

INFORMATION GUIDE FOR INCOMING STUDENTS

SZENT ISTVÁN UNIVERSITY
FACULTY OF MECHANICAL ENGINEERING

Academic year 2017/2018

Dear Student,

Welcome to Szent István University!

In this guide we would like to inform you about some necessary information what will be useful after your arrival and during your studies.

ABOUT THE FACULTY

Dean: Dr. László KÁTAI
Vice-Dean: Dr. Miklós DARÓCZI
Vice-Dean: Dr. Péter KISS
Vice-Dean: Dr. Zoltán BÁRTFAI

FOMI: *Institute of Process Engineering*

Head of Institute: Dr. Péter KISS

Secretariat: Aula 125

GÉTI: *Institute of Industrial Technologies*

Head of Institute: Dr. Gábor KALÁCSKA

Secretariat: Aula 329

KÖRI: *Institute of Environmental Systems*

Head of Institute: Dr. István SERES

Secretariat: Aula 209

MEGI: *Institute of Mechanics and Machinery*

Head of Institute: Dr. István SZABÓ

Secretariat: Aula 325

MÚMI: *Institute of Management and System Engineering*

Head of Institute: Dr. Miklós DARÓCZI

Secretariat: Aula 129

International coordinators:

Dr. László MÁTHÉ	Mathe.Laszlo@gek.szie.hu	Aula 115
Ms. Enikő PROKAJ	Prokaj.Eniko@fh.szie.hu	Main building Room 20.
Ms. Réka TÓTH	Toth.Reka@gek.szie.hu	Aula 139

EDUCATIONAL SYSTEM

The Faculty of Mechanical Engineering offers Bsc, Msc, PhD courses in mechanical engineering.

Educational period of the mechanical engineering **BSc course**: 7 terms with 210 credits.

Educational period of the mechanical engineering **MSc course**: 4 terms with 120 credits.

All study programs begin annually in September or in February. Each semester lasts for five months including both teaching and individual examination periods. The language of study is English.

Students are obliged to take exams in their compulsory and elective subjects. In the last three semesters of both graduate and postgraduate programs all participants need to choose a specialization, which has to correspond to his/her field of interest.

After receiving their BSc degree students have the opportunity to apply for an MSc Study Program, while after successful completion of postgraduate studies, the participants have the possibility to apply to continue their studies to the level of PhD degree.

SCHEDULE FOR THE ACADEMIC YEAR 2017/2018

AUTUMN SEMESTER 2017 CALENDAR

- **ARRIVAL**: Please try to arrive by the latest of 4 September 2017
- **Registration and Orientation Week**: 5-8 September 2017 on Gödöllő Campus
- **Registration and Orientation Day**: 4 September 2017, 10:00-16:00 for the Faculty of Horticulture Science on Buda Campus
- **Opening Ceremony**: 4 September in Gödöllő (in Hungarian. For international students there will be another one in late September)
- **Lecture period on Gödöllő Campus**: For freshmen: 11 September - 8 December 2017

For upper-year students: 4 September - 8 December 2017 (13 weeks)

- **Project week**: The end of October 2017
- **Exam period**: 11 December 2017 - 31 January 2018 (6 weeks)

HOLIDAYS during the autumn semester:

- **23 October** – National Holiday
- **1 November** – All Saints' Day (31 October is a day off too)
- **25-26 December** – Christmas
- **1 January** – New Year
- **18-29 December 2017** – Winter Holiday

SPRING SEMESTER 2018 CALENDAR

- **ARRIVAL**: Exchange students, please try to arrive by latest of 29 January 2018
- **Registration and Orientation Week**: 30 January - 2 February 2018
- **Lecture period**: 5 February - 11 May 2017 (13 weeks)
- **Spring break**: 3-6 April 2018

- **Exam period:** 15 May - 30 June 2017

HOLIDAYS during the spring semester 2018:

- **1 January** - New Year
- **15 March** - National Holiday
- **30 March - 2 April** - Easter
- **1 May** - Labor Day (Monday)
- **20-21 May** – Pentecost

GENERAL INFORMATION ON ACADEMIC PROGRAMMES

Curriculum

You can check your curriculum at the Neptun at STUDIES/CURRICULUM.

