Pécs 7621 :

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

- *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.*



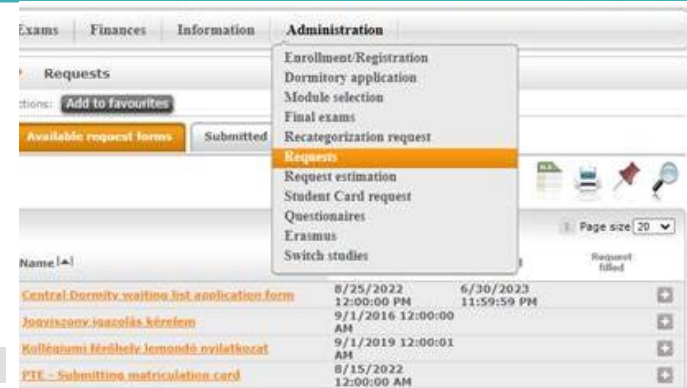
Application for Medical Insurance

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. both sides of your accommodation confirmation scanned
3. both sides of your residence permit scanned

PTE-Request form for the social security (TAJ) card



Important notification:

Before the final submission of your application please, make sure that your personal 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 personal data in Neptun)!

After submitting your application, your request will be checked by an administrator. 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 discount on prescribed medicine!

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



Medical Assistance

GENERAL PRACTITIONER OF THE UNIVERSITY OF PÉCS

Nyár utca 8. Pécs-7624

+36 72 507 520

E-mail: gp@pte.hu or haziorvos@pte.hu (they reply within 24 hours)

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 Block:

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 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, 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!



Your Monthly Allowances

international.pte.hu

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 that you prepare additional funds to cover your expenses, and 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?

international.pte.hu

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

- ✓ You have enrolled and activated your semester by 20 February, 2023
- ✓ You have received your residence permit from the Immigration Office
- ✓ You habitually live in Hungary
- ✓ You have signed your scholarship agreement before 20 February, 2023 (will be sent to your e-mail address in due time)
- ✓ You have opened a Hungarian bank account and also filled in the account number in Neptun before 20 February, 2023
- ✓ 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:

international.pte.hu

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)**
(except: PhD, partial studies and full-time Hungarian-taught 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)

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:

- [2022-10-27-SH-OR.pdf \(stipendiumhungaricum.hu\)](#)
- 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.*

DORMITORY ALLOCATIONS ARE NON-NEGOTIABLE AND YOU MIGHT BE ALLOCATED TO A DIFFERENT DORMITORY FROM WHAT 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

international.pte.hu

- *Prices range between HUF 100.000 - 200.000 (+ utilities) for a furnished flat with central heating for one or two persons that is fairly near to the city centre and/or the 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.

Student Housing:

Address: [Medical School, Szigeti út 12. Pécs - 7624](#)

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

E-mail: studenthousing.pecs@gmail.com, Web: www.studenthousing.hu,

Facebook: StudentHousing

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



Who to turn to?

international.pte.hu

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*



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	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. Judit TAKÁCS	takacs.judit@ktk.pte.hu
	BSc in Tourism & Catering MSc. in Management & Leadership	Ms. Edina HAMAR	hamar.edina@ktk.pte.hu
	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 programmes	Mr. Roland PÓCZA	contact@gamma.ttk.pte.hu
	PhD programmes	Ms. Adrienn HORVÁTH	
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
	Doctoral School of Philosophy	Ms. Alexandra HAFFNER-KISS	haffner-kiss.alexandra@pte.hu
International Studies Center	"MagyarOK" Hungarian Language Preparatory Programme	Ms. Zsófia ANTAL	antal.zsofia@pte.hu





website

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

staff

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

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office hours

Tuesday: 1 pm - 3 pm

Thursday: 9 am - 11 am

