



GOOD TO KNOW FOR FRESHMEN

**Academic year
2025/26**

**Szent István Campus
Gödöllő**

MATE
HUNGARIAN UNIVERSITY OF
AGRICULTURE AND LIFE SCIENCES

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Educational/ non-educational issues

Educational issues (please see your educational coordinator, their names are on the next slide)

Any questions related to

- Enrolment
- Subject registration
- Subject recognition
- Issues with Neptun
- Student ID, student status certificate, transcript
- Thesis

Non-educational issues (in Gödöllő, please see Ms. Judit Tallárom-Czingili)

Any question related to

- Residence permit
- Bank account
- TAX number
- Public health insurance, private health insurance, medical assistance



Educational administrators

Training programme at MATE SZIC	Administrator	Access	Student hours
Hungarian Language Preparation Course MSc in Finance MSc in Supply Chain Management	Judit Gordos Enikő Prokaj	gordos.judit@uni-mate.hu prokaj.eniko@uni-mate.hu Gödöllő, AULA building, 104-105 Phone: +36 28 522 000 / 3210 or 3870	Monday Wednesday Thursday 9:00-12:00
BSc in Agricultural Engineering BSc in Environmental Engineering BSc in Wildlife Management Engineering BSc in Mechanical Engineering MSc in Biosystems Engineering MSc in Mechanical Engineering MSc in Environmental Engineering MSc in Wildlife Management Engineering	Henrik Lénárd	lenard.henrik@uni-mate.hu Gödöllő, AULA building, 104-105 Phone: +36 28 522 000 /3870	
MSc in Agricultural Biotechnology MSc in Agricultural Water Management MSc in Aquaculture MSc in Ecotoxicology MSc in Crop Production Engineering Danube Agrifood Joint Master EMPLANT	Andrea Nagy	nagy.andrea.to@uni-mate.hu Gödöllő, AULA building, 104-105 Phone: +36 28 522 000 / 3210	
BSc in Business Administration Management MSc in Engineering Management MSc in Management and Leadership MSc in Rural Development Engineering	Enikő Prokaj	prokaj.eniko@uni-mate.hu Gödöllő, AULA building, 104-105 Phone: +36 28 522 000 / 3210	

Non-educational coordinators, SH coordinators

Student hours

HEAD of CENTER for INTERNATIONAL EDUCATION	Zsuzsanna Tarr, PhD	tarr.zsuzsanna@uni-mate.hu Gödöllő, Main building, 2071 Phone: +36 28 522 000 / 3216	Mon-Wed 13:30-15:00
Institutional Coordinator for Erasmus, CEEPUS, PANNONIA			
Stipendium Hungaricum	Csilla Kánai	kanai.csilla@uni-mate.hu Gödöllő, Main building, 2064 Phone: +36 28 522 000 / 3219	Mon-Wed 13:30-15:00
Institutional Coordinator			
International Coordinator (SH, SCYP, DFP, FAO, MISP, Self-finance)	Judit Tallárom-Czingili	tallaromne.czingili.judit@uni-mate.hu Gödöllő, Main building, 2070 Phone: +36 28 522 000 / 3222	Mon-Wed 13:30-15:00
Student Services – non-educational issues			
Erasmus Coordinator for incoming students and staff	Edit Szabadszállási	erasmus-in-godollo@uni-mate.hu Gödöllő, Main building, 2067 Phone: +36 28 522 000 / 3221	Mon-Wed 13:30-15:00
Mentor Coordinator			
Erasmus+ International Credit Mobility Coordinator	Zsuzsanna Heltai	heltai.zsuzsanna@uni-mate.hu Gödöllő, Main building, 2065 Phone: +36 28 522 000 / 3218	Mon-Wed 13:30-15:00

Non-educational coordinators, SH coordinators

Student hours

Pannónia Coordinator for outgoing students and staff	Beáta Farkas	<u>erasmus-out-godollo@uni-mate.hu</u> Gödöllő, Main building, 2066. Phone: +36 28 522 000 / 3217	Mon-Wed 13:30-15:00
DAFM, EMPLANT Coordinators	Zita Batiz Eszter Lénárd-Somogyi	<u>batiz.zita@uni-mate.hu</u> <u>somogyi.eszter@uni-mate.hu</u> Gödöllő, Main building, 2065 Phone:+ 36 28 522 000 / 3214	Mon-Tues-Wed 13:30-15:00

