

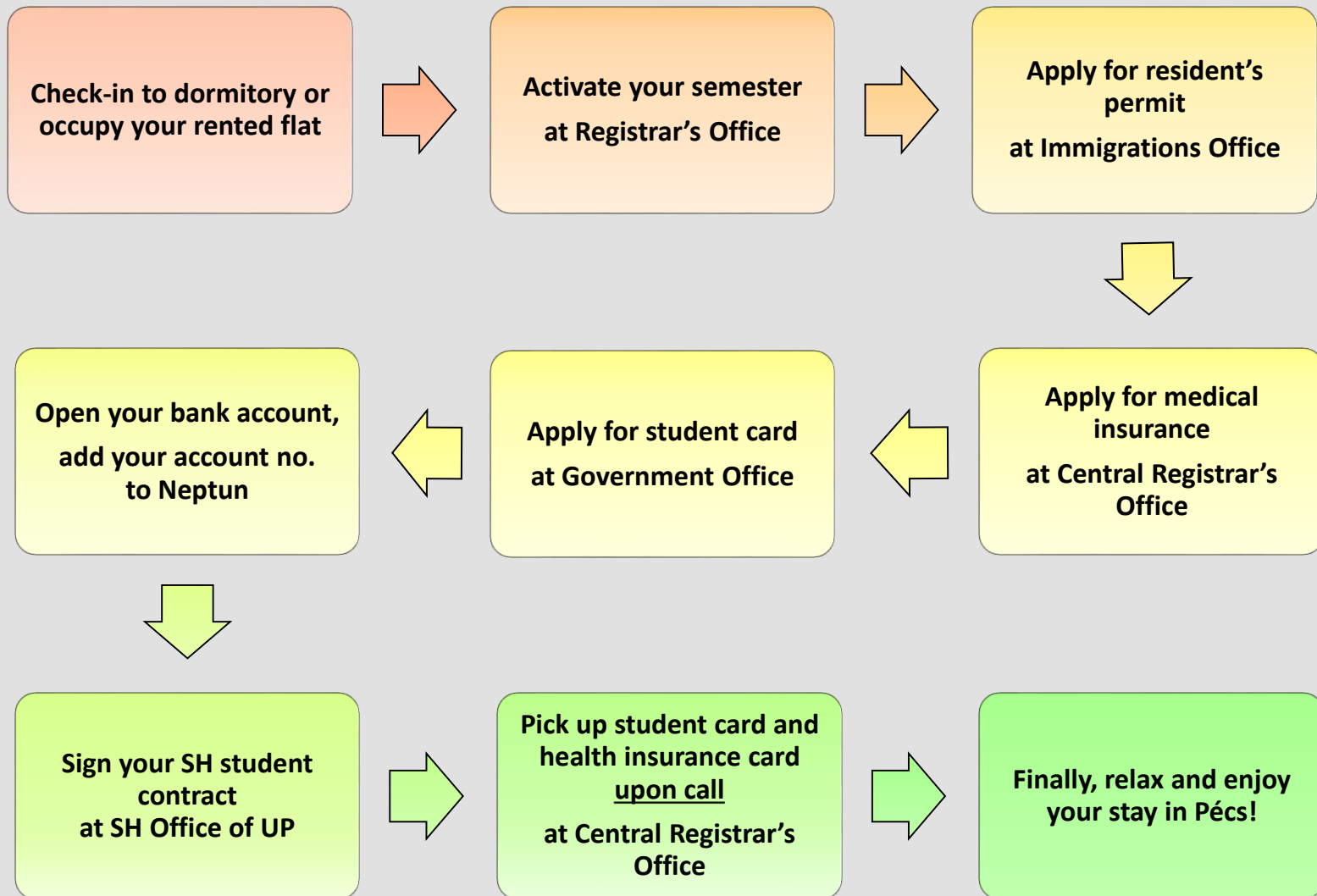


PÉCSI TUDOMÁNYEGYETEM
UNIVERSITY OF PÉCS

Stipendium Hungaricum
Student Guide
2019/20



Upon your arrival to Pécs...



Semester Activation and Registration

Where?

Semester activation: Online in Neptun

Registration: 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 current study programme's requirement*

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

Why?