Please note that this curriculum at the beginning only contains the obligatory subjects, because your elective specialization subject will be added here after you have chosen a specialization.

BSc Programme

During the whole programme (7 semesters) minimum 210 credits have to be fulfilled.

- Obligatory Subjects 147 credits
- Elective subjects (Specialization subjects) 40 credits
- Other elective subjects (Optional course unit) 8 credits
- Thesis: 15 credits

MSc Programme:

During the **whole programme** (4 semesters) minimum 120 credits have to be fulfilled.

- Obligatory subjects 56 Credits
- Elective subjects (Specialization subjects) 28 credits
- Other elective subjects (Optional-course unit): 6 credits
- Thesis: 30 credits

Optional-course : these subjects are not recorded in your curriculum.

Average calculation:

Average calculation: $\sum (\text{fulfilled credits} * \text{grade}) / \text{total fulfilled credits}$

Mechanical Engineering Bsc Course Obligatory Subjects

Model study plan for student starting in 2017/18/1 BSc in Mechanical Engineering				
semester	Name	Type	credit	Assessment
1	Basic Mathematics	Obligatory A	0,00	get signed
1	Freshman Course I.	Obligatory A	0,00	get signed
1	Basics of Physics	Obligatory A	0,00	get signed
1	Basics of Machine Design	Obligatory A	3,00	practical mark
1	Introduction to Economics	Obligatory A	3,00	exam
1	Informatics I.	Obligatory A	3,00	practical mark
1	Fundamentals of Engineering	Obligatory A	3,00	exam
1	Physics I.	Obligatory A	4,00	practical mark
1	Statics	Obligatory A	4,00	exam
1	Mathematics I.	Obligatory A	6,00	exam
2	Technical Chemistry	Obligatory A	3,00	exam
2	Practical Course for Learning Material and Machinery	Obligatory A	0,00	get signed
2	Mathematics Final Examination	Obligatory A	0,00	exam of 2 semesters
2	Freshman Course II.	Obligatory A	0,00	get signed
2	Physics II.	Obligatory A	3,00	exam
2	Informatics II.	Obligatory A	3,00	practical mark
2	Labour Safety	Obligatory A	3,00	practical mark
2	Basics of Electrotechnics	Obligatory A	3,00	exam
2	Mathematical Statistics	Obligatory A	3,00	practical mark
2	Fluid Mechanics	Obligatory A	4,00	exam
2	Strength of Materials	Obligatory A	4,00	exam
2	Mathematics II.	Obligatory A	5,00	practical mark
3	Mechanics	Obligatory A	0,00	exam of 2 semesters
3	Introduction to Machine Elements Design	Obligatory A	3,00	exam
3	Optional Subjects	Optional C	4,00	exam
3	Dynamics	Obligatory A	4,00	practical mark
3	Engineering Thermodynamics	Obligatory A	4,00	exam
3	Materials	Obligatory A	4,00	exam
3	Introduction to Computer Aided Design	Obligatory A	4,00	practical mark
4	Applied Microeconomics	Obligatory A	4,00	exam
4	Machine Elements II.	Obligatory A	3,00	exam
4	Management	Obligatory A	3,00	exam
4	Process Control	Obligatory A	3,00	practical mark
4	Building Service Engineering	Obligatory A	3,00	exam
4	Optional Subjects	Optional C	4,00	exam

