1. ABOUT US - Get familiar with the University and with Hungary................................. 4
   1.1. About the University ......................................................................................... 4
         Faculty of Military Sciences and Officer Training ........................................... 5
         Faculty of Law Enforcement ............................................................................ 5
         Faculty of Public Administration ..................................................................... 7
   1.2. Doctoral Schools .............................................................................................. 7
         Doctoral School of Public Administration Sciences ........................................ 7
         Doctoral School of Military Sciences ............................................................... 8
         Doctoral School of Military Engineering ......................................................... 9
   1.3 About Hungary ................................................................................................ 12
         Basic facts about Hungary ............................................................................... 12
         Budapest .......................................................................................................... 14
         Study in Budapest ............................................................................................ 14
         Culture shock and Hungarian Culture ............................................................ 15
2. WHAT TO DO - PRIOR TO YOUR ARRIVAL ....................................................... 16
   2.1. VISA .................................................................................................................. 16
   2.2. Get in touch with your Mentor ....................................................................... 16
         Erasmus Student Network - Mentor Programme of the University .................. 16
   2.3. Select your Housing Options .......................................................................... 17
   2.4. Health Insurance ............................................................................................. 17
         What to Pack? .................................................................................................... 18
3. WHAT TO DO - WHEN YOU ARRIVE ............................................................. 19
   3.1. In the airport ................................................................................................... 19
   3.2. Residence Permit ............................................................................................ 19
   3.3. Opening a bank account .................................................................................. 20
4. STUDENT LIFE ..................................................................................................... 21
   4.1. Student Card .................................................................................................... 21
   4.2. Sport at the University .................................................................................... 21
   4.3. Internet access ................................................................................................. 22
   4.4. Library ............................................................................................................. 22
   4.5. Alumni Association ......................................................................................... 23
   4.6. Travelling in Budapest and in Hungary ........................................................... 24
   4.7. Emergency numbers ....................................................................................... 26
   4.8. Official Holidays and important dates ............................................................. 26
Contact..................................................................................................................... 26
The National University of Public Service (NUPS) started its operation on the 1st January 2012 as the key educational institute and think-tank of the Hungarian public service. The University preserves and continues significant traditions. The legal predecessors of the University – the founders of the historic traditions of training public service professionals - were the Zrínyi Miklós National Defence University, the Police College and the Faculty of Public Administration at Corvinus University of Budapest.

NUPS has four faculties; the Faculty of Military Sciences and Officer Training, the Faculty of Law Enforcement, Faculty of Public Administration and the Faculty of International and European Studies.

The renewed training portfolio of our University reflects the contemporary challenges of social, economic, and security issues affecting the public sector. The educational and research performance of NUPS has made an important contribution to the modernisation of public service and throughout to the integration processes at European and international scale. NUPS successfully introduced a new comprehensive and career-based training system of public servants that is a way towards one of the most professional knowledge-transfer among European public services. Our commitment to research excellence is an investment in the future of our region. NUPS is a leading knowledge source in the fields of public policy, diplomacy, security and the military, and law enforcement. A comprehensive approach towards each of these disciplines enables us to explore the latest advancements in public service science.

The renovation of the historical Ludovika Main Campus was finished in May 2014. After 206 years, students were filling the auditoriums again. We are very proud to be continuing our work at this breathtaking site and are looking forward to the next phase of constructions.

Our main wish is that you enjoy your time at the National University of Public Service and in Budapest. The staff and lectures at National University of Public Service take great pride in supporting you during your program.

Prof Dr András Patyi
Rector
1. ABOUT US - Get familiar with the University and with Hungary

1.1. About the University

The National University of Public Service (NUPS) claims to be a unique institution in the European Higher Educational Area. We offer programmes at undergraduate, postgraduate and at doctoral level to students and also to senior and executive civil servants, military officers and law enforcement professionals, enabling them to reflect and adapt to these new challenges.

Beyond educational activities NUPS also serves as a major think-tank organisation of public sphere. Enhancing knowledge transfer both at national and international level, NUPS has a wide network of partners from governmental institutions through civil society organisations to foreign higher educational institutions and international organisations. As internationalisation is the top priority of the University, there is a particular emphasis on the development of degree programmes in the field of international public service in English as well as in Hungarian language.