Because without active student status you will not be able to start your studies and your life here in Pécs

You will need to request 4 copies of STUDENT STATUS CERTIFICATE for:

- *Residence permit from the Immigration Office*
- *Medical Insurance card (TAJ card) from the Central Registrar's Office*
- *Student Card from the Government Office*
- *Hungarian bank account from any bank's branch office in Hungary*

SEMESTER PASSIVATION:

At the beginning of the following semesters you can turn the current semester "passive" – if you are not able to continue your studies because of an unexpected event.

You have the possibility to have two consecutive passive semesters, but after that you must return and continue your studies as an "active" student at the University of Pécs!

If you fail to do so, you will lose both your student status and your SH scholarship status for good!

Please, also keep in mind: if your current semester is not active you are not entitled to any of your SH allowances and you must leave Hungary too in that semester!

Immigration Office (IO)

All non-EU citizens must check in at the IO within 30 days after their arrival to Hungary. Book an appointment and ask your mentor to take you to the Immigration and Asylum Office: <http://www.bmbah.hu/index.php?lang=en> (Please use Google Chrome or Mozilla Firefox for better visualization).

Address: Csend utca 3. Pécs 7623

Please 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

PLEASE, ALWAYS KEEP UP WITH THEIR DEADLINES and whenever you move to a new flat report your new address to the Immigrations office within 3 days.

Opening a Bank Account

In order to receive your monthly Stipendium Hungaricum allowances you will need to open a Hungarian bank account at a larger bank available in Pécs.

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

- *Ask your 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"*
- *After you have opened your new bank account log in to Neptun and upload your Hungarian bank account number.*

Application for Medical Insurance

WHERE?

- *Central Registrar's Office (CRO „Központi Tanulmányi Iroda” - KTI),*
- *Address: Faculty of Law, Building Z, lower ground floor Dohány utca 1-3, 7622 Pécs*
- *Opening hours: Monday – Thursday: 9:00-15:00, Friday: 9:00-16:00*

Documents necessary:

- *Passport*
- *Valid residence permit (card)*
- *Accommodation confirmation (or address card)*
- *Letter of Award – your Stipendium Hungaricum scholarship certificate (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 the Central Registrar's Office (CRO).

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

Medical Assistance

GENERAL PRACTITIONER OF THE UNIVERSITY OF PÉCS:

Dr. Ildikó RADVÁNYI

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 one of these numbers below!

General emergency number: 112

Ambulance and emergency medical services: 104, Police: 107, Fire Department, rescue services, civil protection: 105

Application for Student Card

WHERE?

APPLICATION: GOVERNMENT OFFICE

Address: Szántó Kovács János utca 1. Pécs-7633

Opening hours: Mon: 7:00-17:00, Tue: 8:00-12:00, Wed: 8:00-16:00, Thu: 8:00-18:00, Fri:8:00-13:30

PICKING UP:

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

1. *temporary student card 2 days later, valid for 60 days only!* At the **CENTRAL REGISTRAR'S OFFICE:**

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

Opening hours: Monday – Thursday: 9:00-15:00, Friday: 9:00-17:00)

2. *permanent student card, 4 weeks later* at the **CENTRAL REGISTRAR'S OFFICE**

OR

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.

Valid with **semester sticker**, it has to be renewed in each semester!

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 paper there, please make sure that your data on the paper matches exactly with your data in **Neptun** (if your data is different in the system, 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**.*

Your Monthly Stipendium Hungaricum Allowances

As a Stipendium Hungaricum student, 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 (but you also must pay a deposit of HUF 40.000)**
- **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 the first two months of your stay!

How to receive your monthly allowances?