4	Basics of Energetics	Obligatory A	4,00	practical mark
4	Mechanical Technology	Obligatory A	4,00	exam
4	Internal Combustion Engines and Vehicles	Obligatory A	4,00	exam
4	Materials Handling and logistics	Obligatory A	5,00	exam
5	Quality Management	Obligatory A	3,00	exam
5	Pneumatic and hydraulic transmissions	Obligatory A	4,00	practical mark
5	Electronics	Obligatory A	4,00	exam
5	Mechanical Engineering Technology	Obligatory A	4,00	exam
5	Elective Subjects	Elective B	12,00	exam
6	Industrial exercise	Obligatory A	0,00	get signed
6	Machinery and System Management	Obligatory A	3,00	exam
6	CNC programozási gyakorlatok	Obligatory A	3,00	practical mark
6	Optional Subjects	Optional C	3,00	exam
6	Business Law	Obligatory A	3,00	exam
6	Energy management in industry	Obligatory A	3,00	exam
6	Maintenance of Machinery	Obligatory A	3,00	exam
6	Environmental management and technology	Obligatory A	5,00	exam
6	Elective Subjects	Elective B	13,00	exam
7	Thesis work	Obligatory A	15,00	get signed
7	Elective Subjects	Elective B	15,00	exam
			210,00	
Specialization: Machine production subjects				
6	FEM Technologies	Spec elective B	5,00	practical mark
6	Mending and service technologies	Spec elective B	3,00	exam
6	Measurements and Quality Assurance in Machine Industry	Spec elective B	5,00	exam
7	Tribology	Spec elective B	4,00	exam
7	Programming of modern machine tools	Spec elective B	6,00	exam
7	CAE Practice III.	Spec elective B	7,00	practical mark

Mechanical Engineering MSc Courses Obligatory Subjects

Model study plan for student starting in 2017/18/1 MSc in Mechanical Engineering				
Semester	Name	Type	Credit	Assessment
1	Mathematics III.	Obligatory	5,00	exam
1	Elasticity	Obligatory	4,00	exam
1	Machine Construction and Design	Obligatory	3,00	practical mark
1	Physics for Engineers	Obligatory	3,00	practical mark
1	Engineering Materials	Obligatory	3,00	exam
1	Measurement Science	Obligatory	3,00	exam
1	Engineering Ethics	Obligatory	3,00	exam
1	Electrical engineering	Obligatory	3,00	practical mark

2	Engineering Economics	Obligatory	3,00	exam
2	Ergonomics	Obligatory	3,00	exam
2	Mechanical vibrations	Obligatory	3,00	exam
2	Eco technology	Obligatory	3,00	exam
2	Manufacturing process and systems	Obligatory	4,00	exam
2	Fluid Mechanics	Obligatory	3,00	exam
2	Engineering Thermodynamics	Obligatory	3,00	exam
2	Computer Simulation	Obligatory	4,00	practical mark
2	Elective Subjects	elective	6,00	
2	Optional Subjects	optional	3,00	
2	Project Work I. (design, reconstruction)	Elective TD	2,00	practical mark
2	Complex Engineering Activity	Elective TD	3,00	exam
3	Fundamentals of Enterprise	Obligatory	3,00	exam
3	Basic of modeling with the computer	Obligatory	3,00	practical mark
3	Theories of Technical Development	Elective TD	4,00	exam
3	Automation Engineering	Elective TD	4,00	exam
3	Optional Subjects	optional	3,00	
3	Project Work II. (Development)	Elective	4,00	practical mark
3	Systems Engineering	Elective	4,00	exam
4	Thesis work	Obligatory	30,00	get signed
4	Industrial exercise	Obligatory	0,00	get signed
4	Modeling with the computer II.	Elective TD	3,00	practical mark

REGISTRATION:

The Student Office's employees will register your data to the NEPTUN system.

Necessary documents:

- Completed Personal Data Sheet
- BSc applicants must enclose an official copy of their secondary school final examination.
- MSc applicants must enclose a copy of their BSc degree certificate and a transcript
- Copy of your passport

Please take these documents to the Student Office

After the registration you can ask student status certificate at the student office.

IMMIGRATION OFFICE:

After arriving to Hungary you need a residence permit to stay in the country during your study.

30 days are given to take the following documents to the Immigration Office:

Necessary documents:

- Filled Data sheet
- Student status Certificate
- Accommodation card and Reservation confirmation
- Decision of Admission
- Certification about your Scholarship
- Copy of your insurance

You can find more information about the residence permit at the following website:

http://www.bmbah.hu/a_bah_ismertetese.php

TAX NUMBER:

If a person has income in Hungary he/she has to require a TAX number from the TAX authority.