Faculties:

- Faculty of Public Administration (FPA)
- Faculty of Military Sciences and Officer Training (FMS)
- Faculty of Law Enforcement (FLE)
- Faculty of International and European Studies (FIES)
Faculty of Military Sciences and Officer Training

Being part of NUPS, the Faculty of Military Sciences and Officer Training began its operation on the 1st of January 2012, however, it was preserving the nearly 200 years old tradition of Hungarian military officer training as the Zrínyi Miklós National Defence University.

Even today the main tasks of the Faculty are the education and training of professional military officers along with research and development in the various fields of military science. It enjoys a wide spectrum of international relations ranging from different higher educational institutions focusing on military education and training to institutions related to the North Atlantic Treaty Organization.

The faculty centre is located on the Hungária Campus not far from downtown Budapest. With many classrooms, seminar rooms, special language labs, sports facilities, a library with more than 500 thousand books, a restaurant and a buffet cadets and students can pursue their studies within a fully equipped facility.

Location: 9-11 Hungária Blvd. Budapest 1101 Contact: Ms. Éva Nyári nyari.eva@uni-nke.hu

Faculty of Law Enforcement

Law enforcement officer training at the institution dates back to 1970 when the Police College was established. Being the legal successor of the college, NUPS continues to be the sole higher educational institution in this field through the Faculty of Law Enforcement.

The faculty’s high-level, top quality study programmes are aimed to train future professionals, commissioned officers, public servants and public officials for posts at organizations and institutions of law enforcement.

These trainings are supported by language and ICT labs and separate classrooms for special subjects. In addition, student life is ensured with several facilities such as a self-service restaurant, a gym, a library with specialized material along with a students’ residence offering rooms for 3 or 4 persons each.

Location: 12 Farkasvölgyi Str. Budapest, 1121 Contact: Ms. Tünde Pesti, pesti.tunde@uni-nke.hu
Faculty of International and European Studies

In the past three years NUPS has become the centre of unified public service training and education in Hungary. As an integral part of this process, the Institute of International Studies of NUPS has become a major pool of trainings, research and experts engaged in international studies connected to all of the professional fields of public service. The result of this organic development is the establishment of the Faculty of International and European Studies. In February 2015 the new Faculty has started its operation with the overall aim of educating students and officers to make an international career in public service.

The Faculty is relying on the other three faculties’ strengths, but developing own education and research capacities at the same time. Departments on international economics, foreign trade and international public finances will be established. Flagship topics of the Faculty will be: dependency of national and international public policy making and administration, system of international public law, institutions of the European integration, thematic strategic and security policy, international negotiation techniques and foreign language development of students.

The new Faculty will be also prepared to deliver continuing education courses for acting diplomats, while preparing the after growth for national foreign service, as well as for international and European institutions via preparation on EPSO (European Personnel Selection Office) exam preparations for example.

Location: 2 Ludovika Sq. Budapest 1083
Contact: exchange.international@uni-nke.hu
The Faculty of Public Administration has been educating professional civil servants for all levels of public administration since 1977. All students acquire general knowledge and skills related to public service but they also learn the basics of political and legal studies including the methods of legislation and law application at national and international level as well.

Graduates of the faculty have had a notable career trajectory with several alumni becoming key decision-makers in the public sphere or having achieved a successful career in the private sector. For people interested in academia, the faculty offers a PhD programme which is the first one in Hungary focusing explicitly on public administration sciences.

Located on Gellért Hill the faculty campus commands spectacular views from many classrooms. In addition to its beautiful surroundings, the faculty endorses student life through special language labs, a well-equipped library, a restaurant, a buffet and sports facilities including a swimming pool.

Location: 5 Ménesi str. Budapest, 1118
Contact: Ms. Noémi Girst, girst.noemi@uni-nke.hu
The Doctoral School of Public Administration Sciences was established in 2013 and currently it is the only doctoral school specializing in the field of public administration in Hungary. The aim of the Doctoral School’s program is to provide high-quality postgraduate-level education to professionals (researchers and practitioners) working in the field of public administration. The Doctoral School offers training in organised full-time and part-time forms, funded either by scholarship or individually through a tuition fee. Selected students with proven scientific background and research activity might be eligible for individual training/preparation. Organized training lasts six semesters and it consists of various study obligations (obtaining at least 53 credits by attending courses and passing exams according to the curriculum of the doctoral school), scientific research work (receiving at least 120 credits for publications and conference participation) and teaching practice (maximum 20 credits). All students must submit and successfully defend a doctoral thesis in order to obtain a doctoral (PhD) title.

Upon successful completion of the program, students are awarded a PhD degree in Public Administration Sciences. Besides providing top-quality postgraduate education to our students, the Doctoral School’s mission is to establish a national centre of excellence for the research of public administration that meets the highest standards of the international scientific community.