Non-educational coordinators, SH coordinators

Student hours

DIASPORA Institutional Coordinator

Zsuzsanna Tassy

Tassy.Zsuzsanna@uni-mate.hu

Gödöllő, Main building, 2067

Mon-Wed

SH and MISP coordinator

Phone: +36 28 522 000 / 3265

13:30-15:00

**International Coordinator (Self-financed students, Kinga Püspök-Szabados
FAO)**

Puspokne.Szabados.Kinga@uni-mate.hu

Mon-Wed

Gödöllő, Main building, 2070

13:30-15:00

Phone: +36 28 522 000 / 3241

Doctoral, Habilitation and Science Organization Office

			Student hours
Doctoral, Habilitation and Science Organization Office	Mónika Hajdú	hajdu.monika@uni-mate.hu	Mon-Thurs
	Edit Sima-Dolányi	simane.dolanyi.edit@uni-mate.hu	8:00-12:00
		Gödöllő, B Dormitory, room 41	
		Phone: +36 28 522 000 /	

SCYP Coordinator

SH Campus Coordinator and
SCYP Coordinator

Krisztina Nagy

nagy.krisztina@uni-mate.hu

Buda Campus

Budapest, Villányi út 35-43. Building K
Room 205 Phone: +36 1 305 7275

Office hours

Mon, Fri
9:00-11:00
Tue, Thurs
13:30-15:30

Other useful contacts

**MATE Dormitory Student
Coordinator Szent István
Campus – Gödöllő**

Beáta Kárpáti

karpati.beata@uni-mate.hu

Gödöllő, Dormitory B building, room 42

Phone: +36 28 522 000 / 2071

Orsolya Horváth

horvathne.horvath.orsolya@uni-mate.hu

Office hours

8:00-16:00

**Károly Róbert Campus –
Gyöngyös**

Márk Lakatos

lakatos.mark@uni-mate.hu

Library in Gödöllő

Szilvia Molnár

<https://uni-mate.hu/en/mate/university-library-and-archives>

Mon-Thurs

8:00-18:00

Fri

8:00-14:00

E-learning expert

Judit Gyulai

<https://uni-mate.hu/en/mate/university-library-and-archives/e-learning>

International Students at MATE (former SZIU) FB group

International Students at MATE (former SZIU)

<https://www.facebook.com/groups/1680505468842111>





NEPTUN

EDUCATIONAL SYSTEM

Your **education related issues** are registered in NEPTUN SYSTEM.

For activation of your Neptun profile, please, follow the instructions:

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

Please, **activate your MATE ID** as well:

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

<https://en.uni-mate.hu/mate-authentication-wifi-e-learning-email->

Curriculum

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ed.uni-mate.hu



HUNGARIAN UNIVERSITY OF
AGRICULTURE AND LIFE SCIENCES
DIRECTORATE OF EDUCATION

ed.uni-mate.hu

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

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

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

A screenshot of the website's navigation bar. The 'Training information' menu is open, showing a list of options: Trainings (highlighted with a mouse cursor), Curricula, Subspeciality, Thesis Topic Application Form, and Professional training. To the right, a secondary list shows: Bachelor's courses, Higher education vocational training, Master's courses, Undivided courses, and Postgraduate Specialist Training Programme. A green arrow points from the 'FIND YOURS!' text to the 'Postgraduate Specialist Training Programme' option.

FIND YOURS!