Address of the TAX authority at Gödöllő: 74 Lajos KOSSUTH street

You can find more information about taxpayer registration at the website below:

en.nav.gov.hu

Necessary documents:

- Copy of your passport
- Copy of your VISA
- Accommodation card and Reservation confirmation (you can ask these documents from the hostel manager, room B42)
- Student Status Certificate
- Data sheet 12T34
- authorization in case you want someone else to act on your behalf

BANK ACCOUNT NUMBER

Necessary documents:

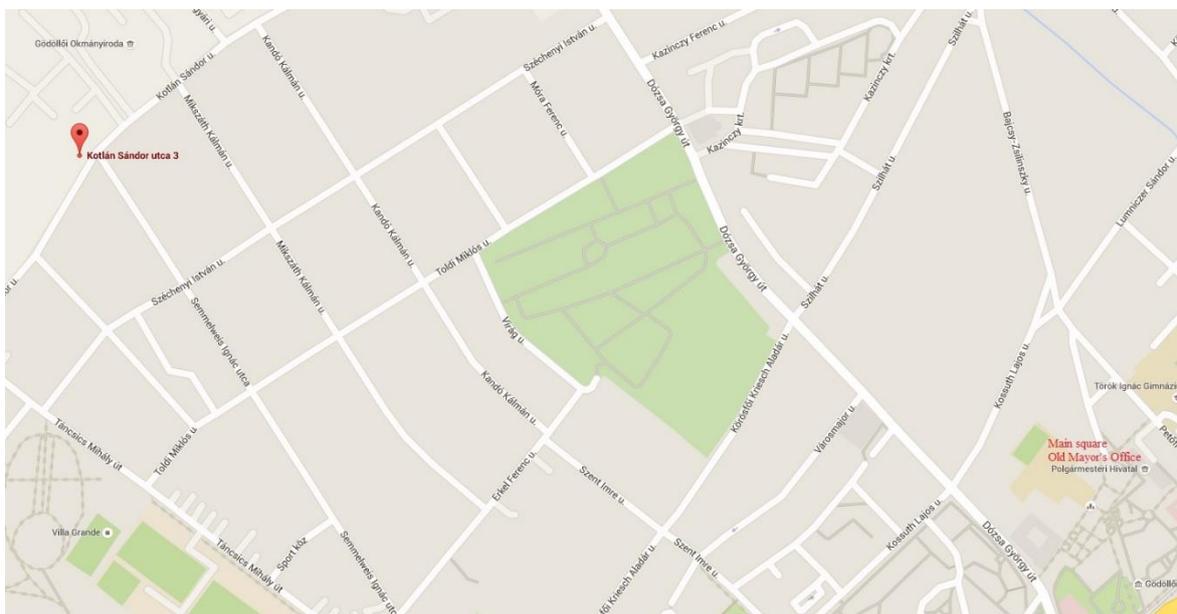
- Hungarian SIM card
- Copy of your passport and your VISA
- Student status certificate

STUDENT CARD:

