

**UNIVERSITY OF PHYSICAL EDUCATION
HUNGARY BUDAPEST**



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Introduction to TF

The University of Physical Education is the largest, the most comprehensive and the oldest centre for education and training in sport and physical activity in Hungary with 90 years of history, originally established as the Royal College of Physical Education in 1925. The University located in downtown the capital city of Budapest.

Lots of things changed since TF had been founded yet traditions still live on. We fill them with new spirit, opening the University's imaginary windows to the world. Our students can have a look at the world's universities through these windows by studying at foreign partner institutions and gaining lifelong experiences.

Nowhere else can be found so many former or active elite sportsmen and acknowledged coaches in the staff whose expertise students can directly benefit from. The Faculty boasts also the highest number of university professors and researchers and a great versatility of study programmes in the field of sport sciences.

There are 6 levels of sport education (from certificate level to PhD, EQF levels 3-8) offered in all possible fields: PE teacher, adapted PE teacher, health teacher, health promoter, coaching, sport management, recreation, human kinesiology. All summer Olympic sports and several other, all together 48 are listed in the educational programme. A fully enclosed, self-sufficient campus with 16 sports facilities and two other estates (for water-based sports and track & field, tennis, soccer), 8 high-tech research laboratories serving teaching, research and the preparation of athletes.

From 2000 the University was a faculty of Semmelweis, in 2014 Sept. it regained its independence. By 2018 a new campus will be built with new facilities and the latest technologies.

Even though the name of the University has been changed throughout the years the abbreviation stayed the same. We still call the university TF (coming from Testnevelési Főiskola – Colleague of Physical Education) both in Hungarian and in English.

Neptun

You will receive your own neptun code from your coordinators. Your code will be your username and your birthdate will be your password ("Ne"+yyyymmdd -> Ne20170825).

You have to change the password upon the first log in.

<https://neptun.tf.hu/hallgato/login.aspx>

- check your personal data
- check if you are registered for every subject
(If a subject appears in red don't worry, it only means that you haven't fulfilled the pre-requirements)
- register for your exams
- check your grades
- accept offered grades
- check if all of your grades are written in!

Course catalog:

You will be informed about the available subjects from the incoming coordinator. Available subjects may vary in each semester in accordance with the incoming student's interest and need. Subject list from the previous semester is available on website of the university.

Subjects

In Hungary when completing one subject you need to receive a signature first (in the study period) so that you could register for the exam (in the exam period). For the practical subjects you receive the signatures together with the grade within the study period.

For every subject we advise you to ask for:

- The name of the subject
- Name of the teacher(s)
-> who actually teaches you, and not the responsible teacher
- email or phone number of the teacher
- name of a classmate (Hungarian)
-> to be able to check if you are registered for the right group
- signature requirements
- grade requirements
- course description if needed

We use a so called Neptun system, where we register you for every subject. However it is your task to check if you have everything, and communicate with the teacher if you have a missing grade (at the end of the semester). We cannot know if you have a missing grade because you haven't attended the exam or you failed it! We prepare your transcript of records according to what is in the Neptun.

Subject requirements are different for every subject

eg. only attendance or attendance + training visit, match visit, course diary, presentation, report

“Szerár”

You can hire sport equipments like balls, rockets, judogi (for classes or for personal use) from the University for free. You only need your student ID to do so.

There are limited number of judogi-s ,so be fast, because you might need to buy it for yourself if the office is out of it!

Temporary Student ID

You will receive a temporary student ID every second month. Please keep in mind that *you will have to ask for a new one when the previous expires!* At first the number will change (certificate number) as it takes time to receive your OM code (hungarian educational identification code) and you will only be able to buy your monthly ticket with the certificate's number and not the OM code for the first time.

What you can do with your Temporary Student ID:

- buy student pass for public transport, which costs 3,450 HUF
- buy student ticket on any other transport (e.g. National Train Services (MÁV), bus etc.)
- buy cheaper pass for museums, exhibitions, cinema, etc.

