

Useful information

Prepared by: EDUCATIONAL DIRECTORATE



HUNGARIAN UNIVERSITY OF
AGRICULTURE AND LIFE SCIENCES

Training programmes at SZIC

Administrator

e-mail

MSc in Finance

Hungarian Language preparation course

MSc in Supply Chain Management

Gordos Judit
Prokaj Enikő

gordos.judit@uni-mate.hu
prokaj.eniko@uni-mate.hu

OFFICE HOURS

Judit GORDOS

Gödöllő, AULA building,
first floor, room 104-105
Phone: +36 28 522 000 /
3210 or 3870

Monday,
Wednesday,
Thursday:
9:00-12:00



Training programmes at SZIC



Administrator



e-mail



BSc in Agricultural Engineering

MSc in Biosystems Engineering

Mechanical Engineering BSc

Mechanical Engineering MSc

Environmental Engineering BSc

Environmental Engineering MSc

Wildlife Management Engineering BSc

Wildlife Management Engineering MSc

Lénárd Henrik

lenard.henrik@uni-mate.hu

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Phone: +36 28 522 000 /
3210 or 3870

Monday,
Wednesday,
Thursday:
9:00-12:00



Training programmes at SZIC



Administrator



e-mail

MSc in Agricultural Biotechnology (Gödöllő)

MSc in Agricultural Water Management Engineering

MSc in Aquaculture

MSc in Crop Production Engineering

Danube Agrifood Joint Master

MSc in Ecotoxicology

Nagy Andrea

nagy.andrea.to@uni-mate.hu

OFFICE HOURS



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Phone: +36 28 522 000 /
3210 or 3870

Monday,
Wednesday,
Thursday:
9:00-12:00



Training programmes at SZIC



Administrator



e-mail

BSc in Business Administration and Management

MSc in Engineering Management

MSc in Management and Leadership

MSc in Rural Development Engineering

Prokaj Enikő

prokaj.eniko@uni-mate.hu

OFFICE HOURS

Gödöllő, AULA building,
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3210 or 3870

Monday,
Wednesday,
Thursday:
9:00-12:00



CALL FOR STUDENT VOICE NOMINATIONS

We are looking for motivated and responsible students to serve as class representatives called Student Voice, for each study program for your upcoming academic years.

As a **STUDENT VOICE**, you will:

- Act as the voice of your classmates and communicate their feedback to Academic Staff (Registrar's Office) and reverse.
- Assist with organizing academic and social events for your cohort.

If you are:

- enthusiastic about representing your peers,
 - have strong communication skills,
 - and enjoy contributing to a positive learning environment,
- we encourage you to **APPLY**.

To apply, please submit your name and a short statement explaining why you would like to take on this role

by **30 September 2025** to
prokaj.eniko@uni-mate.hu



Curriculum

ed.uni-mate.hu

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The screenshot shows the website's header with the MATE logo and the text "HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES DIRECTORATE OF EDUCATION". Below the header is a navigation bar with several categories: "on v", "Training information v", "Finance v", "Student welfare v", and "Equal Opportunities v". The "Training information v" menu is expanded, showing a list of options: "Trainings" (with a mouse cursor), "Curricula", "Subspeciality", "Thesis Topic Application Form", and "Professional training". To the right of this list is a secondary menu with the following items: "Bachelor's courses", "Higher education vocational training", "Master's courses", "Undivided courses", and "Postgraduate Specialist Training Programme".

<https://ed.uni-mate.hu/bachelors-courses>

<https://ed.uni-mate.hu/masters-courses>

<https://en.uni-mate.hu/doctoral-schools>

FIND YOURS!

Neptun Educational Administration System

https://hallgato.uni-mate.hu/hallgato_ng/login

<https://ed.uni-mate.hu/neptun-login>

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Password

Login

[Forgotten password](#)

News

Downloadable documents

- User's Guide For the New Student Web Interface of the Neptun Educational Database System v1.pdf
17 February 2025 at 11:07
- Setting up and using two-factor authentication in the MATE Neptun system_v2_en.pdf
20 January 2025 at 13:30

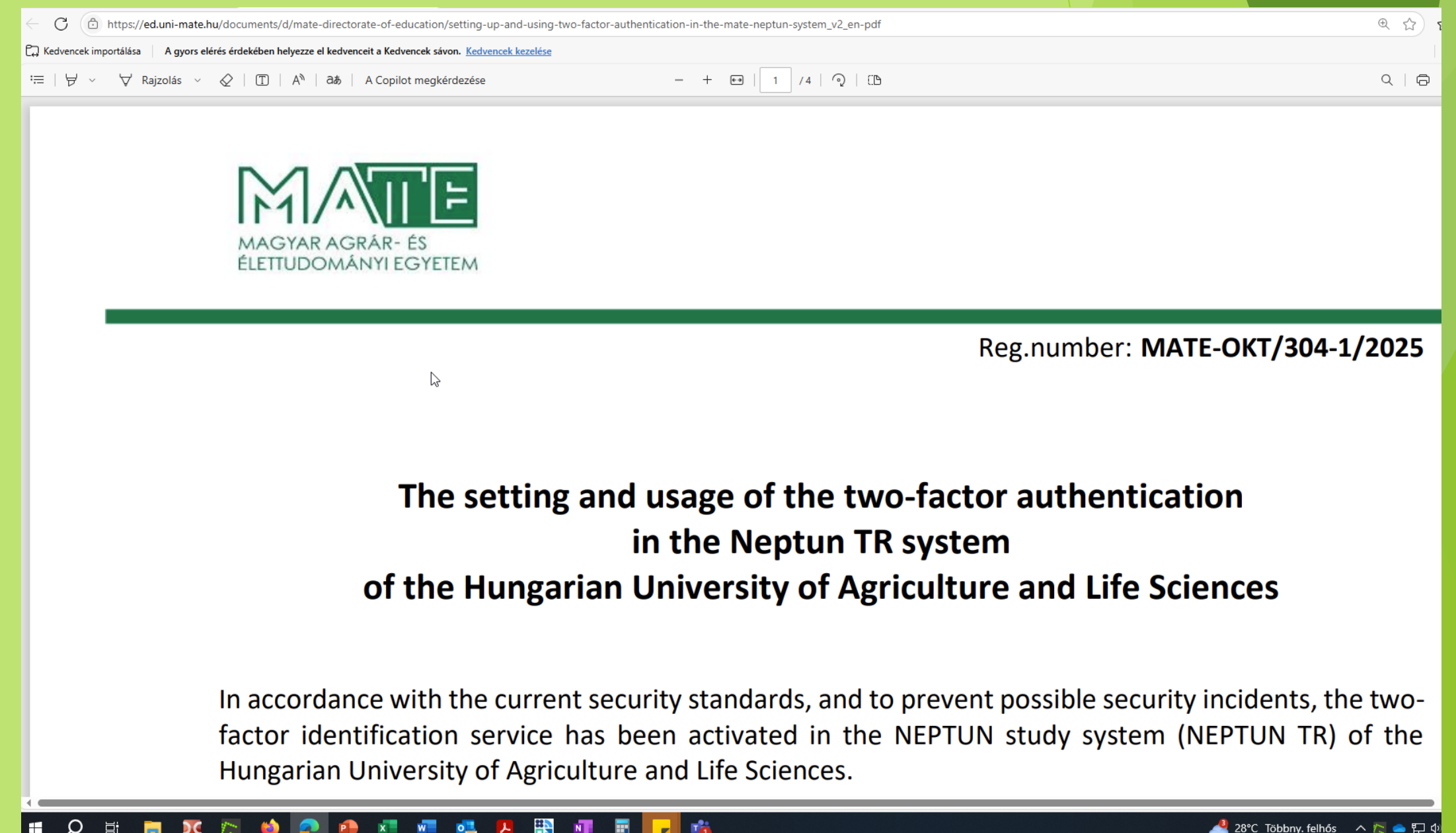
[More files](#)

← NEPTUN GUIDE

← Authentication guide

2-factor authentication in NEPTUN after enrolment

- ▶ An information letter on the introduction of two-factor authentication has been written and is available for download on the following page
- ▶ https://ed.uni-mate.hu/documents/d/mate-directorate-of-education/setting-up-and-using-two-factor-authentication-in-the-mate-neptun-system_v2_en-pdf