Please find below the steps of the Student Card Application

1. You have to **go to the registry office**. It can be found at Kotlán Sándor utca 3. (Sándor KOTLÁN street 3.)

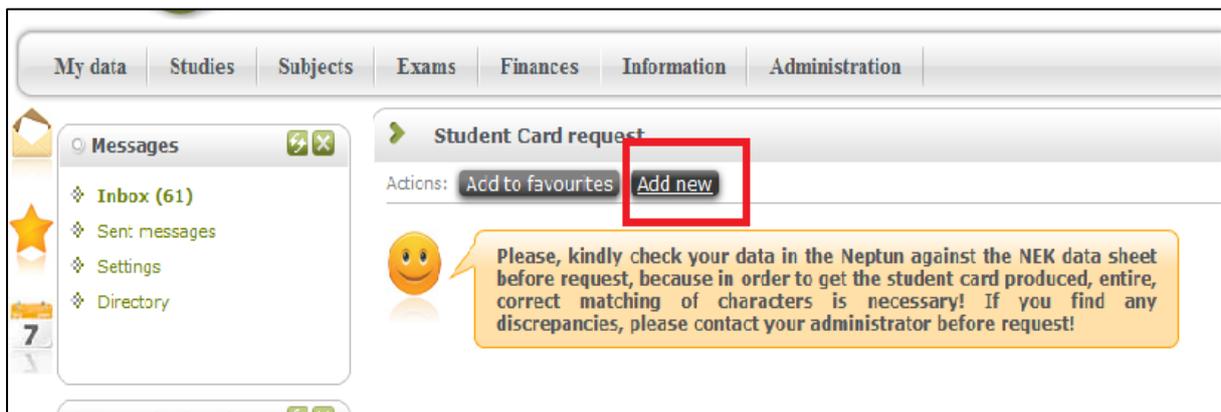
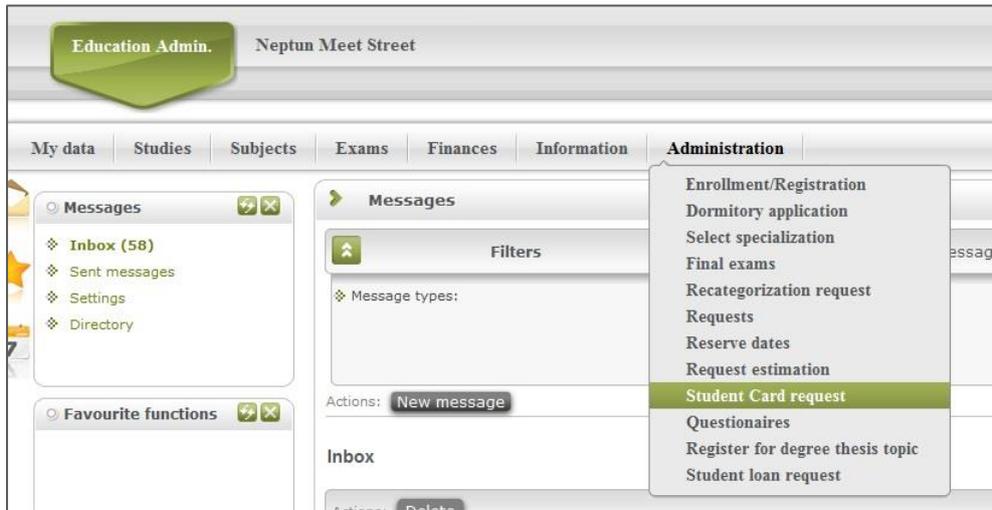
Necessary documents: Your Passport