Transportation

How to get to the city from the airport:

http://www.bud.hu/utazas/kozlekedes_es_parkolas/tomegkozlekedessel



You can find the timetables here:

<http://www.bkk.hu/en/timetables/>

The price for the student monthly ticket is only 3450Ft. It is also valid for some ships on the Danube (weekdays only). You can only buy it after having received your student ID!

If the numbers are not matching on the ticket and the ID you are charged to pay the bigger fine!

monthly ticket	Student ID	
	You have with you	you don't have with you / you don't have a valid one
you have with you	no problem ;) just show it	ask for the check and pay 2000Ft in the center (Close to Blaha)
you don't have it with you	ask for the check and pay 2000Ft in the center (Close to Blaha)	ask for the check and pay 2000Ft in the center (Close to Blaha)
You don't have a valid one	better to pay on the spot -> 8000Ft if you pay later the fine is 16000Ft	better to pay on the spot -> 8000Ft if you pay later the fine is 16000Ft

International office

- student ID
valid for two month only, you have to ask for it from the international office
- neptun registration
- administration – paperwork (LA, LA changes, transcript, attendance, student ID)
- programs – we organize you some programs out of the classes, which you can attend we ask one student to write a short report about it to create a memory; to practice English, and also to promote our institution
- Opening hours:
Please respect the opening hours and communicate in emails (erasmus@tf.hu)
only use the cellphones, facebook in opening time or in case of emergency.

In case of emergency (ICE)

please contact the coordinators immediately – you can use the cellphones

If the police takes you in give a coordinator as contact, otherwise we are not able to get any information about you. The police doesn't give information through the phone, and doesn't give info to non relatives or contact persons!!

Insurance

Before arrival you must obtain a European Health Insurance Card:



Doctors, dentists and prescriptions

Go directly to any care provider whose surgery / premises displays the sign "OEP-pel szerzodott szolgáltató" ("This healthcare provider is contracted with the National Health Insurance Fund"), and show your European Health Insurance Card or equivalent. You may also be asked for your passport or other identification. Treatment will then be free of charge. You will not be reimbursed for private treatment, and you may have difficulty getting a refund if you do not present your Card or form. If you are using a paper form, e.g. the Provisional Replacement Certificate, this may be retained by the care provider, and you should therefore ensure you have copies if you are planning a trip to Hungary.

If a doctor or dentist gives you a prescription, take it directly to the pharmacy. You will need to sign the prescription. You will usually have to pay at least a portion of the cost of your drugs or medicines, and in some cases will have to pay the full cost. This cost is not refundable.

Emergency dental treatment is free on presentation of the European Health Insurance Card or equivalent.

Hospital treatment

You may go directly to a hospital in an emergency; otherwise, referral from a doctor is usually required for in-patient or out-patient treatment. Ambulance transport is free in emergencies on presentation of the European Health Insurance Card or equivalent.

For more info please visit:

http://www.oep.hu/felso_menu/lakossagnak/english_deutsch_francais/health_care_services

Paperwork

- *Nomination*: We only get in contact with you after receiving the nomination from your home university. We forward you the documents, information needed for registering to our Institution
- *Application*: to get accepted in our institution you have to send us all the needed papers, and information
You have to prepare your LA before, which contains the subjects you would like to take at our institution. However these subjects will be changed according to the timetable.
- *Acceptance*: After the successful application we send you a scan of your acceptance letter. You receive the original upon arrival
- *Registration, Orientation*: We give you a short orientation about the university and about the informations needed for your stay
- *Neptun registration to subjects*: we register you, you check if everything is all right, and send an email if something is wrong or missing
- *LA changes –one month after*: You have to prepare your own LA changes, we will have a meeting about how to do it.
- *LA after = Transcript of records*: we prepare it in accordance with the Neptun system when you are leaving
- *Certificate of Attendance*: we prepare it according to your stay, the last day can not be after the last day of the exam period!

Google (email, drive, calendar)

Common email address for the Erasmus students tferasmus2015@gmail.com password: 19252015TF. The timetable for every student is online, up to date on google drive, the university events are uploaded easy to follow.