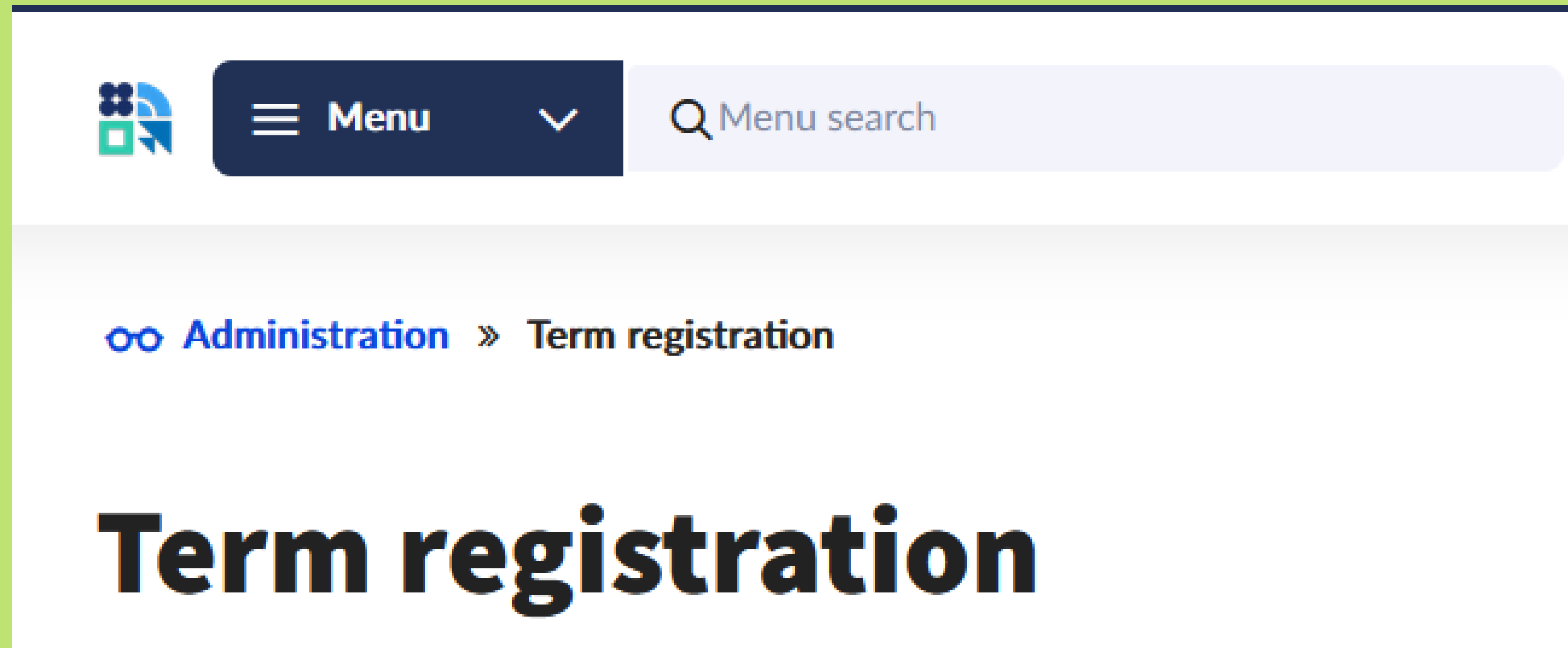
Education related tasks or issues

Find info here: <https://ed.uni-mate.hu/>

The screenshot displays the website interface for the Hungarian University of Agriculture and Life Sciences Directorate of Education. The top navigation bar includes links for Study information, Training information, Finance, Student welfare, Equal Opportunities, Admission, and Contact details. Below this, a secondary menu lists Rules & Regulations, FAQ, and Neptun. The main content area features a green banner for 'Fall semester start' with a 'TOVÁBB →' button. Below the banner, there is a 'Tuition' section with a 'TOVÁBB →' button. A dropdown menu is open under 'Training information', listing options like Trainings, Curricula, Subspeciality, Thesis Topic Application Form, and Professional training. The 'Curricula' option is selected, showing a list of academic years from 2025/26 to 2020/21, plus 'Curricula of previous years'.

- Curriculum - find your major!
- Enrolment
- Subject registration
- Subject recognition
- Forms of subject assessment
- Exams
- Number of credits to be completed
- Need a document
- Student ID

Enrolment during the last week of August and the first week of September, 2025



The screenshot shows a web application interface. At the top left is a logo with a blue and green design. Next to it is a dark blue button labeled 'Menu' with a white downward arrow. To the right is a search bar with a magnifying glass icon and the text 'Menu search'. Below the search bar, there is a breadcrumb trail: 'Administration » Term registration'. The main heading is 'Term registration' in a large, bold, black font.

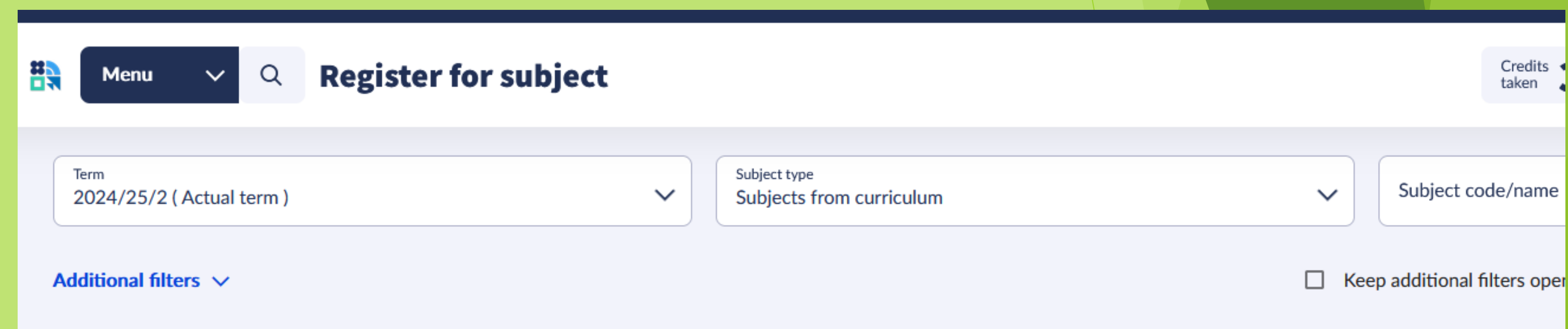
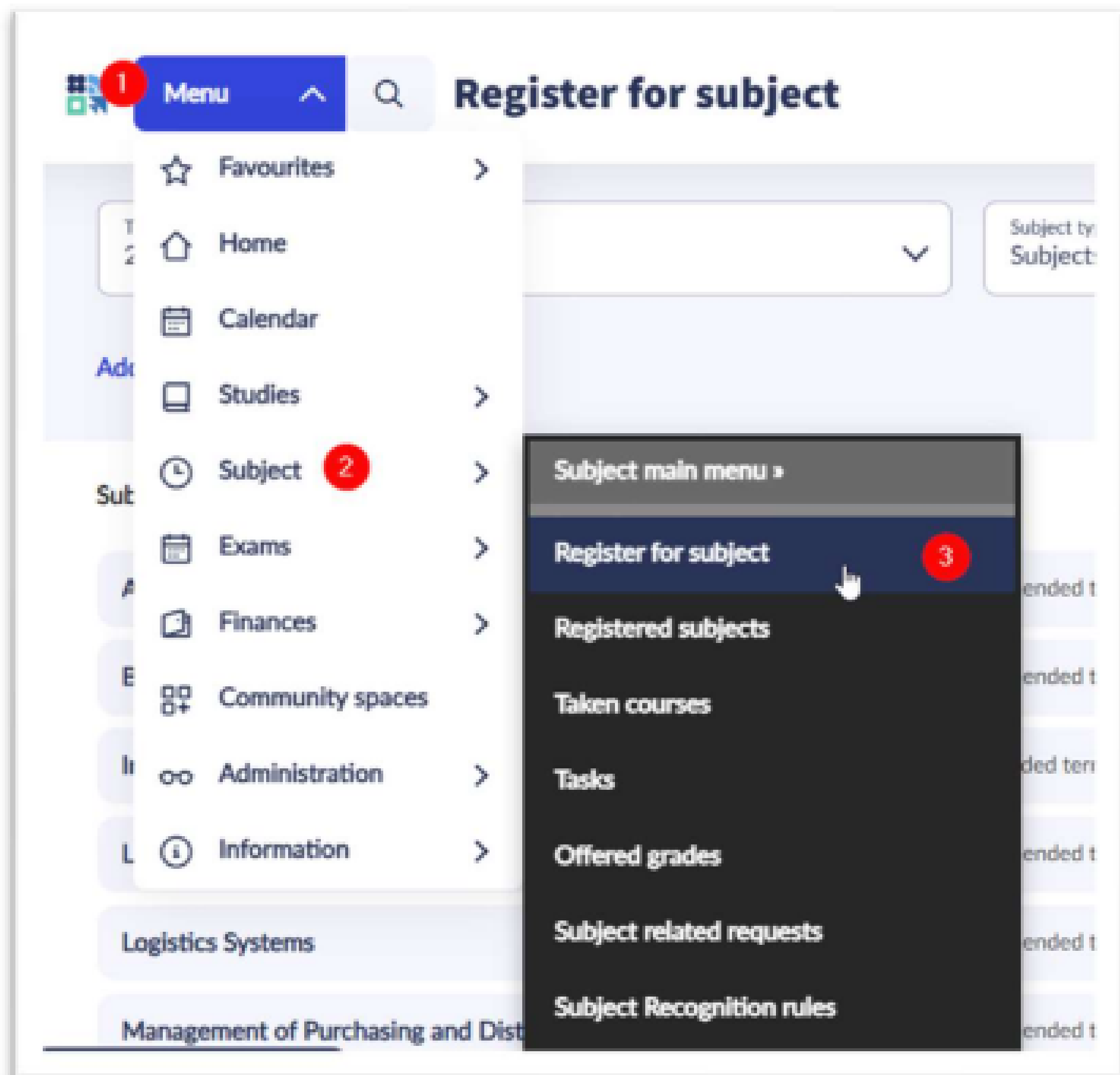
With term registration for the first time, you shall fill in the registration form. Having problem with the completion of task, contact your educational administrator.
(See slide 4)

Administration → Term registration

MOST OF YOU ALREADY HAVE DONE IT.
IF DID NOT, THEN CONTACT YOUR EDUCATIONAL ADMINISTRATOR!

Subject registration from 27 August to 14 September, 2025

Menu/Subject/Register for subject/subject code - find in the curriculum! - search for it



MOST OF YOU ALREADY HAVE DONE IT. 12
IF DID NOT, THEN CONTACT YOUR EDUCATIONAL ADMINISTRATOR!

Subject registration additional information

(except PhD programmes)

The screenshot displays the 'Register for subject' page. At the top, there is a search bar and filters for 'Subject type' (Subjects from curriculum) and 'Subject code/name'. A dropdown menu is open over the 'Subject' menu item, highlighting 'Register for subject' with a red circle 3. Other menu items include 'Subject main menu', 'Registered subjects', 'Taken courses', 'Tasks', 'Offered grades', 'Subject related requests', and 'Subject Recognition rules'. A red circle 4 highlights the 'Recommended term ascending' filter. The user's profile shows 'Credits taken: 0' and 'Teszt Petya (JR9Z4U) Mechanical Engineering B-GOD-N-EN-...'.

