



ERASMUS information booklet for incoming exchange students

Erasmus course list and course registration (until 11. September)

Erasmus courses for Incomers, 2015/2016 fall semester

You should have the Learning Agreement and the Arrival Form signed by the Faculty coordinator in the first week (if it has not been done yet)!

Here is a short description how to log in and register online for courses and exams (after your arrival only):

www.tr.pte.hu

1. Switch to English in the upper right corner.
2. Log in with your student ID ('EHA' code) and password
3. Click on 'My courses' for course registration, THEN 'SEARCH FOR COURSES' (primarily look for courses beginning with 'ERAS' codes)
4. Training programme = ERAS
5. New by offering: tick the chosen one, then 'TAKING UP CHOSEN COURSES'
6. Deleting course: click on the 'cog' pictogram, then click on 'PROCEDURES', then click on 'UNSUBSCRIBE' (until 20th February)
7. Deleting courses is possible until **18th September!**
8. If the course is full, go the first lecture and ask the teacher to fill in and sign your gradebook and to register you for the course electronically!

The student ID for ETR is sent to you by e-mail! The Faculty of Humanities offers the opportunity to attend ANY course, which language of instruction the Erasmus/exchange student understands (students may have to discuss some of the registrations with the given department/institute).

IT IS COMPULSORY TO REGISTER BOTH ONLINE AND IN THE GRADEBOOK!

Manual course registration - use the gradebook!

- Fill in your personal data (**WITH CAPITAL LETTERS!**) in your gradebook, stick your photo in it, enter the courses and course codes you have registered for in a legible way and have them signed by the lecturers – not later than by the end of the third week of the semester!
- Once all the courses have been signed by the lecturers, you should see the department coordinator (secretary) and make sure you are registered for your courses in the ETR.
- In the exam period you have to register for the exams and have your exam marks entered in your grade book by the lecturers.

- Before you leave for home, **please leave your grade book at the Faculty coordinator and have your Validation Form and The LA's "section to be completed after the mobility" part signed.** The transcript of records will be issued after the end of the semester and will be mailed to the address given by you in the grade book.

Abbreviations:

ETR = Egységes Tanulmányi Rendszer / **Electronic Course Registration System**

BTK = Bölcsészettudományi Kar / **Faculty of Humanities**

PTE = Pécsi Tudományegyetem / **University of Pécs**

KTI = Központi Tanulmányi Iroda / **Central Office for Studies** (at the Knowledge Centre)

Transcript of Records (ToR)

At the end of your study period courses will be transcribed from the gradebook and the ETR.

Courses without valid grades will not be listed in your ToR!

Only one original Transcript of Records is prepared, which is validated by the dean. When the dean signed it, it will be scanned and sent to your e-mail, while the original ToR is sent by post to the address you indicate in your gradebook. Therefore please, make sure your home address is readable! Please note: it can take up to 1 month to receive the Transcript of Records.

CREDITS

1 Hungarian credit = 1 ECTS credit

Some courses worth 2 ECTS, but most (e.g. Psychology) worth 3 ECTS

Teachers Training Programme 5 ECTS

Hungarian Language Course 9 ECTS

Important dates

Lecture period: 7th of September - 12th of December, 2015

Exam period: 14th of December - 22th of January, 2016

Autumn break: 26th - 30th of October, 2015

Student card

The temporary student ID can be picked up at the Central Studies Office (Központi Tanulmányi Iroda - **KTI**) (next to the cafeteria) on the lower ground floor of the Central Library after receiving notification from the Faculty's coordinator. The certificate is valid for two months, a new one should be requested before it expires! **Address:** 7622 Pécs, Universitas utca 2/A. **Benefits:** 50% discount on transportation, discount on entry fees etc.

Immigrations Office

Every foreign citizen is required to register at the Immigration Office. EU/EEA citizens must do it within 90 days and non-EU citizens within 30 days after their arrival to Hungary. For more information and booking an appointment, please visit the website of the Office of Immigration and Nationality at: <http://www.bmbah.hu/index.php?lang=en>. Address: 7623 Pécs, Csend utca 3.

The student status certificate is a confirmation of your official student status at the Faculty of Humanities for the Immigration Office. You can get it at the registrar's office from **Ms. Angéla Krieser (building D)**.

Make online appointment at <http://www.bmbah.hu/index.php?lang=en> and bring the following items to your appointment:

- 1.) Valid passport / national ID
- 2.) Proof of medical insurance
- 3.) Declaration about appropriate financial source for Hungarian stay.
- 4.) 1000 HUF duty stamp - (from the post office, for non EU citizens: 18.000 HUF duty stamps, except if you have already paid the 60 EUR fee at the Hungarian Embassy in your home country!)
- 5.) Student status certificate (from Angéla Krieser, registrar's office, building D)
- 6.) Dormitory certificate. For those who do not live in a dormitory: lease agreement + a copy of the ownership certificate from the landlord + accommodation reporting form

Opening Hours:

Monday: 8:30-11:00, 14:00-17:00

Tuesday: 13:00-16:00

Wednesday: CLOSED

Thursday: 8:30-11:00, 13:00-16:00

Friday: 8:30-11:00

Doctor - General Practitioner (in emergency: call 104 or 112)

Address: Nyár utca 8.

Name: Dr. Ildikó Radványi - English speaking doctor

Phone: +36/72/507520 / **mobile:** +36/30/7095315

Opening hours:

Monday & Wednesday: 12:00 - 16:00,

Tuesday: 7:30 - 11:00,

Thursday: 7:30 - 12:00,

Friday: 8:00 - 12:00

Bring your EU health insurance card and/or any insurance!

Mr. Áron BÁNÁTI, Faculty Erasmus coordinator

Email: banati.aron@pte.hu

Phone: +36/72/503-600/24126

Faculty ERASMUS Office Hours:

Monday, Wednesday: 10:00–12.00

Tuesday, Thursday: 12:30-14:00

Friday: CLOSED