Neptun Education System

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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](#)

https://hallgato.uni-mate.hu/hallgato_n g/login

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

NEPTUN GUIDE

Authentication guide

2-factor authentication in NEPTUN after enrolment

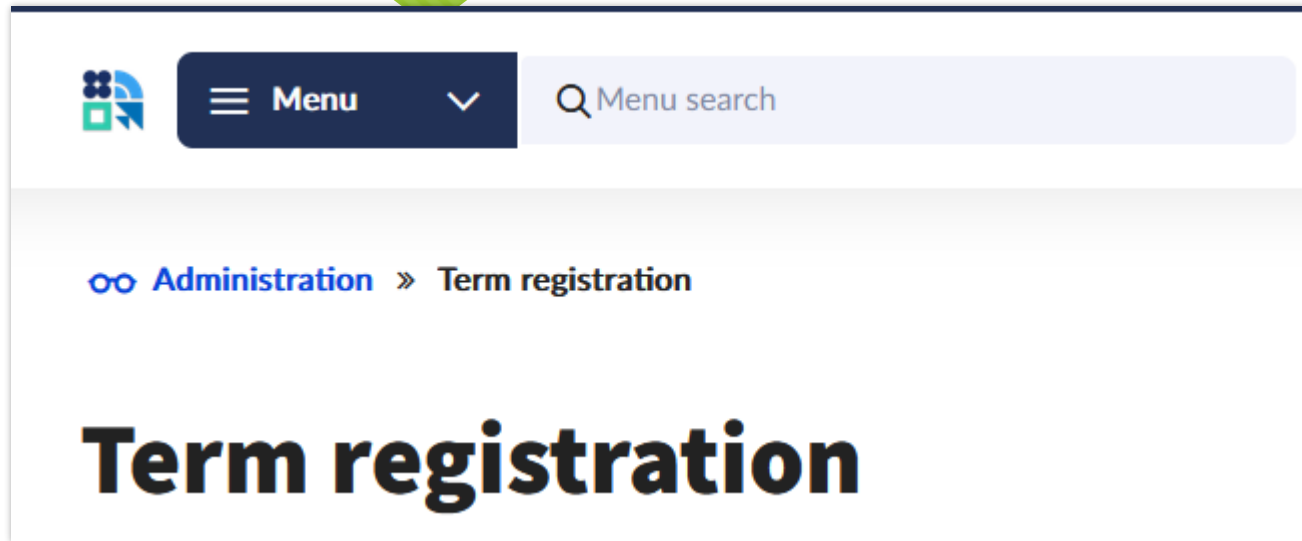
- An information letter on the introduction of two-factor authentication has been written and is available for download on the following page
- https://ed.uni-mate.hu/documents/d/mate-directorate-of-education/setting-up-and-using-two-factor-authentication-in-the-mate-neptun-system_v2_en-pdf

Education related tasks or issues

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

- 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



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



Term registration

Next term

**2025/26/1**

term

Enroll

**Admitted**

term status

**New**

registration status

**2024/25/1**

admission year

term

Term status

I declare that in the currently selected **Technikai képzés régi oklevélmásodlatokhoz**, training the status of my **2025/26/1** term is:

☒ Active☐ Passive

Cancel

Select





Fill the ⁵ form!

REGISTRATION FORM

Hungarian University of Agriculture and Life Sciences

Institution identification number: FI51129

Semester: 2025/26/1

Administrator's name: Nóra Szabó

Request ID: \$AZONOSITO

The registration form shall be completed and submitted according to the specified format requirements!

Programme information

Name of the programme: **Technikai képzés régi oklevélmásodlatokhoz**

Schedule: **Full time training**

Place of the programme: **Gödöllői Campus**

Form of financing: **Self supporting student**

Level of education: **Postgraduate Specialist Training Course**

Language of the programme: **Hungarian**

Personal information (Portrait photo UKT1OU [Attachment](#))

Neptun code: **UKT1OU**

Gender:

Female





Request fill

Registration Form 2025/26/1

Previous page

Submit a request

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After verifying your details, please click on the Submit Request button to finalise your submission.



REGISTRATION FORM Hungarian University of Agriculture and Life Sciences

Institution identification number: FI51129

Semester: 2025/26/1

Administrator's name: Nóra Szabó
Request ID:

Successful enrollment!