Please keep in mind that any subject can be registered only once for free of charge.

If you cannot complete a certain subject, the second registration is 2000 HUF. (prepaid)

Pay attention to the **pre-requisit*** subjects during your studies! (see curricula - <https://ed.unim-mate.hu/academic-year-202526>)

***pre-requisite subject must be fulfilled in earlier semester than the subject, which is built on it.**

Subject recognition process

- If you have a subject completed during previous studies, and you would like to get it recognized, the process is the following:
- You have to submit a request in Neptun.
- Choose "subject" menu and "subject related requests"
- For students transferred from another HEI, or former graduated students of another HEI : 5.000 HUF/subject;
- for former students of MATE: free of charge
- The fee is transcribed after decision.
- HEI: Higher Educational Institute
- Info: <https://ed.uni-mate.hu/subject-recognition-request>

The screenshot shows the Neptun system interface. A 'Menu' dropdown is open, with 'Subject' selected (marked with a red '2'). A sub-menu is displayed, with 'Subject related requests' selected (marked with a red '3'). The background shows a table of 'Available request forms' with columns for Name, Code, and Credit. The table lists subjects like 'Accounting Analysis', 'Applied Analysis Methods', 'Basics of E-business', and 'Basics of Accounting'.

Name	Code	Credit	Next
Accounting Analysis		5	Next >
Applied Analysis Methods		4	Next >
Basics of E-business	AGELG056N	5	Next >
Basics of Accounting	USINM190N	5	Next >

The screenshot shows a dialog box titled 'Choosing a request template'. It contains a list of radio button options for selecting a request form. The option 'Subject recognition request' is selected (marked with a red '5'). The dialog box also has 'Cancel' and 'Select' buttons at the bottom. The background shows the 'Subject related requests' page with a 'Next >' button (marked with a red '4').

Choosing a request template

For this request, you must select the appropriate form from the following types:

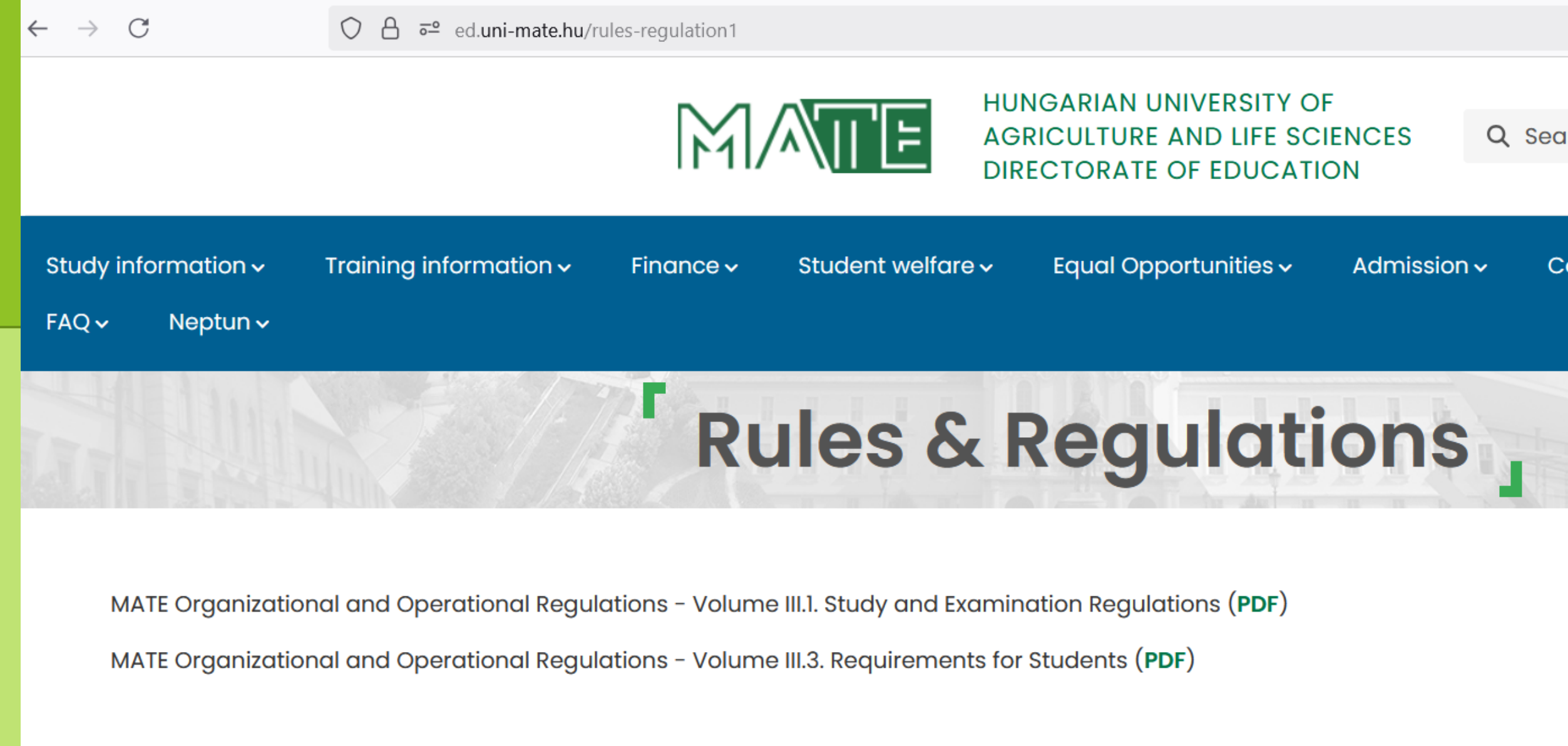
- Request for Registering Courses above 45 Credits 2025/26/1
- Subject Recognition Of Prior Work Experience
- Request for reduced timetable 2024/25/2
- Subject recognition request
- Request for a Course

Buttons: Cancel, Select

Forms of **subject assessment, participation in classes** - extract

Please read our **regulation** carefully!

(PhD Students may have differences in regulations)



← → ↻ ed.uni-mate.hu/rules-regulation1

MATE HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES DIRECTORATE OF EDUCATION

Study information ▾ Training information ▾ Finance ▾ Student welfare ▾ Equal Opportunities ▾ Admission ▾ C

FAQ ▾ Neptun ▾

Rules & Regulations

MATE Organizational and Operational Regulations - Volume III.1. Study and Examination Regulations ([PDF](#))

MATE Organizational and Operational Regulations - Volume III.3. Requirements for Students ([PDF](#))

3.2. Forms of subject assessment 3.2.1. Signature, end-of-semester signature Section 47 (47.§) PAGE 57

(1) The **end-of-semester signature** is a recognition of the fulfilment of the study requirements of the given subject during the semester, and in case of a subject to be completed by another assessment method, it is one of the conditions for registering for the examination. The conditions for obtaining the signature must be defined in the study requirements for the subject by the subject leader, including the conditions for rejecting it and for the repeated attempt to obtain it.

2. Participation in classes Section 45 (45. §) PAGE 55

(1) **Lecture attendance** is an integral part of the learning process but **students cannot be required to attend** lectures by administrative means.

(2) **Participation and fulfilment of practical requirements in practices, seminars, laboratory practices, field practices (study visit, workshop) are mandatory.**

(3) The permissible **extent of absence** from the types of lessons referred to in paragraph (2), regardless of whether justified or not, is one quarter of the classes of the given subject in full-time work schedule, rounded to the nearest whole number according to the rounding rules; in case of correspondence work schedule, it is one third of practical classes, seminars, field practice classes, laboratory classes. **If the absence rate exceeds this, the subject leader shall refuse to sign the semester.**

EXAMS

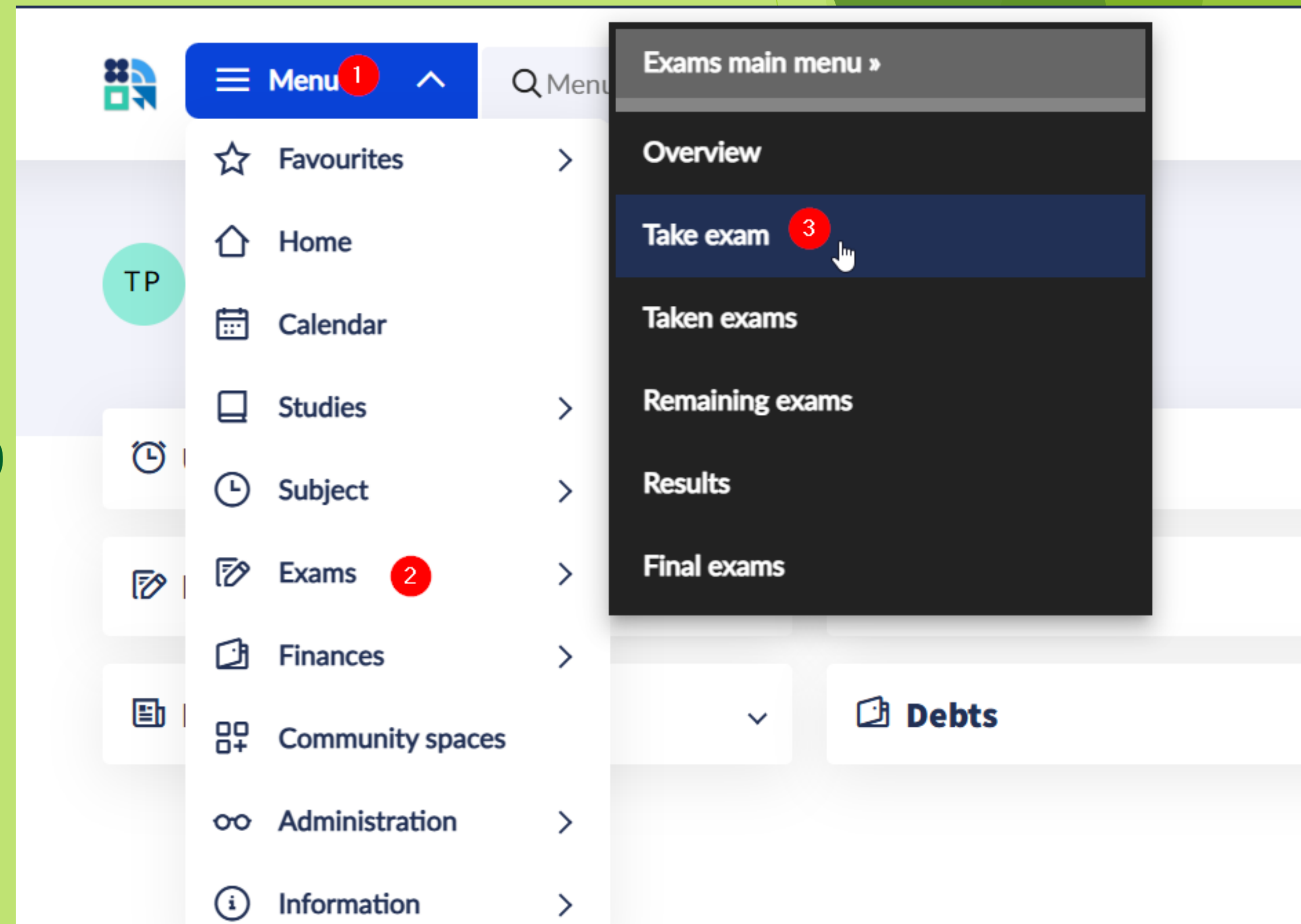
(except for PhD programmes)