Doctoral School of Military Sciences

The Doctoral School of Military Sciences was established in 1996 and focuses on the questions of military science regarding the activities within the defence sphere. This includes a wide spectrum of research fields from military history through security theories, to defence administration and national security.

Although the doctoral program of the School is primarily based on certain accredited MSc programmes of the National University of Public Service, the law on higher education enables the admission of graduates from other universities and with a scientific background related to military sciences.
The Doctoral School works in close cooperation with the Ministry of Defence, the Hungarian Defence Forces and with other organizations (e.g. the Hungarian Association of Military Science) that participate in research related to military sciences.

The international scientific recognition of the Doctoral School can be most easily demonstrated by the fact that the number of foreign students is increasing year after year. In recent years foreign students who have successfully completed their PhD studies have come from countries including France, Italy, and the People’s Republic of China, Slovenia, Ukraine and the United States.

**Doctoral School of Military Engineering**

The Doctoral School of Military Engineering focuses on fields of research that are specifically related to the military application of engineering. This includes the training and preparation for scientific research in various related fields ranging from basic and applied research and development, through technology and technology-transfer to technological innovation.

The Doctoral School of Military Engineering focuses on 7 areas of research, namely Military Engineering Infrastructures, Military Technology and Robotics, Defence Electronics and ICT, Environmental Security and Disaster Management, Military Logistics and Defence Economy, Security Technology, Defence Management.
1.3. International study programmes

Partial studies:

**Erasmus+** students’ mobility programme offers an excellent opportunity to spend an exchange period at NUPS. For more information please visit our homepage: [http://en.unineke.hu/erasmus-exchange](http://en.unineke.hu/erasmus-exchange) or check the programme description enclosed.

Duration: one or two semesters

**Academy Diplomacy of Budapest** programme is an intensive training programme designed to train experts who can actively contribute to effective diplomacy in public service. Please find more information enclosed.

Duration: one or two semesters

Degree programmes:

**International Public Service Relations Master Programme**

Duration: 2 academic years

The Master in International Public Service Relations programme aim is to have participants who are excellent students committed to public service, and who are not only able to learn the up-to-date training material of the courses but also to perform independent research in English. They are also required to have the ability to build links and networks in the multicultural environment of international students in order to facilitate their future career in public service or diplomacy. Please find more details about the programme enclosed.

**Summer School:**

Topic: Global Minority Rights

Duration: 1 week

This Summer School is envisaged as a space for meeting and consulting with authoritative academics, practitioners, civil servants and decision-makers, providing participants the opportunity to share their experiences and present their research projects for discussion.
1.4. Why study at NUPS?

UNIQUE EDUCATION on Public Administration, Military Sciences, Law Enforcement, International Relations and Diplomacy

Study in one of the most modern university of Hungary with brand NEW CAMPUSES

Gain a unique perspective from professors whose are prominent decision makers in Hungary’s public and administrative sphere

Immerse in Budapest’s diverse CULTURAL LIFE!

Your lecturers and tutors are passionate, brilliant, and dedicated to sharing their insights and discoveries with you

Award winner and best ON-LINE based education courses in Hungary

We’ll inspire and support you to achieve your best

You can join to more than 25 SPORTCLUBS and societies

Cross-institutional MENTOR NETWORK in support of all incoming international students in order to provide assistance from the very beginning of their arrival

NUPS brings together people from different backgrounds, adding fresh perspectives to certain problem solving

We build relationships with partner institutions and research centres across the world
1.3 About Hungary

Basic facts about Hungary

Official name: Hungary  
Area: 93 030 km2  
State form: Parliamentary republic

Neighbouring countries: Austria, Slovakia, Ukraine, Romania, Serbia, Croatia, Slovenia

Hungary joined the European Union on May 1st, 2004 and the Schengen Treaty on December 21st, 2007. During the first half of the year 2011 Hungary was fulfilling the Presidency of the Council of the European Union. Hungary is a member of OECD and NATO too.

Administratively, Hungary is divided into 19 counties with the capital city of Budapest being independent of any county government.

Climate in Hungary

Hungary's climate is continental usually with long hot summers and cold, humid winters. The average yearly temperature is 8-12 °C. On some very chilly winter days temperature can
decrease 10-20 °C below zero, especially in the hills, while in the middle of summer temperatures around 30-35 °C during the day are not unusual.

