

Who to contact with your questions

You may contact the staff of the Student Services Office regarding the following matters:

- Comprehensive information on admission procedures for master's programmes:
mesterfelvetel@unibge.hu
- Comprehensive information on transfer procedures.
- Questions related to online enrolment and semester registration.
- Information on legal regulations and institutional rules affecting student status.
- Issuance of documents related to student status, including certificates of student status, credit certificates, degree certificates, course descriptions available in the Neptun system, certificates for public administration authorities, and other certificates.
- Academic counselling and advice on study progress.
- Questions related to credit recognition.
- Information on financial matters.
- Information on submitting student requests and applications.
- Issuance of student ID cards, validation stickers, and administration of temporary student ID cards.
- Questions related to reclassification.
- Technical questions related to specialisation selection in the Neptun system.
- Information on applications and scholarships.
- Coordination of final examinations (registration tracking, assistance with uploading theses and project works to the Moodle system).
- Issuance of diplomas and diploma supplements, issuance of duplicates, certification of copies.

For further questions, the following contacts are recommended:

- Assistance with technical and other problems related to the Neptun, Modulo, Cospace5, and Moodle study systems: **IT Services**
- Reporting IT-related problems: **BGE IT Helpdesk**
- Questions related to subject registration, course registration, and exam registration (non-Central Examination Office exams): **Departments**
- Questions related to thesis and project topic registration in the Neptun system:
Departments

- Questions related to professional internships: **szakmaigyakorlat@uni-bge.hu**
- Sports and physical education: **sport@uni-bge.hu**
- Foreign language courses and language examinations: **idegennyelviko zpont@uni-bge.hu**
- Examination Centre
- Questions related to the administration of dual education programmes: **dualis@uni-bge.hu**

You may contact the staff of the **Department** regarding the following matters:

- Questions related to course announcements and course launches.
- Questions related to course capacity expansion.
- Enquiries about instructors' contact details.
- Information on topic areas for thesis, diploma thesis, and final paper topic selection.
- Questions related to exam dates.
- Problems related to examinations.
- Missing entries in the study system (issues with signatures and grade entries).
- Professional and other questions related to specialisation selection (e.g. available specialisations in each programme, content of specialisations, date and location of the information session).
- Professional questions related to internships (questions regarding internship placements and selection, content and formal requirements of related documents), referral to the responsible instructor.
- Questions related to consultations for theses, diploma theses, and final papers.
- Questions related to the formal requirements of theses, diploma theses, and final papers.
- Professional and other questions related to final examinations (e.g. thesis evaluation, final exam topics, structure of the final exam, date and location of the final exam briefing).
- Professional questions related to dual education programmes (e.g. project work, assessments), referral to the responsible instructor at the relevant departments.
- Demonstrator (student teaching assistant) applications.
- Issuance and provision of course descriptions not available in the Neptun system.

You may contact the staff of the International Relations Office regarding the following matters:

Admission@uni-bge.hu

- Administration of the institutional admission procedure for international students.
- Questions related to double degree programmes.

**Stipendium Hungaricum Scholarship
sh@uni-bge.hu**

- Extension requests of SH scholarship holders.
- Institution change requests of SH scholarship holders.

**Outgoing and Incoming Mobility
mobility@uni-bge.hu**

- Questions related to the Pannonia Programme (participation, application).
- Other mobility-related questions of BGE students.

Before contacting our customer service in any form, please review this brief **Student Guide**.