Exam registration is available **until the day before the exam takes place** until 12 o'clock. (noon)
Example: Test on Tuesday, registration closes on the Monday before at 12 o'clock (noon)

A **signature** registered in Neptun is a must, otherwise you are not able to register for the exam.

- If a student fails the exam, the **first retake is for free of charge**, but **before the second retake 2000 HUF exam fee** has to be paid.
- If you have any active debt in Neptun, you are not able to register for any exams.
- If you pass an exam but you are not satisfied with your result, the grade can only be improved in the same semester.

Keep in mind that **final examination** otherwise known as **graduation examination** has different rules.



CREDITS (except for PhD programmes)

- ▶ The minimum number of credits to be completed is 210 on BSc level and 120 on MSc level, until the end of your studies.
- ▶ In case of a preparatory programme, 60 credits has to be completed.
- ▶ Make sure that you complete the minimum credit number of
 - A (mandatory/obligatory)
 - B (mandatory elective)
 - C (optional) subjects, as it is described in your curriculum.

How to check it?

The screenshot shows the website <https://ed.uni-mate.hu>. The navigation menu includes: Study information, Training information, Finance, Student welfare, and Equal Opportunities. The 'Training information' menu is open, showing options: Trainings, Curricula, Subspeciality, Thesis Topic Application Form, and Professional training. The 'Curricula' option is selected, and a sub-menu is open showing academic years from 2020/21 to 2025/26, along with 'Curricula of previous years'. The 'Academic year 2025/26' option is highlighted. Below the navigation, there is a section titled 'Electronic request' with the subtitle 'Information on submitting electronic requests (academic year 2025/26, fall semester)'.

<https://ed.uni-mate.hu/> then Training information then Academic year 2025-26 - share point to open and find your curriculum

NEED A DOCUMENT?

- **Student status certificate (1)**

- **Transcript (1)**

In NEPTUN choose Menu/Administration Requests/**Application for printed document** OR write an email to your international coordinator.

- **Medium of Instruction - MOI**

- **Syllabus - Course outline** Find it in Neptun (Menu/Subject) or write an email to the professor in charge.

- **MATE Phonebook - !! neptun code and pw**

<https://telefonkonyv.uni-mate.hu/index.php?lang=en>

1

Menu

Menu search

2 Administration » 3 Requests » 4 Available request forms

Available request forms

Complete list of available requests

Request form name Valid until

Application for eStudent certificate (only in Hungarian language)	10 January 2024 at 11:15 -	Inspection >
5 Application for printed document	22 April 2021 at 15:00 -	6 Inspection >

STUDENT ID

After your arrival you will get a **temporary Student ID from the Registrar's Office**

It entitles you to buy a student ticket at a **discount price for public transportation** incl. monthly passes, student entrance fees in exhibitions, museums, concerts etc. The temporary student ID is valid for 2 months. Before it expires, please go to the Registrar's Office to ask for a new one. Temporary student ID is equivalent to the student card.

Temporary student ID can be issued once, you have to apply for a plastic ID card.

You have to apply for **permanent Student ID (student card) at Governmental Offices (Kormányhivatal – Okmányiroda) for free.**

Required documents:

- passport
- student status certificate (in Hungarian!)

1) The officers will take a photo of you, and issue a document: a **NEK data sheet** with a so-called NEK code.

The student ID application should be registered in your NEPTUN account under

- Menu/ Administration / Student card request / "Start a new request"

You have to type in the NEK code/identifier (NEK kód) that you can see on your NEK data sheet in the top right corner. Type without hyphens and click on SAVE.

2) Your **NEK data sheet** has to be **uploaded into your Neptun account** either in pdf or in jpg format:

- Menu with your name tag / Document storage > Upload a document > click on Upload - Choose: General stock and Document type is: "NEK data sheet" from the drop-down menu > Upload file > Save

IMPORTANT: All data, names, address etc. on your NEK data sheet should be identical with your data in NEPTUN and in your passport!

- Favourites
- Home
- Calendar
- Studies
- Subject
- Exams
- Finances
- Community spaces
- Administration

- Term registration
- Requests
- Request judgement
- Dormitory application
- Questionnaires
- Recategorization request
- Student Card request**
- Student loan request
- General forms
- Erasmus

Student Card request

Please reconcile your Neptun details with the NEK form before requesting a request. In case of a discrepancy, please contact your agent before requesting!

Start a new request

New request

The application is submitted with FIR data.

Application form

On this page you can enter important data.

Basic data

NEK identifier

The ID must be entered in the following format: 123456ABC1234567

NEK data sheet

Drag here the file you want to upload, or choose from!

Upload file Document storage

Extensions and size limits allowed

Reason for request

Select an item

Save

STUDENT ID



- ▶ ADDRESS of the Governmental Office (Kormányhivatal – Okmányiroda) in GÖDÖLLŐ: Kotlán Sándor u. 1-3.

- ▶ Mon 8:00–18:00
- ▶ Tue 8:00–16:00
- ▶ Wed 11:00–19:00
- ▶ Thurs 8:00–16:00
- ▶ Fri 8:00–14:00



- ▶ ADDRESS of the Governmental Office (Kormányhivatal – Okmányiroda) in BUDAPEST: Bocskai út 39-41., 1113 Budapest

- ▶ Mon 8:00–18:00
- ▶ Tue 8:00–16:00
- ▶ Wed 11:00–19:00
- ▶ Thurs 8:00–16:00
- ▶ Fri 8:00–14:00

- ▶ Student ID cards can be taken from the Registrar's Office from Ms. Judit Gordos.



ACADEMIC CALENDAR

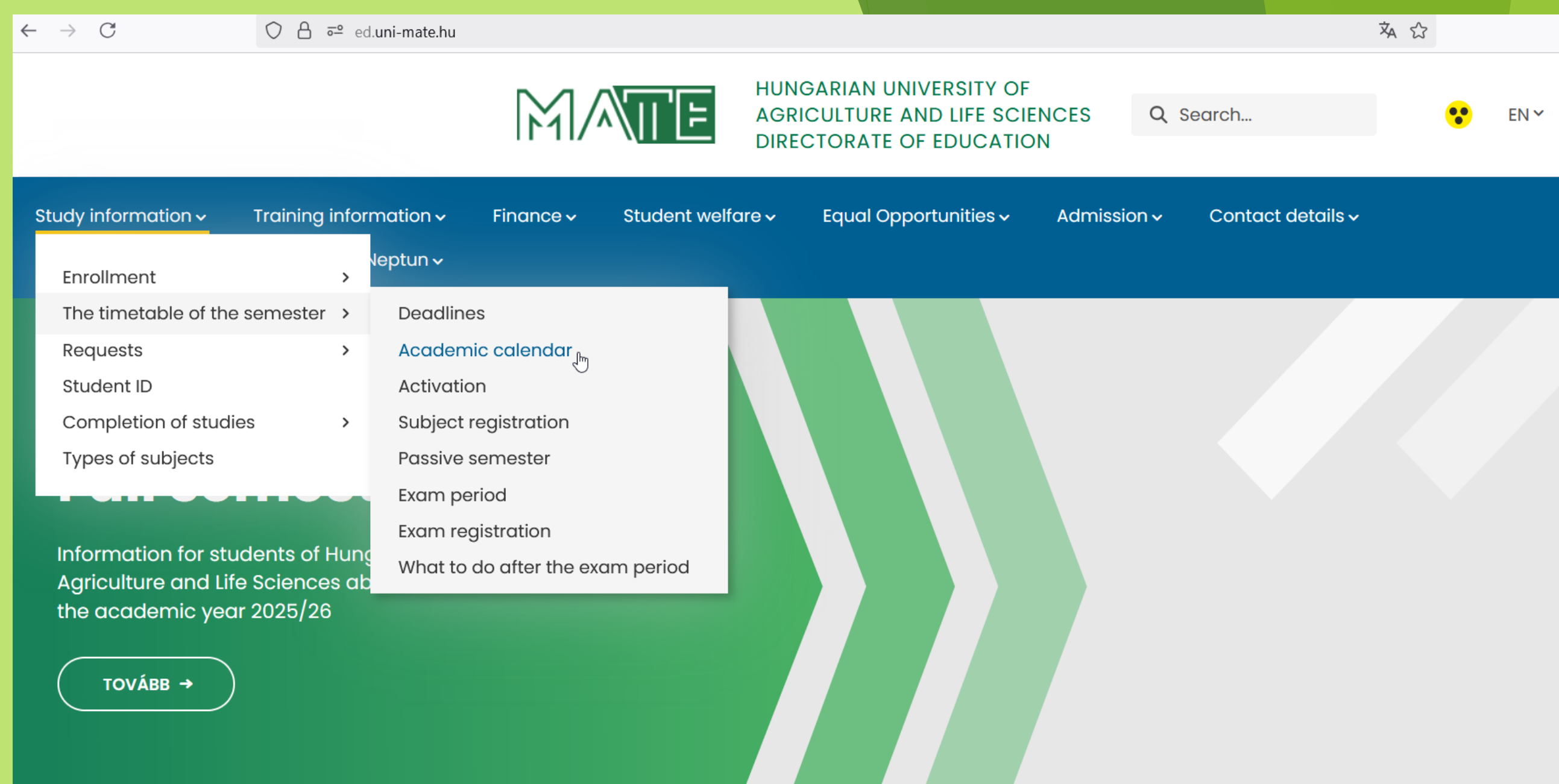
Available on the website of the Directorate of Education (<https://ed.uni-mate.hu/>):