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

- You have enrolled and activated your semester
- You have received your residence permit at the Immigration Office
- You have signed the attendance form and the Stipendium Hungaricum scholarship contract in our office before 30. September.
- You have opened a Hungarian bank account
- Your letter of award is valid (issued by Tempus Public Foundation)
- You have filled in your Hungarian bank account number into Neptun

... and how you lose the scholarship:

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

- You fail to enrol and activate your semester
- **You have not acquired at least 36 credits in any last two active semesters!**
- You have not signed the SH student contract in our office
- You have not signed the attendance form in our office at the beginning of each semester
- **You are not living habitually in Hungary** (i.e. leaving Hungary for more than 10 days without permission from the University)
- Your letter of award expires and you fail to request and receive an extension from Tempus
- 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 SH Scholarship benefits. For more information, please read the Stipendium Hungaricum Operational Regulation: <http://studyinhungary.hu/study-in-hungary/menu/stipendium-hungaricum-scholarship-programme/apply-for-a-stipendium-hungaricum-scholarship/rights-and-obligations.html>

Dormitory Check-In & Check-Out

- *Dormitory placement is provided to freshmen students upon their request*
- *Online registration form must be filled out prior to departure to Hungary in order to receive placement*
- *A deposit of HUF 40.000 has to be paid at the time of your check-in to the dormitory.*
- *You will need to fill out the dormitory service contract and comply with all house rules*
- *While you live in the dormitory you are not entitled to the monthly accommodation fee,*
- *For the second semester (Spring, 2020), you will not need to reapply for the dormitory, if you decide to leave the dormitory, you will receive the monthly accommodation support (HUF 40.000) to rent a private apartment (please, see the next slide)*
- *If you decide to leave the dormitory 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. 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

- *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 offer 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 email and leave the rest to them!

YOU ARE NOT ALONE! STUDENT COUNSELLING, LEGAL AID CLINIC AND CULTURAL SENSITIVITY PROGRAMMES AT THE UNIVERSITY OF PÉCS – FREE OF CHARGE!

Student Counselling

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

Contact:

Website: www.counselling.pte.hu

+36 80 505 390

Legal Aid Clinic

Our university's brand new, free 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.

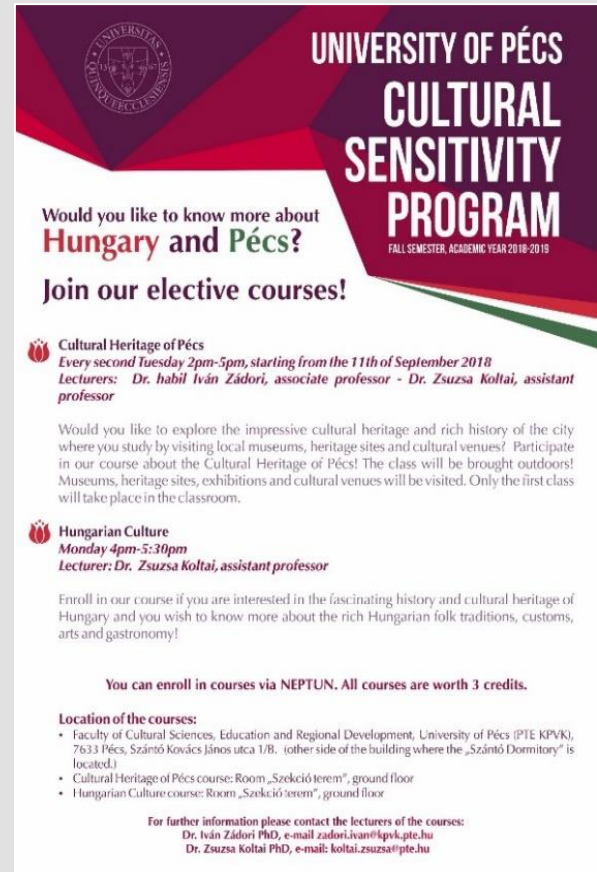
Contact:

Website: 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 2018-2019

Would you like to know more about
Hungary and Pécs?

Join our elective courses!

 **Cultural Heritage of Pécs**
Every second Tuesday 2pm-5pm, starting from the 11th of September 2018
Lecturers: Dr. habil Iván Zádori, associate professor - Dr. Zsuzsa Koltai, assistant professor

Would you like to explore the impressive cultural heritage and rich history of the city where you study by visiting local museums, heritage sites and cultural venues? Participate in our course about the Cultural Heritage of Pécs! The class will be brought outdoors! Museums, heritage sites, exhibitions and cultural venues will be visited. Only the first class will take place in the classroom.