**Time zone:**
GMT + 1 hour

**Population of Hungary**
Hungary's population is around 10 million but unfortunately it's decreasing, the majority of the population live in Budapest around 1.8 million people.

**Religion**
Around two-thirds of the Hungarian people are Roman Catholic, about a quarter are Calvinist. The rest of the population is either belongs to the Lutheran, Jewish and Greek Orthodox. You may find small Muslim, Hindu or Baptist.

**Hungarian Language**
The official language is Hungarian which is part of the Finno-Ugrian language family and said to be one of the most difficult languages in the world.

Although the vast majority of the population is Hungarian, numerous ethnic minorities - Gypsies, Croats, Slovaks, Germans - live throughout the country who spoke their native language and do a lot to preserve their traditions. It has only two related languages in Europe: Finnish (Suomi) and Estonian (Eesti keel).

**Telephone**
- The international code for Hungary is 36.
- Making a phone call within the country: 06 - regional number - telephone number.
- The regional number of Budapest: 1
- Telephone numbers in Budapest consists of 7 digits while countryside numbers are 6-digit.

**Electricity**
Voltage is 220 Volt, frequency is 50 Hz.
Budapest
Budapest is a city of full of surprises and wonder, with its lively centre, pretty parks, majestic river, tall church spires, and lavish spas. Budapest is full of secrets to uncover, hidden spots to explore and old favourites to revisit.

Budapest is the capital of Hungary. It is situated on both sides of the River Danube, which is the second largest river in Europe. Budapest has 1.6 million inhabitants. Most of the Hungarian administrative, business, and economic activity are concentrated here.

The International Wine Festival, the Buda Castle Beer Festival, the Budapest Summer Festival, the Budapest Pálinka Festival, Sziget Festival, Formula 1, and one of the largest Christmas Markets in Europe are just a sampling of the best Budapest events lined up for 2014. No matter when you visit Budapest, there’s a fun event to explore.

Study in Budapest
Hungary is becoming an increasingly popular study abroad destination. Hungarian higher education has much to commend itself, among other things, its very strong tradition in the sciences. Beyond high quality education, Hungary also provides a lively and welcoming culture, a fascinating history and beautiful cities. For the past twenty years, thousands of international students have attended Hungarian higher education.

The Hungarian system of higher education is roughly split into the system of colleges and universities. Many colleges are directly affiliated with a university and operate as college faculties of the university. Universities generally award both college and university level courses.

Starting in 2005 and 2006, Hungarian institutions of higher education have started the transformation toward the regulations of the Bologna system. In the new system, both colleges and universities may launch bachelor, master and PhD programs provided that the necessary requirements are fulfilled. This also means that all awarded degrees are equivalent and transferrable throughout the EU and many other countries.

As in many other countries, some qualifications will not be available at bachelor level, but instead start with the award of a master degree. Examples of such qualifications are: medical studies, veterinary science, pharmaceutical studies and architecture to name a few.
Culture shock and Hungarian Culture

Moving abroad can be a very stressful experience, and the impact of moving from a familiar culture to an unfamiliar one is referred to as 'culture shock'. It can affect anyone and it's a normal process to go through. Culture shock can describe the combined effects of experiencing a new environment, meeting many new people and adjusting to life in another country.

We will be happy to help in this matter, and your buddy allocated to you by the University will be there to help you too but also please read some useful information you might want to know in order to be able to cope with culture shock.

Hungarian customs may be very different to those of your own culture.

Some examples:

• If you ever feel you are being asked personal questions, this is simply meant as part of the getting-to-know-you process.
• In public, Hungarians tend to behave reserved, cautious and skeptical.
• Close friends or relatives typically meet by kissing lightly on each cheek.
• In Hungary it is quite common to see couples kissing and holding hands in public.
• In more formal circumstances, meeting and greeting is much more traditional, in that handshakes and maintaining eye contact are considered the proper etiquette.
• Bear in mind that Hungarians sometimes openly study people around them. For instance, if waiting at a bus stop or on the train, don’t be alarmed if you appear to be a subject of interest for someone else.
• Touching another’s back, shoulders or arms in a non-intimate relationship is generally considered offensive and felt uncomfortable.
• Asking personal questions of a person met for the first time may be seen as improper and intrusive.
2. WHAT TO DO - PRIOR TO YOUR ARRIVAL

2.1. VISA

If you are a non EU – citizen, you need to have a VISA, type D prior to your arrival!

**General information**

Hungary is a member of the Schengen Area, therefore if you have a valid Schengen visa (i.e. you have not surpassed the validity date, the number of days and the number of entries permitted) then you can use it to travel to Hungary as well.