Study information/The timetable of the year menu/ Academic calendar submenu

Check for the worksheets –

- *students NOT taking final exam*

<https://ed.uni-mate.hu/academic-calendar>



Academic year 2025/26 schedule at the Hungarian University of Agriculture and Life Sciences for students not taking final examination				
Bachelor's programmes (BA/BSc), Master's programmes (MA/MSc), undivided one-tier programmes, higher educational vocational trainings, postgraduate specialist training programmes				
STUDENTS NOT TAKING FINAL EXAMINATION	AUTUMN SEMESTER	SPRING SEMESTER	Organisational Unit	Number
Late subject registration and deregistration period for postgraduate specialist training program	2-8 October, 2025	3-8 March, 2026	MATE	10
Academic Year Opening Ceremony (1st grade students)	8 September (Monday) 10.00 am		MATE	11
Deadline for tuition fee payments, deadline for payment related requests (instalment or discount)	15 September, 2025	16 February, 2026	MATE	12
Orientation day for first-year students enrolled in the courses offered by the Institute of Agricultural and Food Economics (full-time work schedule: Bachelor of Human Resources, Bachelor of Commerce and Marketing, Bachelor of Business and Management)	9 September, 2025		MATE	13
Study Period			MATE	14
General study period (including field practices) ***	8 September 2025 - 6 December (13 weeks, there is no project week* in the Autumn semester.	9 February - 16 May, 2026 (14 weeks, includes project week*)	MATE	15
General starting period of correspondence training	5 September (Friday), 2025	6 February (Friday) 2026	MATE	16
Starting of BSc correspondence training programs in Nature Conservation Engineering and Wildlife Management Engineering	1 September, 2025	2 February, 2026	MATE	17
Correspondence training for BSc in Mechanical Engineering, BSc in Mechatronics Engineering, BSc in Mechanical Engineering in Agriculture and Food Industry, BSc in Engineering Management, MSc in Mechanical Engineering, MSc in Construction Engineering and MSc in Engineering Management	3 September (Wednesday), 2025	4 February (Wednesday), 2026	MATE	18
KÁN University Days - on Kaposvár Campus - except for Rippl-Rónai Arts Institute - online learning	22-29 September, 2025		KAPC	19
Last day of the study period for correspondence students	6 December (Saturday), 2025	16 May (Saturday), 2026	MATE	20
Thesis topic selection period	13 October - 14 November, 2025	9 February - 20 March, 2026	MATE	21
Exam period**			MATE	22
Exam period	8-20 December, 2025 and 5-31 January, 2026 (6 weeks)	18 May - 27 June, 2026 (6 weeks)	MATE	23
Last day of recording grades	3 February (Tuesday), 2026	30 June (Tuesday), 2026	MATE	24
Period for raising of objections	2-15 February, 2026	29 June - 10 July, 2026 (2 weeks)	MATE	25

USEFUL WEBSITES TO CHECK

en.uni-mate.hu

Read for

- General information
- News
- Information on **SCHOLARSHIPS**
- Practical matters
In English

ed.uni-mate.hu

Read for

- MATE
- **Organizational and Operational Regulations**
- Academic calendar
- Electronic requests
- Tuition fee information

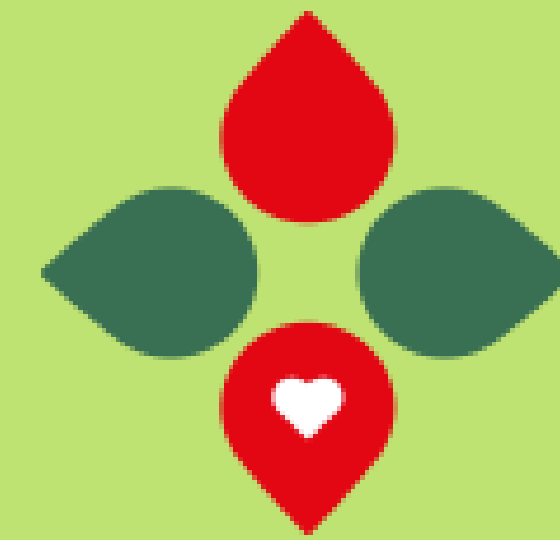
<https://telefonkonyv.uni-mate.hu/index.php?lang=en>

Read for

Contact details of professors.

It is the **phonebook** of the university -
- available after authentication

Stipendium Hungaricum Scholars -useful information



**STIPENDIUM
HUNGARICUM**

<https://en.uni-mate.hu/sh>

<https://stipendiumhungaricum.hu/>

STIPENDIUM HUNGARICUM SCHOLARS

(except for PhD programmes) <https://en.uni-mate.hu/sh>

▶ CHANGING STUDY PROGRAMME / LANGUAGE / INSTITUTION

- ▶ In case you want to change your study programme and/or the language of instruction and/or the institution, you can perform it only within the first academic year. What you have to do is to submit a **request written and signed by you** to Tempus Public Foundation (stipendiumhungaricum@tpf.hu) attaching the following documents:
 - a **declaration of approval** signed by the head of your current institute/faculty
 - an **approval of transfer** from the new/requested institution (*in case you want to change only the language of instruction, there is no need for this*)
- ▶ In order to receive an approval of transfer, please send this **request form** signed by you to the following email address: sh@uni-mate.hu as well as to your Registrar's Officer if you are a student of MATE.
- ▶ **Deadline to submit the request for approval to MATE: 15 November in autumn semester, 30 April in spring semester**
- ▶ Also, please notify your **sending partner (authority)** in your home country, but you do not need to obtain and attach a support letter to your request.
- ▶ **Deadline for submitting your request to Tempus with the above attachments: 1st December in autumn semester; 15 May in spring semester**

STIPENDIUM HUNGARICUM SCHOLARS

(except for PhD programmes) <https://en.uni-mate.hu/sh>

▶ EXTENSION Part 1

- ▶ In case you want to extend your studies, according to the Operational Regulations, you have to submit your request for extension to the university (by filling in the following form: <https://limesurvey.szie.hu/index.php/283126?lang=en>) and, at the same time, to the sending partner (authority) in your home country, but you do not have to wait for their approval since they will be contacted by Tempus directly.
- ▶ The following documents must be attached (uploaded) to your request:
 - support letter signed by the head of the institute
 - transcript of records (list of subjects you have completed)
- ▶ Deadline within the university in autumn semester: 15 November, in spring semester: 30 April
- ▶ **Please, note:** „During the extension period, scholarship holders may not receive a scholarship or housing allowance. This shall first be applied to students starting their studies in the 2020/21 academic year in an ascending order.” (see Operational Regulations III.4.1.)

▶ In case you have any questions, you can contact us at sh@uni-mate.hu

▶ See further useful information:

▶ https://stipendiumhungaricum.hu/uploads/2020/03/Extension_of_the_scholarship_period.pdf



STIPENDIUM HUNGARICUM SCHOLARS

(except for PhD programmes) <https://en.uni-mate.hu/sh>

EXTENSION Part 2 - New rules as of spring semester 2025: MATE supports

1 semester extension only for those students who have no more than

- 15 credits left only (which can be Thesis Writing as well)

OR

- Professional practice - 30 credits

We try to urge our students to finish their studies within the training period!

Discuss the details with: Zsuzsanna Tassy or your educational administrator

STIPENDIUM HUNGARICUM SCHOLARS

(except for PhD programmes) <https://en.uni-mate.hu/sh>

- ▶ Mandatory *Hungarian as a Foreign Language and Culture* course (=>*MID*) for 2 semesters (counted as 8 credits optional subjects)
 - failure to attend classes: lost monthly stipend till the end of studies;
 - failed exam: reduced stipend to HUF 30.000 up until successful exam



Obligations Related to Learning Hungarian as a Foreign Language and Culture for SH and **FAO** scholars (except for PhD programmes)

III.2. Obligations Related to Learning Hungarian as a Foreign Language and Culture

- ▶ 1. A scholarship holder in full-time foreign language bachelor's and master's courses (including also one-tier master's degree) **is required to attend the Hungarian as a foreign language and culture course** (hereinafter referred to as the Hungarian abbreviation: MID) provided by the host institution **in the first year of their studies in the SH Programme.**
- ▶ 2. Should the scholarship holder fail to fulfil its obligation under paragraph 1, the amount of the scholarship fixed in Section III.1.2. b) i) of the Operational Regulations shall be reduced. Cases and rates of scholarship reduction are detailed in the Implementation Guide.