 **Hungarian Culture**
Monday 4pm-5:30pm
Lecturer: Dr. Zsuzsa Koltai, assistant professor

Enroll in our course if you are interested in the fascinating history and cultural heritage of Hungary and you wish to know more about the rich Hungarian folk traditions, customs, arts and gastronomy!

You can enroll in courses via NEPTUN. All courses are worth 3 credits.

Location of the courses:

- Faculty of Cultural Sciences, Education and Regional Development, University of Pécs (PTE KPVK), 7633 Pécs, Szántó Kovács János utca 1/B. (other side of the building where the „Szántó Dormitory” is located.)
- Cultural Heritage of Pécs course: Room „Szekció terem”, ground floor
- Hungarian Culture course: Room „Szekció terem”, ground floor

For further information please contact the lecturers of the courses:
Dr. Iván Zádori PhD, e-mail zadori.ivan@kpvk.pte.hu
Dr. Zsuzsa Koltai PhD, e-mail: koltai.zsuzsa@pte.hu

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

Who To Turn To?

- SH Scholarship-related issues
(contract, monthly payment issues,
transferring, extension) → *SH Office*
- 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
(every semester) → *Central Registrar's Office*
- Medical issues → *UP's general practitioner
(Dr. Ildikó RADVÁNYI) OR Hospital*
- Accommodation issues → *Your dormitory or private agencies*
- Everyday issues or any of the above → *Your student mentor*

For further information on your degree programme, please contact your programme coordinator

| Faculty | Programme | Programme coordinator | E-mail |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|----------------------------------------------------------------------------------------|
| Faculty of Music and Visual Arts | Ceramic Design (MA), Classical Music Performance (MA), Choral Conducting (MA), Classical Singing (MA) | Ms. Beáta SERES | seres.beata@art.pte.hu |
| Faculty of Law | Law and Political Science (PhD) | Ms. Dóra ÉLTETŐ | elteto.dora@ajk.pte.hu |
| Faculty of Humanities | International Relations (BA, MA), Psychology (BA, MA) Human Resources Counselling (MA) Social Work (BA) | Ms. Éva KOVÁCS-SAMU | kovacs-samu.eva@pte.hu |
| Faculty of Health Sciences | Nursing (BSc, MSc), Physiotherapy (BSc,) Midwifery (BSc), Dietetics (BSc) | Dr. Orsolya MÁTÉ (Ms.) | orsolya.mate@etk.pte.hu |
| Faculty of Business and Economics | Business Admin. & Management (BA), Tourism & Catering (BSc) | Ms. Lívia KOVÁCSNÉ TÓTH | livia@ktk.pte.hu |
| | Entrepreneurship Development (MSc), Management and Leadership (MSc) | Ms. Gabriella KOHLMANN | kohlmann@ktk.pte.hu |
| | Business Administration (PhD), Regional Development (PhD) | Dr. Zsuzsanna VITAI (Ms.) | vitai.zsuzsanna@ktk.pte.hu |
| Faculty of Sciences | Chemistry (BSc, MSc, PhD), Computer Science (BSc), Biology (BSc, MSc, PhD), Physics (BSc, MSc, PhD), Geography (BSc, MSc), Physical Training (BSc), Mathematics (BSc), Applied Mathematics (MSc) Earth Sciences (BSc, PhD), Recreation (MSc) | Ms. Erika SZILÁGYI-KISPAP | szke@gamma.ttk.pte.hu |
| Faculty of Engineering and Information Technology | Architecture (OTM), Computer Science Engineering (BSc, MSc), Civil Engineering (BSc), Civil Engineering (Structural Engineer) (MSc), Electrical Engineering (BSc), Architecture DLA, Architectural Engineering (PhD) | Ms. Réka SOMFAI | somfai.reka@mik.pte.hu |
| Faculty of Medicine & Faculty of Pharmacy | Biotechnology (MSc), Pharmacy (OTM) | Ms. Lívia CSIDEI | studentservice.centre@aok.pte.hu |
| | ALL Doctoral Programmes (PhD) of the Faculty of Medicine, Pharmacology and Pharmaceutical Sciences (PhD) | Ms. Erika TAMASKÓNÉ SÓSTAI | erika.sostai@aok.pte.hu |



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|---------------------|------------------------------------------------------------------------------|
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