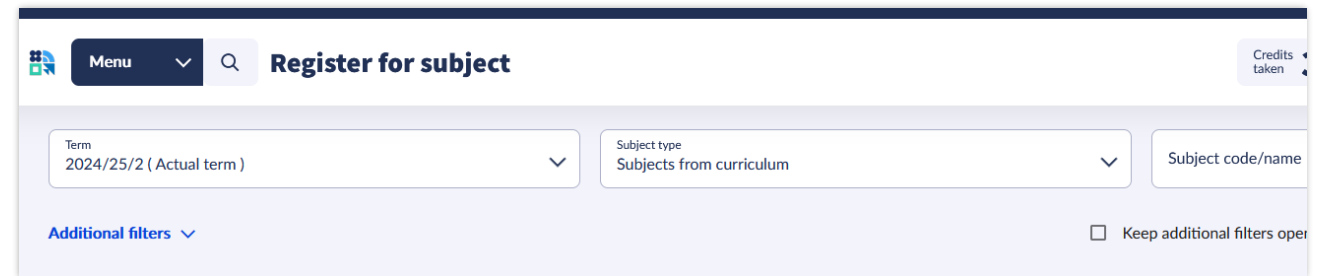
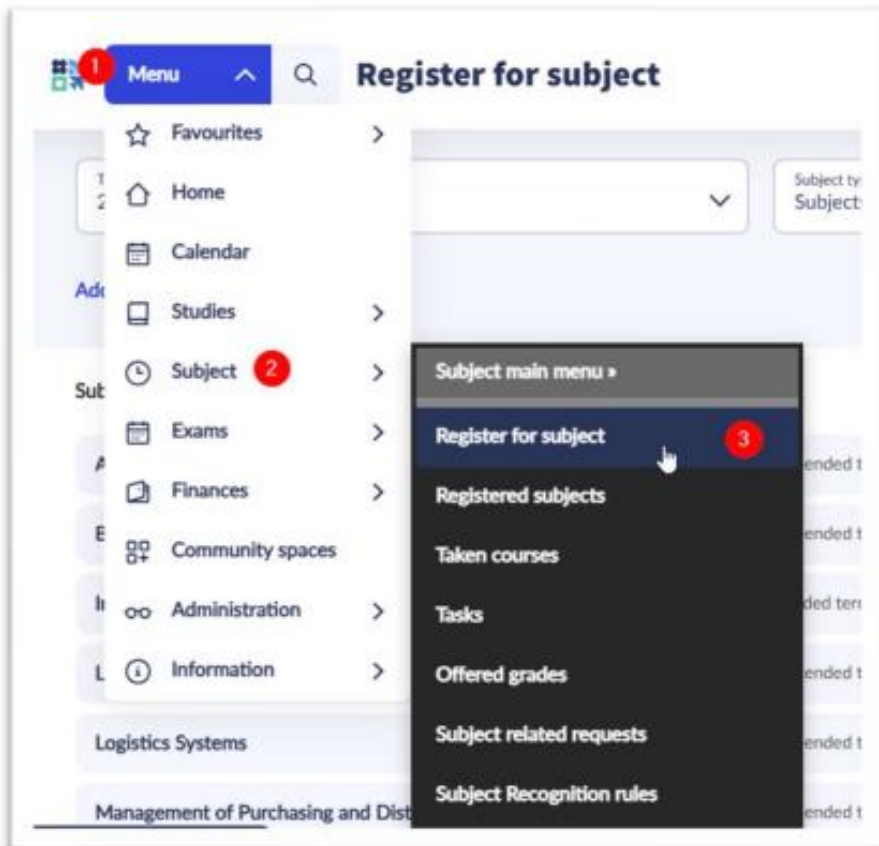
Teszt Ella (UKT10U) student has succesfully enrolled to
**Technikai képzés régi oklevélmásodlatokhoz - Bachelor
(BA/BSc/BProf)** training in **2025/26/1** term with **Aktív**
status!

Ok

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Subject registration from 27 August to 14 September, 2025

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



Subject registration - 2

Term
2024/25/2 (Actual term)

Subject type
Subjects from curriculum

Subject code/name
USINM192N ¹

Additional filters

Latest filter (a few seconds ago)

☐ Keep additional filters open

Delete filter

Search subject

Subject

☒ Also show taken subjects ☒ Also show subjects in planner

ABC ascending

Legend

Accountancy and Finance

Obligatory (A) • 2 credit • Recommended term: 4 • Exam • USINM192N

4

Take subject

Subject details

Download syllabus

Exam course - Choosing a course is mandatory.