CREDIT MINIMUM FOR SH and SCYP scholars

(except for PhD programmes)

- ▶ Stipendium Hungaricum website: **Scholarship holders / Rights and Obligations:**
<https://stipendiumhungaricum.hu/scholarship-holders/>
- ▶ **III.3. Further Obligations of the Scholarship Holders**
- ▶ 6. The scholarship holder is, unless otherwise provided by the institutional regulation, **require to fulfil the study, examination obligation and curriculum development by earning at least 18 credits (i.e., earns a total of 36 credits)** on the average of the last two (continuous) semesters in which the student is not suspended (minimum credit requirement). The recognised credits shall be always considered separately.
- ▶ 7. If during the academic year it is determined that the scholarship holder has not obtained the required number of credits, the institution shall terminate the scholarship status and inform the Public Foundation without delay.
- ▶ 8. The credit minimum requirement applies to those commencing their tertiary education studies within the SH programme in or after the 2018/2019 academic year.

PhD Students - useful information

<https://en.uni-mate.hu/phd-studies>

PhD Students

Your international coordinators are:

Mónika Hajdú
Edit Sima-Dolányi

Please check:
<https://en.uni-mate.hu/doctoral-schools>

phd-studies

YAR AGRÁR- ÉS
UDOMÁNYI EGYETEM

LOGIN WEBMAIL TEL.KÖNYV NEPTUN MÉDIA, PR HU | EN

MATE ▾ CAMPUSES ▾ PROSPECTIVE STUDENTS ▾ CURRENT STUDENTS ▾ PHD ▾

PHD STUDIES

DOCTORAL SCHOOLS AT MATE

APPLICATION

REGULATIONS

PhD Studies

The doctoral degree awarded by Hungarian University of Agriculture and Life Sciences (MATE) is an internationally recognized degree. The MATE's professional staff has a good reputation all over the world. The PhD students graduated from MATE find jobs in government institutions, business and education in Hungary and abroad alike. The PhD studies consist of tutorials, field and laboratory experimental work as well as preparation and defense of theses.

Our PhD programmes consist of 2+2 years. The first 2 years are completed by a complex exam at the end of the 4th semester. In the last 2 years, PhD students' effort will be focused only on research, publications and writing a dissertation. PhD programmes take place on four campuses in nine scientific areas.

Ratio of international students in PhD programmes amounts to 36% from more than 60 countries. Governmental scholarships are available for international students (Stipendium Hungaricum, Scholarship Programme for Christian Young People and Bilateral State Scholarships).

CONTACT:

Doctoral and Habilitation Centre
H-2100 Gödöllő, Páter K. u. 1. Hungary
Phone +36 28 415-382
E-mail: phd-inst@tti.szie.hu

General Introduction

Magyar

HEALTH RELATED ISSUES

<https://en.uni-mate.hu/health-issues>

- Public health insurance (TAJ card)
- Medical Assistance System
- Mental Health
- Campus contacts for GP and specialists
- Emergency issues
- Recommended insurance options

Public Health Insurance - TAJ for SH,DFP,SCYP and FAO Scholars

Your non-educational coordinator arranges your application for a TAJ number and you will be informed in an email about

- ▶ what your number is
- ▶ when your card is available in IR Office. (Please visit your non-educational coordinator, Ms. Judit TALLÁROM-CZINGILI)

Checklist:

- ▶ Copy of e-certificate address, residence permit and passport
- ▶ student status certificate issued within 30 days
- ▶ authorization
- ▶ application form

Medical Assistance System

<https://en.uni-mate.hu/en/health-issues>

- **Medical assistance service** for all active MATE students from 2025/26 - **regardless of possessing a TAJ or not**
- **How to apply, how it works:**
- Your non-education coordinator arranges your becoming a beneficiary.

TAX NUMBER

For **SH, SCYP, DFP scholars**, and for those who **have student jobs** it is **OBLIGATORY** to have a Hungarian tax number.

- It does not expire.

Info: <https://en.uni-mate.hu/web/hungarian-university-of-agriculture-and-life-sciences/tax-number>

Checklist:

- Application form (available at tax authority or in IR Office)
- Address card
- Student status certificate (in Hungarian)
- Copy of passport

TAX number has to be registered in your NEPTUN account.

HEALTH ISSUES

MATE's general practitioner
in Gödöllő
Dr. Shafiqul Islam

Szabadság tér 3.

tel.+36-28-430-655/ ext. 211

+36 70 502-2031

Monday	13.00-17.00
Tuesday	08.00-12.00
Wednesday	13.00-17.00
Thursday	08.00-12.00
Friday	14.00-18.00



DENTIST

Dr. Feder Asher

Gödöllő, Szilhát u. 47. Booking an appointment is possible only in Hungarian.

Consider whether you ask for an appointment.

If you do so, take it seriously.

Those who do not appear at the agreed time and miss to cancel their appointment 48 hrs earlier, need to wait for long - usually for months - for another appointment due to the huge demand.

first visit: in person

+36 28 420 202 +36 20 928 4233

MONDAY

Patients ONLY with an appointment: 12.00-13:00 13:00-20.00

TUESDAY : ----

WEDNESDAY:

Patients ONLY with an appointment: 12.00-13:00 13:00-20.00

THURSDAY: 9.00-13.30

FRIDAY: 9.00-14.00

EMERGENCY ISSUES

Such as a broken leg, or when surgery is needed:

<https://en.uni-mate.hu/general-information>

Tormay Károly Medical Centre

Gödöllő, Szabadság tér 3.

Outside GP hours, dial 1830 or
<https://www.mentok.hu/en/main-page-en/>

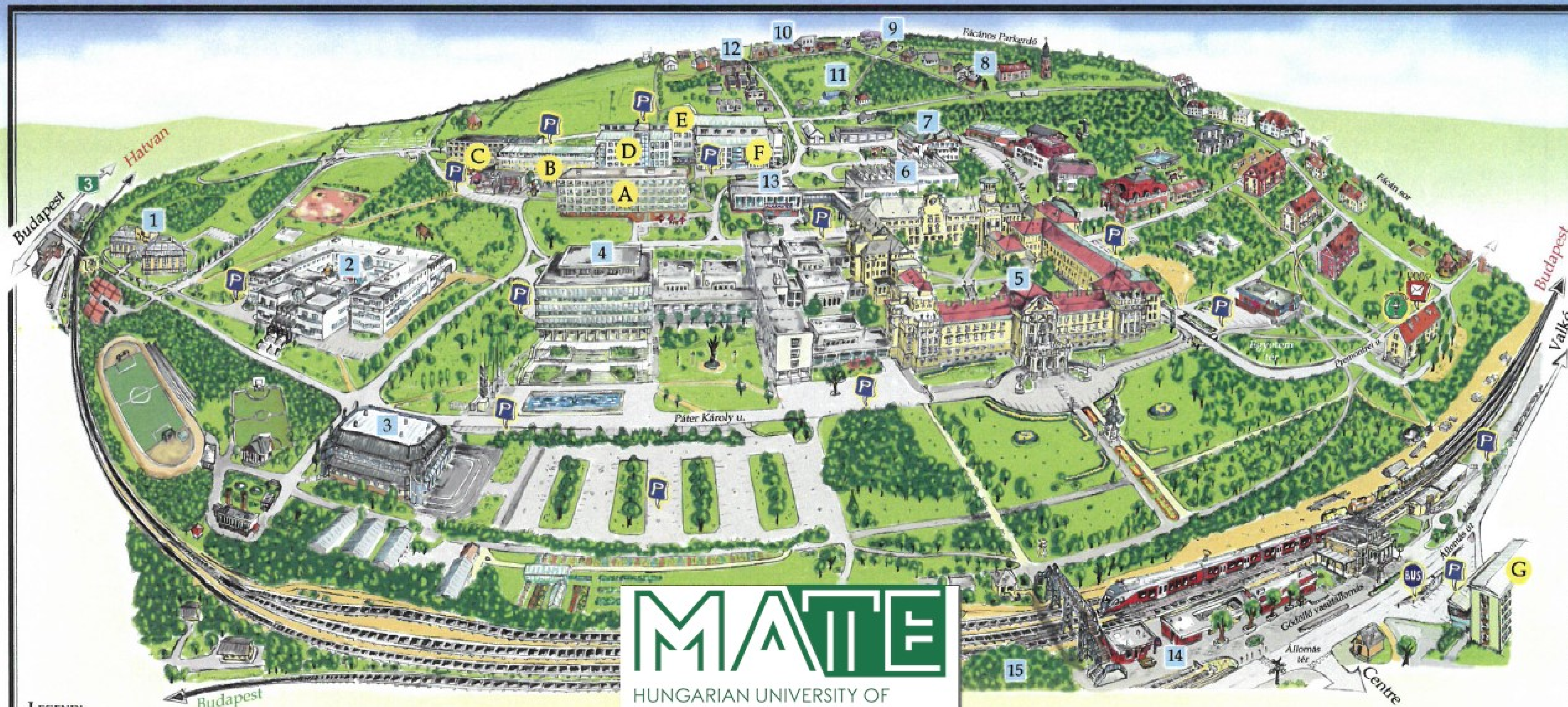
In case of possessing private health insurance care, check your card and dial the number indicated on the card.