*We would strongly recommend you to apply for a visa as early as possible!*

Please note that in certain cases the visa procedure could take up to 60 days (in accordance with Article 23 of the Visa Code).

**Where to apply for a Schengen visa to Hungary**

Applications may be submitted directly at the Consulate.

If you want to visit one Schengen country you should apply for a visa at the Consulate of that country. If you wish to visit several Schengen countries you should apply at the Consulate of the country where you intend to stay for the longest period of time. If you intend to visit several Schengen countries but no main destination can be determined you should apply at the Consulate of the Schengen country whose external border you will cross in order to enter the territory of the Schengen Area.

Applications should be lodged at least 15 days before the intended journey. Please note that neither the Consulate nor the Visa Centre takes any responsible for applications submitted less than 15 days before this date and the Consulate reserves the right to send back such applications without making any decisions on them.

**How to apply for your VISA**

Applicants are advised to book an appointment to submit an application (appointments can be booked on-line).

2.2. Get in touch with your Mentor

**Erasmus Student Network - Mentor Programme of the University**

The Mentor Programme of the University recently became member of the Erasmus Student Network (ESN) which reflects well the proficiency of our Programme.

The University is designed to provide consistent, high-quality and appropriate academic advising, monitoring, mentoring, nurturing and coaching to ensure your academic and personal success. Therefore the University has a mentor programme in order to ensure all international students to have a calm and enjoyable stay at our University and also in Budapest. Our University is piloting a cross-institutional mentor network in support of the incoming international and EU students providing assistance from the very beginning of their
arrival in order to integrate them into the student’s life of the University, into research programme, into academic student’s societies depending on their interest.

2.3. Select your Housing Options
International students who will be incoming freshmen can choose to live in the University’s dormitory or rent a flat independently.

Students of the Faculty of Military Sciences and Officer Training
9-11 Hungaria Blvd. Budapest 1101

Students of the Faculty of Law Enforcement
Farkasvölgyi str. 12, 1121 Budapest

Faculty of Public Administration, the Faculty of International and European Studies
Ludovika Residence Hall - Orczy str. 1., 1089 Budapest

Features of the dormitories:
• A comfortable and well-furnished room contains a desk, side table with lamp, storage space for your clothes.
• Self-catering; Kitchens are commonly shared on each floor
• Washing machines are common and located on each floor
• Common area in the central hall
• Bathroom for each room
• Students living in the dormitories may have a bedroom to themselves (single room) or share with a roommate (double room).

Rent a flat
If you wish to rent an own flat, our Tandem Programme can support you and your mentor is happy to assist you seeking private accommodation, and showing you different centralised database of private sector accommodation available for rent. A private accommodation is about EUR 250 – 400 per month per person, depending on the size and location of the flat as well as on the number of students sharing it. If you wish to have more information regarding the internet sources and your possibilities, please do not hesitate to contact us.

Please understand and accept that if you wish to find your own accommodation we will do our best to meet your preference but no guarantee can be given.

2.4. Health Insurance
All international students are recommended to insure themselves in their home country.

Residents of the European Union, Iceland, Norway, Liechtenstein and Switzerland, who are entitled to health care under the National Health Service or mandatory health insurance scheme of their respective countries of residence, are entitled to receive health care in Hungary. Such health care applies to:
• treatment which is deemed necessary on medical grounds
• treatment provided during the temporary stay in Hungary
• treatment which takes into account the nature of the benefits required and the expected length of stay

Medical treatment, which becomes necessary during the patient’s temporary stay in Hungary, is free of charge. In cases of doubt the health care provider shall decide whether the needed treatment is medically necessary during the expected duration of the stay in Hungary. However, by virtue of the decisions of the European Commission (2004/481/EC and 2004/482/EC), all treatments are deemed necessary in case of dialysis, oxygen therapy, pregnancy and childbirth. For obtaining treatment under the same conditions as Hungarian insured persons, a European Health Insurance Card (EHIC) or the Provisional Replacement Certificate (PRC) must be submitted to the health care provider.

What to Pack?