☐ EXAM ONLY (GOD)

Minimum headcount not reached • Exam course • Dr. Bringye Bernadett • 0 persons / 99 limit • Details

Add to planner

☐ CSAK VIZSGA (GOD)

Exam course • Dr. Bringye Bernadett • 3 persons / 99 limit • Details

Add to planner

Practice - Choosing a course is mandatory.

3

☒ GOD-N-EN=BMGM4=PR01

Tuesday 17:15-18:45

Practice • Vanó Gábor • 9 persons / 10 limit • Details

Add to planner

For PhD students: from August 25th-
December 31st

Subject registration additional information (except PhD programmes)

- 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.uni-mate.hu/academic-year-202526>)



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 : 3.000 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>



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

Please read our **regulation** carefully!

(PhD Students may have differences in regulations)

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.**



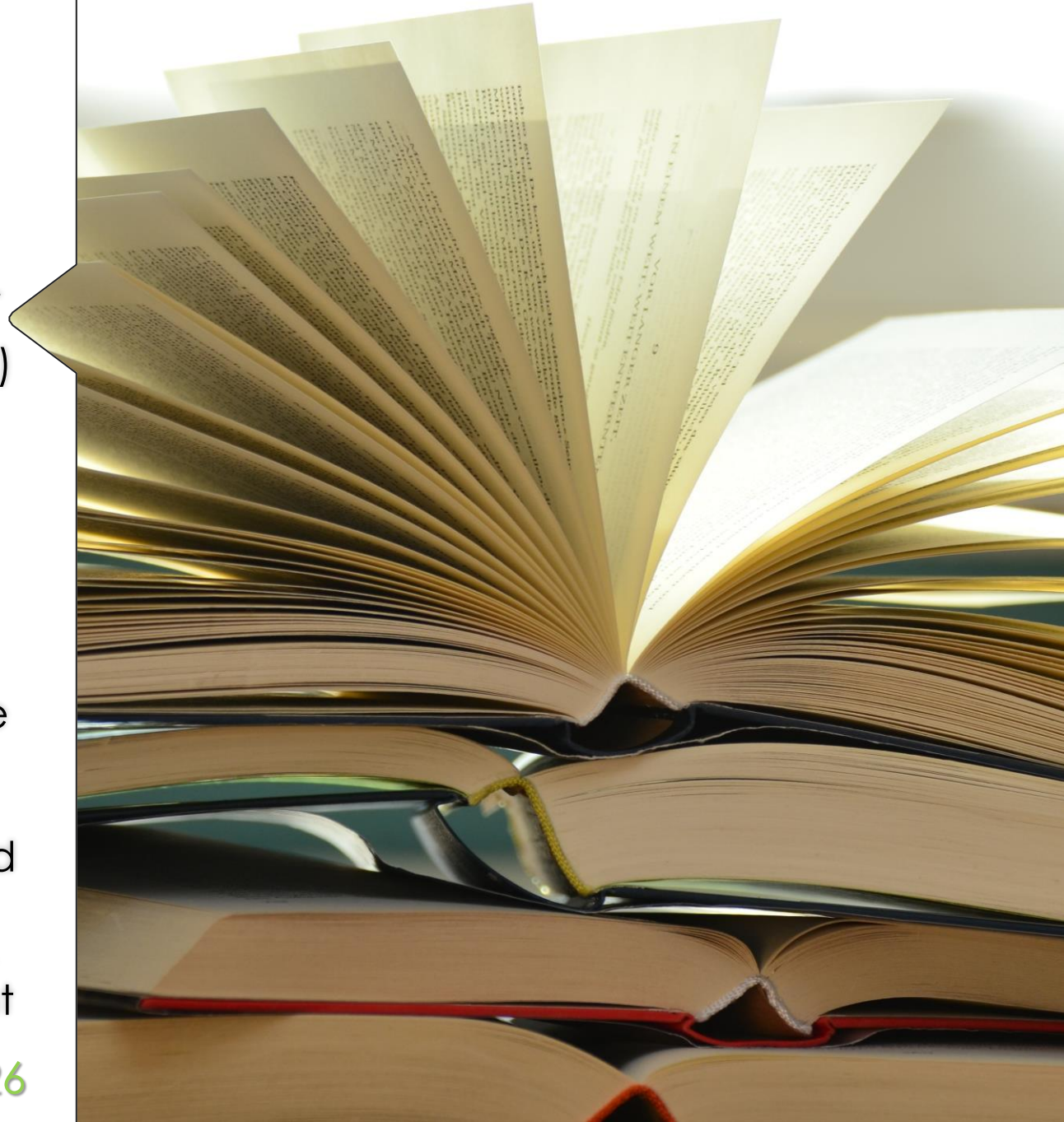
EXAMS

(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)