CAMPUS MAP

SZENT ISTVÁN CAMPUS - GÖDÖLLŐ

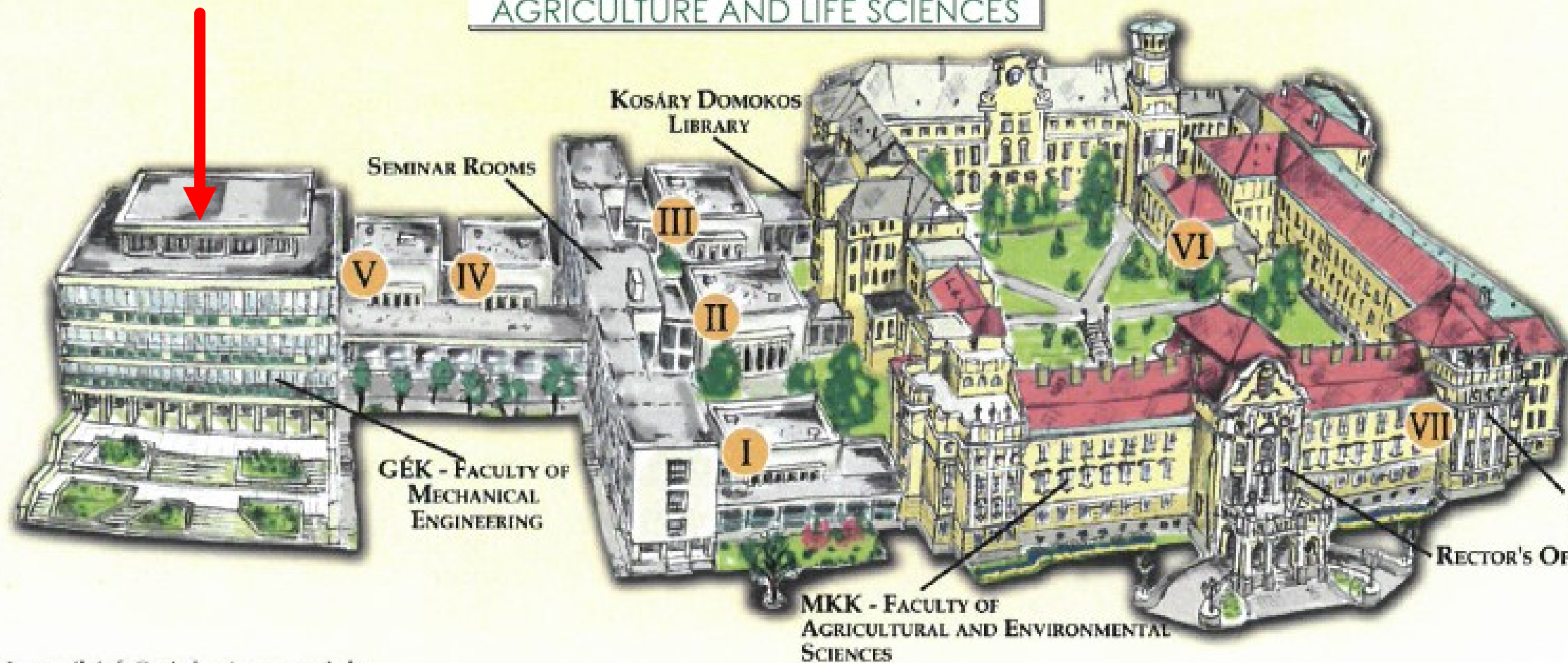


MATE

HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES

LEGEND:

- 1 Agricultural Biotechnology Centre
- 2 Museum of Agricultural Machinery/ Knowledge Transfer Centre
- 3 Sports Hall
- 4 Faculty of Mechanical Engineering, Aula
- 5 Main Building
- 6 Practical Training Facilities
- 7 Centre of Engineering Informatics
- 8 Institute for Wildlife Conservation
- 9 Department of Aquaculture
- 10 Animal Husbandry Training Centre
- 11 Botanical Garden
- 12 Institute of Environmental Sciences and Landscape Management
- 13 Alma Mater Restaurant
- 14 MÁV Train Station
- 15 HÉV Station



- LEGEND:
- I VII LECTURE HALLS
 - A G STUDENT HOSTEL BUILDINGS
 - P CAR PARK
 - Pharmacy
 - BUS STOP
 - POST OFFICE



5. Main building.
Room codes: GOD-FOEP F-39.
Meaning of code tags:
GOD = Gödöllő Campus,
FOEP= main building,
F= Ground floor,
-39: room number.
This room is located in main building, ground floor room No. 39.



16. Seminar building.
Room codes: GOD-SZEM.1-101
Meaning of code tags:
GOD = Gödöllő Campus,
SZEM= seminar building, 1.= first floor,
-101: room number.
This room is located in seminar building, first floor room No. 101.



2. Knowledge Transfer Center. "A" entrance.
Code: GOD-TK 2-10.
Meaning of code tags:
GOD=Gödöllő Campus,
TK=Knowledge Transfer Centre. 2=Second floor,
10=Lecture room number.
This room is located in Knowledge Transfer Centre, second floor lecture room 10.



6. Mechanic Workshops.
Room codes: GOD-FOMI.F-Edison. Meaning of code tags:
GOD=Gödöllő Campus,
FOMI=Practical Training Facilities. F=Ground floor,
Edison=Room name.
This room is located in Practical Training Facilities in Edison room.



7. Engineering Information Technology Center. GOD-MIK.1-13.
Code tags: GOD=Gödöllő Campus, MIK=Engineering Information Technology Centre, 1=First floor,
13=Lecture Room=13.
This room is located in Engineering Information Technology Center.



9. Department of Aquaculture.
Room codes: GOD-AKI.F-E1. Meaning of code:
GOD=Gödöllő Campus,
AKI=Aquaculture Building, F=Ground floor,
E1=Lecture room.
This room is located in Aquaculture Building, Ground floor, E1 lecture room.



A-G: Rooms of Dormitory. Room codes: GOD-KOLL-B.F-41.
Meaning of code:
GOD=Gödöllő Campus,
KOLL=Dormitory, B=Building B, F=Ground floor,
41=room 41.
This room is located in Dormitory, building B, ground floor, room 41.



12. KTI House.
Room codes: GOD-KTI.F-07.
Meaning of code:
GOD=Gödöllő Campus,
KTI=KTI House, F=Ground floor,
07=Room number.
This room is located in KTI House, Ground floor, room 07.



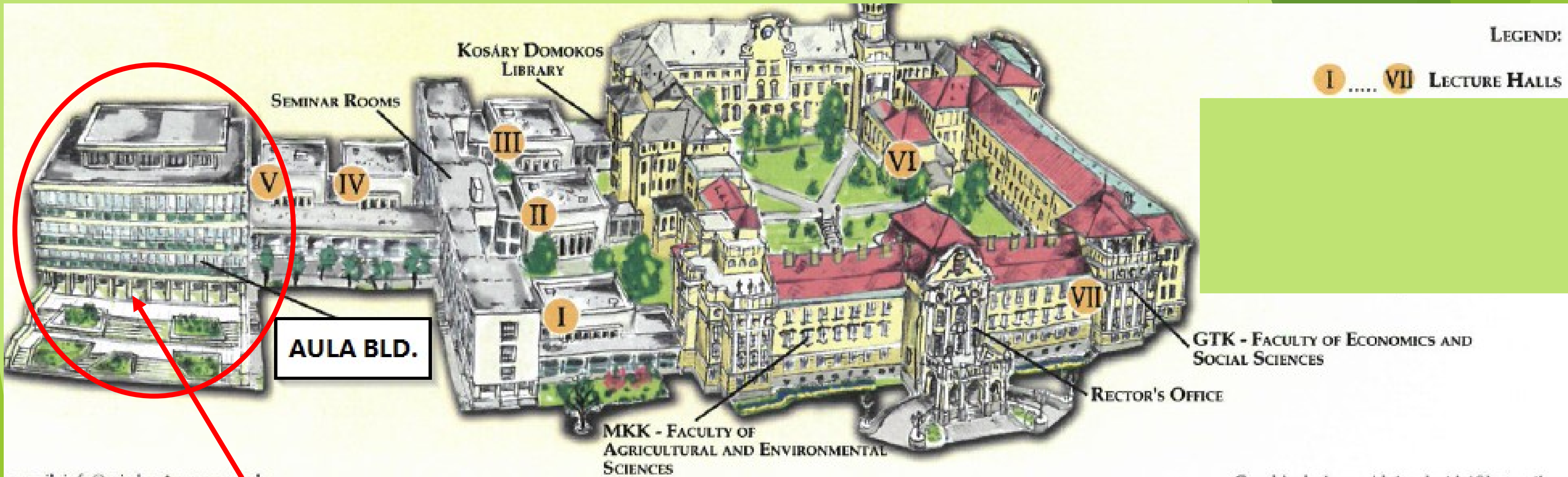
1. NAIK Building.
Room codes: GOD-NAIK.F-009.
Meaning of code:
GOD=Gödöllő Campus,
NAIK=National Agricultural Research and Innovation. F=Ground floor,
009=Room number.
This room is located in NAIK Bld. Ground floor, room 009.



8. Institute of Wildlife Conservation.
Room codes= GOD-VMI.F-11.
Meaning of code:
GOD=Gödöllő Campus,
VMI=Wildlife Building, F=Ground floor, 11=room number.
This room is located at Wildlife Building, Ground floor, room 11.

HOW TO FIND CLASSROOMS at SZIC?

LOCATION OF OFFICE 104 and 105 (Registrar's Office for international students of SZIC BSc, MSc programmes)



1. ENTER the main entrance of the AULA Building - behind the fountain
2. GO UP to the 1st FLOOR,
3. FIND ROOM 104 and 105

OFFICE HOURS: MONDAY, WEDNESDAY, THURSDAY: 9-12 a.m.

WARNING!

The following images may disturb viewers with a weaker constitution.

Important details from the MATE study and examination regulations follow.