Academic period

The academic period is divided into semesters, one semester has one study and one exam period. You only have classes in the study period. There are K weeks (= consultation week for the part time students) within the study period which is holiday for you. However we would advise not to plan programs to every K week, as there are some camps during this period which worth usually 2 credit and really fun to do.

Semester Schedule

- The semester starts: 21 August 2017
- The semester ends: 29 January 2018
- Study period: 28 August 2017 - 15 December 2017
- Examination period: 15 December 2017 – 29 January 2018

Bank holidays:

- 23 October - 1956 Revolution Memorial Day
- 1st November - All Saints' Day
- 6 December - Saint Nicholas Day
- 24-26 December – Christmas
- 31-1 January 2018 – New Year

„K” weeks:

- On „K” Weeks you will not have classes, therefore if you would like to travel in Hungary/Europe or just want to go home it is wise to plan your trip on at these times

Dates of this semester’s „K” Weeks

1. „K” HÉT	2017.08.10-08.25
2. „K” HÉT	2017.09.25-09.29
3. „K” HÉT	2017.11.06-11.10
4. „K” HÉT	2017.12.04-12.08

Official Matters - Visa and/or Residence permit

EU and EEA citizens

- no need for study visa if your stay in Hungary does not exceed 3 months, Passport and/or national Identity card are sufficient documentations in Hungary for study purposes.
- For longer studies you need to apply for residence permit from the Hungarian Immigration Office: www.bmbah.hu

Submit the following documents:

- approval document of the host university in Hungary
- proof of payment of tuition fee (or paper for tuition waiver)
- 3 passport size photo

Make sure that you have health insurance which covers your stay in Hungary. (European Health Insurance Card or other). Please, present your insurance and leave a copy with us at registration.

Non EU citizens

are required to apply for residence visa for study purposes in Hungary

Proper information from: the Hungarian Immigration Office (www.bmbah.hu) – for details on the residence permit

Some general information, so that you know what to expect:

Application form available at the Hungarian embassy in your country or download it from the internet

On the application form you will be asked to give details of:

- type of education
- name of the host institution
- the headquarters of the host organization
- if you will be receiving a scholarship you will need to provide details on the organization allocating the scholarship
- the amount of money you have available for your stay in Hungary

In the application for a study visa you have to enclose

- proof of payment for tuition fee (or tuitionfee waiver)
- approval document of the host university in Hungary
- documentation detailing your prospective accommodation and proof of financial means of subsistence
- 3 passport size photos

Teasers

Budapest, Hungary

<https://www.youtube.com/watch?v=e0wkokaybWA>

<https://www.youtube.com/watch?v=lySnQRmQbiM>

<http://dailynewshungary.com/dynamic-budapest-the-city-through-the-eyes-of-an-erasmus-student-video/>

TF Erasmus facebook page:

<https://www.facebook.com/tferasmus/?fref=ts>

University events:

Freshmen's camp

- 2014 Event <https://www.youtube.com/watch?v=eNBEaOiid1Y>
- 2015 event <https://www.youtube.com/watch?v=eEzjTX1N7A8>

1st semester – Freshmen's ball

- 2015 Event <https://www.facebook.com/tfesztival/videos/915546438524914/>
every year there are different shows, and a waltz, and student-teacher dance. From the year of 2015 there is also an Erasmus dance.

2nd semester – TFeszt

- 2014 Event <https://www.youtube.com/watch?v=eJGTiWd3WN8>
- 2015 Event <https://www.youtube.com/watch?v=xoykfGaLV5s>
- 2016 Promo video https://www.youtube.com/watch?v=1LAaRn_fg3I
- 2016 Event <https://www.youtube.com/watch?v=ymmQptFQi8g>

International Relations Center

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OPENING HOURS

MONDAY: CLOSED

TUESDAY: 13.00-15.00

WEDNESDAY: 9.00-11.00

THURSDAY: 13.00-15.00

FRIDAY: CLOSED

If you have any question, please do not hesitate to come to our office, we are going to help you with pleasure!