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|  | **Pázmány Péter Catholic University****Faculty of Humanities and Social Sciences****International Office**Address: Mikszáth Kálmán tér 1, 1088 Budapest, HungaryTel: +36-1-235-3035 E-mail: international.office@btk.ppke.huInstitution’s Reg. No: FI79633 |

**Fall Semester 2015**

**INFORMATION SHEET**

**about the administrative procedure for the students of the dual MA programme „International Studies – Governance, Leadership and Democracy Studies” starting their studies at the Pázmány Péter Catholic University**

1. **Nomination, application**
* Nomination is managed by the coordinator of the home university until 30 June 2015.
* Students should send the following documents scanned to the PPCU coordinator per e-mail until 20 August 2015:
	+ - Completed Application Form
		- Learning Agreement filled in with the support of the coordinator of the home university
		- Transcript of records about your previous studies in English
		- Certificate of your student status issued by the home university in English
		- Copy of your ID card or passport
		- Certificate of BA studies and its translation in English
		- **Signed Acceptance Request**
		- **Credit Transfer Request** (the yellow parts should be filled in; other parts will be filled in by us and sent back to you for signature)
1. **Enrolment**
* Students should enrol at the Study Registry Office of the Faculty of Humanities and Social Sciences (1 Mikszáth Kálmán tér, 1088 Budapest) on 24 August 2015. (We will inform you about the name of officer and the room number you should ask for in advance.)
* Students should bring with them the original copy of the following documents:
	+ - Transcript of records about your previous studies in English
		- Certificate of your student status issued by the home university in English
		- ID card or passport
		- Certificate of BA studies and its translation in English
		- **Signed Acceptance request**
		- **Signed Credit Transfer Request**
* Students get the student regulations and the detailed academic calendar for the fall semester.
1. **Registering for the courses**
	* For students, a personal code will be generated at the Neptun system (online university study system) and after their arrival you should register yourselves in this system.
	* Students should register for the courses they wish to attend according to their Learning Agreement in this system and later they have to register for the exams here.
	* Period for registering for the courses is between 9am, 27 August 2015 and 2pm, 11 September 2015. After this deadline students should pay a fee for registering.
2. **Orientation week**
* Between 31 August and 5 September 2015, the International Office organizes an orientation week for foreign students starting their studies in the fall semester. During this week, you can learn a lot about the University, Hungary, Budapest, the Hungarian traditions and cuisine and get to know your fellow students.
1. **Study period and exams**
	* The study period is between 31 August 2015 and 12 December 2015, the exams are in January and February 2016.
	* During your stay at the University, you can turn to the officer of the Study Registry Office you meet at the enrolment with every question regarding your studies.