**PLEASE READ THE INFORMATION FOR YOUR OWN BENEFIT.
IGNORANCE OF THE RULES DOES NOT EXEMPT YOU FROM
THEIR APPLICATION.**

CREDIT SYSTEM

Curricula based
on credits

semester
(= half year)
cca. 30 credits

credit= class unit

Credits (time and work load)

SUBJECT TYPES:

OBLIGATORY/MANDATORY („A”)

ELECTIVE („B”)

MANDATORY ELECTIVE („K”) - SPEC

OPTIONAL („C”) (6-11 credits shall be done)

Study period

Exam period

Lectures in blocks

HE vocational trainings: 120 credits

BSc: 180 + 30 = 210 credits

MSc: 120 credits

One-tier master: 300 credits

Professional trainings,
internships

Rolling courses
„guest courses at another HEI”



- **MATE website in English:** <https://en.uni-mate.hu/>
- **MATE's educational website in English -** <https://ed.uni-mate.hu/>
- **Useful contacts + coordinators:** <https://en.uni-mate.hu/mate-international-relations-centre-staff>

- **Training program: detailed description for the whole study program**
 - <https://ed.uni-mate.hu/bachelors-courses>
- **Curriculum: detailed training program with subjects divided into semesters**
- **Academic calendar: scheduled periods for the academic year in excel table**
 - <https://ed.uni-mate.hu/academic-calendar>

- Excel worksheet 1: for students, who are NOT TAKING final exam
- Excel worksheet 2: for students, who are taking the final exam
- Excel worksheet 3: Internships
- Excel worksheet 4: Holidays



- **student status:** is created by enrolment
- **enrolment/registration period:** first year students / seniors
- **full-time students class types:** lectures, laboratory practices, field practices
- **correspondent students class types:** regularly consultations
- **active semester:** at least 1 subject shall be registered
- **pasive semester (suspended semester):** consecutively 2 semesters are allowed, but by request 4
- **termination of student status by unilateral declaration:**
 - If there was no registration for 3rd consecutive semester
 - If all semester's number has exceeded the double of the program length (BSc: more than 14 semester, MSc more than 8 semesters)
 - If a subject was retaken 4 times without successful passing grade and no more equity request option is available (used up all 3)
 - Unpaid liabilities
- **Subject registration period:** see academic calendar

- **Pre-requisite subjects, preliminary studies:** upper semester subjects in BSc programs may be registered if prerequisite subjects were fulfilled, see curricula. In MSc programs there are no such inconveniences.
- **side subjects or extra credit subjects :** for MSc students, does not count in the average
- **subject recognition:** subjects fulfilled in other HEI, at least in 75% equivalent to MATE subjects, can be accepted and student is exempted from class or exam (<https://ed.uni-mate.hu/subject-recognition-request>)
- **up-grading exam (passed, but want better grade) and retaken exams (after fail):** from 3rd attempt is charged by exam fee (<https://ed.uni-mate.hu/special-procedure-fees>)
- **Final exam (graduation exam):** possible to take within 5 years after achievement of pre-degree certificate (<https://ed.uni-mate.hu/final-exam>)
- **online registration system: Neptun TR** (<https://ed.uni-mate.hu/neptun-login>)
- **online requests (E-requests):** most of the requests only available in Neptun (<https://ed.uni-mate.hu/e-requests-in-neptun>)
- **MATE Organizational and Operational Regulations:** <https://ed.uni-mate.hu/rules-regulation1>



Lectures

- for full-time students of BSc and one-tier programs mandatory to attend classes in the first 2 semesters (records of attendance)
- For seniors it is strongly recommended to attend lectures (motivating records of attendance)
- for correspondent students it is optional to attend consultation

- **Practices, laboratory practices, and field practices**
- **mandatory to attend classes – records of attendance**

- **Absence of classes in first 2 active semesters**
- for full-time students: 25% of classes is allowed, without fail
- for correspondent students: 33% of classes is allowed, without fail



Criteria subjects= mandatory although 0 credit

General and professional foreign language

general foreign language – this is not related to foreign students

➤ **for full-time students of BSc and one-tier programs in first 2 semesters**

➤ **English language**

➤ **entry test**

▪ **professional language (this shall be taken by foreign students too, because it is the professional language)**

➤ **for full-time students of BSc and one-tier programs in 3rd and 4th semesters**

➤ **For Master students in first 2 semesters**

Physical Education

▪ **for full-time students of BSc and one-tier programs in first 4 semesters**

▪ **Subject registration:** mandatory to register subjects with courses in Neptun. After deadline, Neptun closes, late registration e-request shall be submitted. (2 weeks, charged by late fee, see: <https://ed.uni-mate.hu/subject-registration>)

- **maximum 45 credits/semester are allowed** (for scholarship students minimum 18 credits/semester is mandatory, and 30 credits are the optimal)
- one subject can be registered maximum **4 times** during the study program.

▪ Exams:

- registration or dropping exam is possible until previous day noon (12:00) in Neptun (<https://ed.uni-mate.hu/exam-registration>)
- identification and signing attendance sheet before exam
- **maximum 3 exams** can be taken per subjects per semester (exam, up-grading exam, repeated up-grading exam - 3rd is charged by a fee)

▪ **Equity request: 3 times** during the whole study program (eg. 4th exam in the semester or 5th subject re-taking)

▪ What to do after exam period:

- check your grades in Neptun (recorded correctly)
- within 14 days you may lodge an appeal in Neptun against any mistreatment.

TYPES OF SUBJECT EVALUATION

- **Semester signature (SS):** in these subjects the assessment is continuous during study period, exams and upgrading is not possible in exam period (eg. PE , foreign language)
- **Practical grade (PG):** in these subjects the assessment is continuous during study period, exams and upgrading is only possible on the first week of exam period.
- **Exam grade (colloquium, EG):** at the end of semester in exam period students shall take an exam (oral or written). Condition for taking exam: achieve the signature by fulfilling mid-term exams.
 - exams in exam period only or
 - combination of mid-term and exam period exams
- **Comprehensive exam (CE):** for mechanical engineer programs (2-3 semester subject's exam e.g.: Mechanics 1 and 2.)



- **Duty of disclosure** – 2 copies of the registration sheet, and whenever a data changed, it shall be reported to registrar's office (eg: address, bank account number, new passport, etc.)
- **Duty of graduation** – within the double of study program time (passive and active semesters are counted)
- **Duties for SH, Diaspora and FAO scholarship holders:**
 - **Duty of 36 credits:** 18 credits / semesters in average of 2 consecutive semesters (36/year) are obligatory for keeping the scholarship
 - **Duty of Hungarian language I. and II. subjects fulfillment**

RECLASSIFICATION OF SCHOLARSHIP HOLDERS

- **Unit: academic year.**
- extension available: 2 times 1-1 semester (<https://en.uni-mate.hu/sh>)
- A student shall be reclassified from a scholarship to a self-financed training who on average in the last two semesters in which the student status was not interrupted and who did not study abroad as defined in Article 81§ (3) and (4) of the NHEL and has not acquired at least 18 credits or has not reached the the following weighted average of studies for the field of study:
 - in the field of agriculture: 2,25;
 - in the field of humanities: 3,0;
 - in the field of economics 2,25;
 - in the field of informatics 3,25;
 - in the field of technology 2,25;
 - art trainings: 2,75;
 - art mediation training area: 2,75;
 - teachers' training: 2,5.
- Exemption: if student has achieved all together 50 (in average 25) credits in 2 consecutive semesters.

- Only enrolled/registered student can apply for it (active status)
- student shall apply for NEK datasheet at Governmental Offices (Kormányhivatal – Okmányiroda).
- NEK data sheet shall be uploaded into Neptun account either in pdf or in jpeg format
- The student ID application should be registered in your NEPTUN account under Administration / Student card request / "Start a new request"

You shall type in the NEK code/identifier (NEK kód) that you can see on your NEK data sheet in the top right corner. Type without hyphens and click on SAVE.

- When your card is ready, you receive a Neptun message and visit the Registrar's Office
- <https://ed.uni-mate.hu/student-id>

- **Students with special needs shall contact the coordinator of Equal issues**
- **Éder Zsófia** Campus Directorate, Aula Building I. floor
E-mail: eder.zsofia.hajnalka@uni-mate.hu
- **Request forms:** <https://oig.uni-mate.hu/hova-fordulhatok>

- **Mental Health Service - online confidential student counselling service**
- **Mr. Levente Somogyi**
- **hs.somogyi@gmail.com OR: +36-30-386-9898**
- **free of charge service is available in English for all international students who are struggling with issues**



<https://ed.uni-mate.hu/>

Study information

- **Curricula**
- **Academic calendar**
- **Thesis topics**
- **Contacts**

<https://ed.uni-mate.hu/neptun-login>

<https://en.uni-mate.hu/neptun-system>

<https://szic.uni-mate.hu/>

<https://telefonkonyv.uni-mate.hu/index.php?lang=en>

MATE ID

- <https://en.uni-mate.hu/mate-authentication-wifi-e-learning-email->
- Activation: <https://joker.uni-mate.hu>
- MATE ID/STUDENT ID is necessary for
 - uni-mate website contents
 - E-learning access
- NEPTUN inbox: important communication channel
- Office hours for Registrar's office: Monday, Wednesday, Thursday: 9-12

DOCUMENTS FOR REGISTRATION for first-year-students



- 2 copies of Registration sheet filled in NEPTUN, signed
- For self-financed students 2 copies of training contract
- passport, address card, health insurance (if any)
- 1 piece of passport photo (name and neptun code on the back)
- Graduation certificates, degrees, language exam certificates, etc.
- For master students: supplementary credit prescription (if any)



Thank you for your attention!

Do your best!



Place and date: Gödöllő, August 2022

Edited by: Andrea NAGY

Collaborators: Kinga PÜSPÖK-SZABADOS, Csilla KÁNAI, Edit SZABADSZÁLLÁSI, Judit TALLÁROM-CZINGILI, Zsuzsanna TASSY, Enikő PROKAJ

Photos: Melinda Zsófia FÜLÖP, pexels.com