27

- 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 (e.g)

<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**
- **Medium of Instruction - MOI**
- **Transcript**

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

- **Syllabus – Course outline**

Find it in Neptun (Menu/Subject)

or write an email to the professor in charge.

MATE Phonebook – !! neptun code and pw

telefonkonyv.uni-mate.hu



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!

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 and useful websites



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>



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

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

<https://stipendiumhungaricum.hu/>



**STIPENDIUM
HUNGARICUM**

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: *Ms. 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

phd-studies

YAR AGRÁR- ÉS
UDOMÁNYI EGYETEM

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

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 recognised degree. The 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

Your international coordinators are:

Mónika Hajdú
Edit Sima-Dolányi

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

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





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.



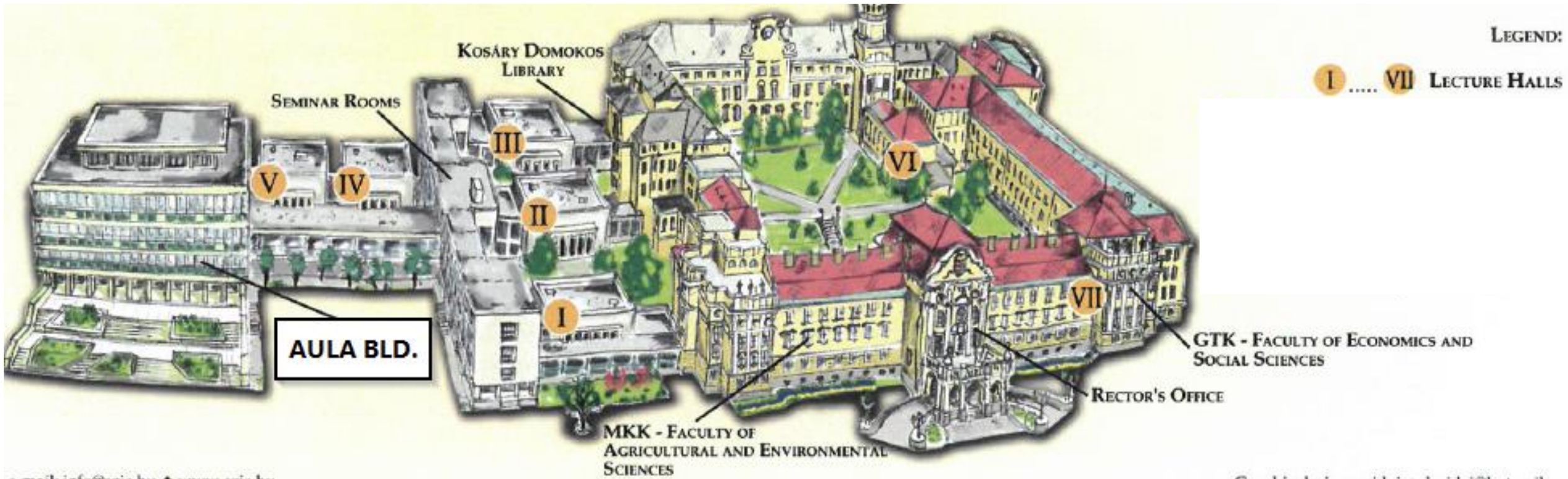
1. NAIK Building.
Room codes: GOD-NAIK.F-009.
Meaning of code:
GOD=Gödöllő Campus,
NAIK=National Agricultural Research and Innovation. **F**=Ground floor,
009=Room number.
This room is located in NAIK Bld. Ground floor, room 009.



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.



Edited by: Andrea NAGY

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Photos: Melinda Zsófia FÜLÖP, pexels.com