- Important documents (passport, visa, itinerary, plane tickets, etc.)
- Purse with $100 in local currency (make sure you have enough cash for a few days until you can find an ATM)
- Extra eye glasses/contacts, sunglasses
- Enough prescription drugs for the length of your stay (You will need to check to make sure you can bring them into the country and that you have proper documentation, i.e. a doctor’s note)
- Backpack (for day trips and daily use) – You should use this as your carry-on so you’ll have less luggage.
- Gifts for your host family and others
- Computer w/charger
- Cell phone (simple, cheap)
- Camera w/cords and charger
- Adapters (changes the shape of the electrical plug) /converter (reduces or increases the current’s voltage)
- Umbrella or rain coat
- Watch

Clothing / Shoes (two weeks’ worth) suit for the four seasons in Hungary (Temperature may change from -15°C to +25°C between January and May)

Jeans, sweaters, t-shirts, long sleeve shirts (make sure they are good for layering), underwear, pyjamas, warm slippers, socks, swimsuit, one set of workout clothes, coat/jacket (water resistant with zip pockets and removable lining), one nice outfit (dress pants/skirt/dress) for special/formal occasions, decent walking shoes, flip flops (especially for showering at hostels or baths), warm hat, gloves and scarf (for colder climates).

Toiletries (If you aren’t picky, a lot of these items can be found in your host country)

Shampoo/conditioner, toothbrush/toothpaste, soap, deodorant, disposable razors (and other shaving supplies, brush/comb (and hair ties if you have long hair), tissues, feminine products (one month’s worth), contraceptive, over-the-counter medicines (aspirin, anti-diarrhoea, anti-nausea, etc.), nail clippers and nail file, suntan lotion.
3. WHAT TO DO - WHEN YOU ARRIVE

3.1. In the airport
There is one airport situated in Budapest with two terminals, terminal A and B, formerly known as Budapest Ferihegy International Airport (Hungarian: Budapest Liszt Ferenc Nemzetközi Repülőtér). It is by far the largest of the country's four commercial airports. The airport is located 16 kilometres (9.9 mi) east-southeast of the centre of Budapest and was renamed in honour of Ferenc Liszt (Hungarian composer) on the occasion of the 200th anniversary of his birth.

Luggage
Please note that the following items should be kept with you at all times during your journey to Hungary: your ticket, passport, (visa if applicable). Carry these documents in your hand luggage so that they are easily accessible. Remember that luggage may be roughly handled on its way here, make sure that suitcases, are securely strapped and have clearly typed labels with your name and the address. Also, make sure that you do not exceed the weight limit for luggage on the plane otherwise you will be required to pay for "excess baggage". On most European flights the limit is 20 kg and for those coming from outside of Europe, the limit is usually two pieces of luggage, each weighing no more than 30 kg, but please check the airline regulation carefully before you start packing.

3.2. Residence Permit
Foreigners intending to stay more than 3 months in Hungary may apply for resident permit for the Purpose of Study AFTER your arrival to Budapest. You should go to the Office of Immigration and Nationality.

Office of Immigration and Nationality
Address: 1117 Budapest, 60 Budafoki Street
P.O.box: 1903 Budapest, Pf. 314.
Residence permit for studying purposes can be issued for a person, who wishes to reside in Hungary to study on full-time basis in an accredited higher educational institute.

You need to have Residence Permit for the Purpose of Studies if you are not an EEA nationals or you do not accompany family members of EEA citizens and Hungarian citizens.

### 3.3. Opening a bank account

Exchange rates may vary so you are advised to check them in advance. They are always available on websites of banks as well. Smaller shops also accept bank cards and paying with paypal is becoming more and more widespread, mainly in the capital and in larger cities. Banks are usually open from 8.00 am to 16.00 pm. At weekends and on national holidays banks are closed.

Approx. Exchange rates:

- 1 EUR = 310 HUF
- 1 USD = 225 HUF
- 1 GBP = 380 HUF

**What sort of bank account should I open?**

NUPS does not endorse or recommend the services of any bank in Hungary. We would encourage you to open a bank account with some major banks in Hungary and be familiar with the special conditions for the students.

**What do I need to open an account in Hungary?**

You will need to have your passport or personal ID (concerns to EU Citizens).

**What does ATM stand for?**

ATM stands for Automatic Teller Machine. The use of ATM machines is common in the country; cash can be withdrawn at post offices as well. It is necessary to pay attention which ATM you use, because ATMs not affiliated with your bank can charge higher commissions. Furthermore, you can change money in banks or private money exchange offices.

**What are the most common fees associated with the card?**

Replace the card, new PIN code, card blocking fee. There are higher fees for USD and EUR cards.