2. You will get a document from them, please bring a copy from it to the Student Office

3. You have to **start the student card request at the NEPTUN** system.

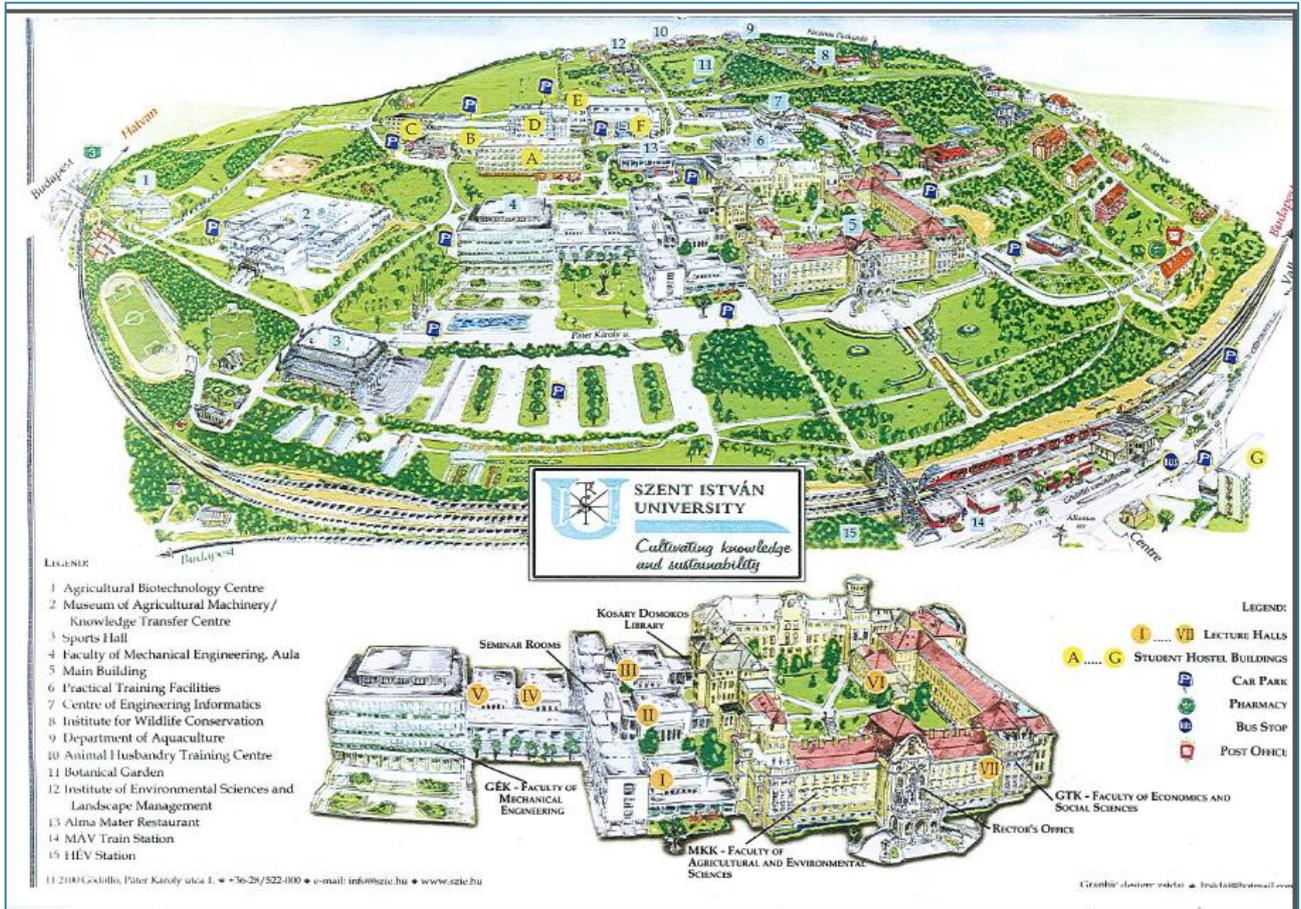
ADMINISTRATION/STUDENT CARD REQUEST



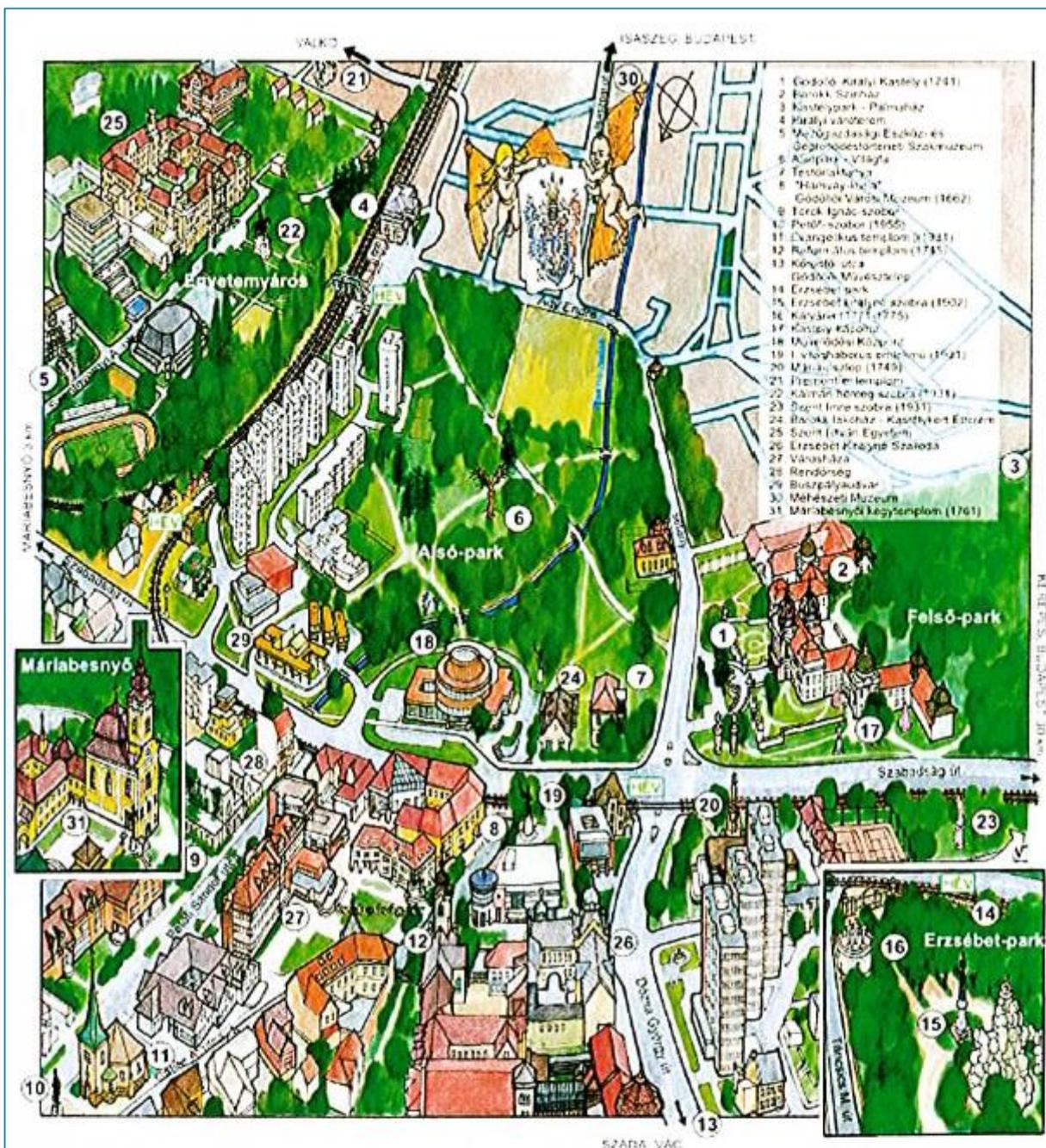
The number (NEK identifier it is on the right side of the paper) at the document what you got at the registry office will be needed)

A screenshot of the 'Student Card request' form. At the top, there is a yellow speech bubble with a smiley face icon and the text: 'The NEK identifier must be entered without hyphens!'. Below this, the form fields are: 'NEK identifier:' (highlighted with a red box), 'Demand type:' (dropdown menu with 'Please choose!' selected), 'Training:' (dropdown menu), 'Street address:' (text input field), 'Secondary institution:' (dropdown menu), and 'Printing code of the secondary institution:' (text input field). A note below the 'Street address' field reads: 'It is necessary to fill in the secondary institution field if you are a student of another higher education institution as well and you would like to indicate it on the requested student card.' At the bottom of the form are 'Save' and 'Back' buttons.

MAP OF THE UNIVERSITY



MAP OF THE CITY CENTER



1. Royal Palace of Gödöllő (1741)
2. Baroque Theatre
3. Castle Park - Orangery
4. Royal Waiting Hall
5. Museum of the History of Agricultural Machinery
6. World Tree
7. Barrack of the Guards
8. Town Museum and Market Hall, - Hamvay Mansion (1662)
9. Statue of Ignác Török
10. Statue of Sándor Petőfi (1955)
11. Lutheran Church (1931)
12. Reformed Church (1745)
13. Körösfői Street, Artist Colony of Gödöllő
14. Elizabeth Park
15. Statue of Queen Elizabeth (1902)
16. Calvary (1771-75)

17. Court Chapel
18. House of Arts
19. Memorial of World War I. (1931)
20. Column of the Holy Virgin (1749)
21. Premonstratensian Church
22. Statue of Prince Kálmán (1931)
23. Statue of St. Emericus (1931)
24. Baroque house
25. Szent István University
26. Queen Elizabeth Hotel (Former Town Hall)
27. Town Hall
28. Police Station
29. Bus Terminal
30. Museum of Apiculture
31. The Church of Máriabesnyő and the Capuchin Monastery (1761)