**Should I open a foreign currency account (US dollar, EUR, etc.) at Hungarian banks?**

Yes, if you receive your stipend in EUR and have no own EUR account. Not necessarily, if you receive your stipend in HUF. See what the conditions are and compare them with each other before deciding.
4. STUDENT LIFE

4.1. Student Card
You can apply for an international student ID prior to your arrival to Hungary. There is a wide range of benefits, discounts and services that are available for ISIC cardholders.

Learn more at: http://www.isic.org/about-us/

You can apply for a temporary student ID or certificate during your stay in Hungary. The faculties have different practices for issuing these documents. Please ask your faculty Erasmus/Program coordinator for more information.

4.2. Sport at the University
The National University of Public Service can proudly claim to be a ‘Sporty University’ as students enjoy a wide range of possibilities to spend active leisure time at every faculty, besides their compulsory Physical Educations lessons.

Sport Facilities
The National University of Public Service currently has three faculty sports centres, one at each faculty and a central university sport centre as well. Hence there is a wide choice of indoor and outdoor sport facilities on campuses including a swimming pool, gyms, weights rooms, a tennis court and a sauna. Sport facilities are open for every student, instructor and employee.

The four sport centres provide a wide range of sport opportunities: ball games (basketball, football, volleyball, handball, badminton and tennis), combat sports (judo, thai box, tanfakarate, ju-jitsu, aikido, kyokushin) aerobic, table tennis, indoor climbing, swimming, strength development and cardio training, equestrian sport, shooting sports, fencing and hiking.

The New Ludovika Campus development project includes new sport complex such as an indoor shooting range, fencing hall, a riding course, new track and field stadium and a swimming pool which are supposed to be finished by 2015.
**NKE Sport Association**
The NKE Sport Association has been operating since October 2012. Its fundamental aim is to facilitate university sports life, to ensure healthy and cultured leisure spending for its members, to ensure place for those high level athletes who compete on national or even international championships.

The Association comprises 9 different regular sport departments including basketball club, fencing club, swimming club, trekking club etc. The military historical societies of the University have also joined to the association recently.

The Association has a key role in establishing University’s ‘Athlete Life Programme’. The aim of the programme is to support athletes and to provide opportunity to have their own course and examination schedule. Enhanced support for maintaining good work life balance and to harmonise learning and competitions is provided within the framework of the Programme which provides greater opportunity to achieve outstanding performances at national and international competitions as well.

**4.3. Internet access**
Free wifi is available in all campuses and dormitories of NUPS that can be used with your “Neptun” (Students Registration System) account.

The International Relations Office and the IT colleagues are ready to help you with it.

**4.4. Library**
International students can use the library free of charge after registration. The library is equipped with computers, internet access, and copy machines. Printing and photocopying are fee-based services for all students.
Main scientific and educational subscriptions:
• Jane’s databases
• Proquest Military Collection
• Encyclopaedia Britannica
• EIS databases
• EBSCO databases
• Hungarian Parliamentary databases
• Bruxinfő
• Arcanum Digital Knowledge Base (ADT)

Library’s own developed databases (Hungarian)
• Database on Security and Defence Policy
• Database on Military Sciences
• NATO documentary database
• Dissertations, thesis as database
• Entired dissertations
• Database on journals
• Database on notes
• Database on social sciences
• Király Béla databases

Central University Library
Ludovika sq. 2., 1083 Budapest
Office hours at the Central University Library
Phone: 432-9000/29-214 or 29-143
E-mail: konyvtar@uni-nke.hu
MONDAY 10.00 – 18.00
TUESDAY 10.00 – 18.00
WEDNESDAY 10.00 – 18.00
THURSDAY 10.00 – 18.00
FRIDAY 10.00 – 15.30

Libraries at the faculties

Library at the Faculty of Military Sciences and Officer Training
9-11 Hungaria Blvd. Budapest
1101 Contact: 1581 Budapest, Pf.: 15.
Library at the Faculty of Law Enforcement
Farkasvölgyi str. 12., 1121 Budapest
Contact: 1534 Budapest, Pf.: 27.
Phone: +36 (1) 392-3593
Fax: +36 (1) 392-3593/19-226

Library at the Faculty of Public Administration
Ménesi út 5., 1118 Budapest
Contact: 1519 Budapest, Pf.: 275.
Phone: +36 (1) 432-9000/
Fax: +36 (1) 386-9474
E-mail: ktk.konyvtar@uni-nke.hu
Enrolment: +36 (1) 432-9000/20146
Lending at the library: +36 (1) 432-9000/20199, kozig.kozi@uni-nke.hu
Information service: +36 (1) 432-9000/20143

4.5. Alumni Association
The National University of Public Service (NUPS) established its Alumni Association for NUPS’s and its predecessors’ former students, professors, fellows, lecturers, teachers and those who previously worked closely with the university in order to:

• enhance further cooperation between the Association and NUPS
• continue the inherited values and spirituality of the university community
• advance the institutional identity
• build a network between the graduated and the current students
• support and develop the study perspectives of the current student
• contribute successfully to the mission and new challenges of the university.

In addition to our graduated students NPUS’s and its predecessors’ all former and current professors, teachers, fellows, employees and current students with four successfully obtained semesters can become the member of the Association.
Since 2013 the Association has been paying special attention to the information sharing for its membership through developing a new digital platform. In order to achieve this goal Alumni-site was established on the NUPS’ main website where all relevant, updated information about the Association are available. This site even provides an on-line registration facility which simplifies joining the Association. Both the rules and privacy statement and the on-line registration space are available under www.unine.hu/szolgaltatasok/alumni link.

4.6. Travelling in Budapest and in Hungary

By train
The main Railway Stations are “Nyugati”, “Déli” and “Keleti”. The Hungarian railway network, MÁV, is accessible through www.elvira.hu.

By bus
There are several international bus lines to Budapest, arriving to “Népliget”. The main international lines are Eurolines or Orange Ways. The domestic bus line is Volán, accessible at www.volan.hu.
Public Transportation in Budapest

There are 4 metro lines and several tram and bus lines across the city. The same ticket is valid for all means of transportation.

While traveling on Budapest public transport you can opt for the following:

- a single ticket: 350,- HUF
- a Budapest 24-hour travel card (1,650,- HUF)
- a 7-day travel card (4,950,- HUF)
- a 14-day pass (6,300,- HUF),
- a monthly Budapest pass (9,500,- HUF). The monthly pass allows you to travel day and night on any vehicles run by BKV (Budapest Transport Limited). Please note that you will get a Student Card which will enable you to get student discount of monthly Budapest pass.

One single ticket is valid for one uninterrupted journey of up to 60 minutes, whereas a pass is good for unlimited travel in Budapest.

Tickets and passes can be purchased at major Metro stations, such as Deák Tér. Tickets can be validated by means of meters on board of buses and trams or at entrances of metro stations. The validated tickets should be kept till the end of the trip and handed over to the controller on request. It is cheaper to buy a 10-piece discount coupon book ("gyűjtőjegy": 3,000, - HUF) than buying the single tickets separately.
Important:

You must have a ticket or a valid pass before boarding the vehicles. The tickets should be validated by the punchers before starting your trip on the Metro lines, or right after embarking other means of transport. BKV officials are authorized to check the validity of your ticket or pass any time during or after your trip. Passengers without valid ticket or pass are to pay a heavy fine - 16.000,- HUF (approx. 55 euros) on the spot.

Night buses are operating during night too in Budapest.

For more detailed information please visit:

http://www.bkv.hu/en/

**Taxi**

- Taxis can be hailed on the street, but it is cheaper to call in advance.
- Base fare: HUF 450 / Price per minute: HUF 70; Price per kilometer: HUF 280
- Citytaxi: (+36-1) 211-1111 Főtaxi: (+36-1) 222-2222
- Budatáxi: (+36-1) 233-3333 Tele5 taxi: (+36-1) 355-5555

**4.7. Emergency numbers**

- Ambulance: 104
- Police: 107
- Fire service: 112
- 24-hour English-language crime hotline: +36 1 438 8080
- English language telephone directory service: 191
- International operator: 199

**4.8. Official Holidays and important dates**

- New Year’s Day (1 January)
- Memorial Day of the 1848 Revolution (15 March)
- Official Day of the University (27 March)
- Easter (6 April)
- Labour Day (1 May)
- Pentecost Monday (9 June)
- Day of the Hungarian Statehood (20 August)
- University Sport Day (1 October)
- Memorial Day of the 1956 Revolution (23 October)
- All Saints’ Day (1 November)
- Christmas (25-26 December)

**Contact**

Central Phone Number: +36 (1) 432-9000
Postal Address: 1441 Budapest, PO Box 60
Address: 2 Ludovika sgr, 1083 Budapest
E-mail: exchange.international@uni-nke.hu

International Relations Office
Address: 2 Ludovika sgr., 1083 Budapest, 2nd floor, Rm 249.
Phone: +36 (1) 432-9000 / 29778
E-mail address: exchange.international@uni-nke.hu