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1. Welcome note

It is a pleasure to welcome you at ELTE University. We are proud that you have chosen our university as your temporary new academic environment. We hope to make your stay in Budapest an exciting and valuable experience. Being one of the major universities in Hungary, our university can provide you with high-quality academic teaching. We wish you a fruitful stay at ELTE and hope that you will feel at home with us. May this be a unique experience which inspires you to come back for a visit to Budapest and ELTE University at any time!





2. Enrolment for the Master program in European and International Business Law

Friday, September 22, 2017, 9:00 AM

Office: Faculty building in Kecskeméti utca 10-12. (in the lobby of the building you will find further information in which room enrolment will take place)

Which documents to bring?

- original diploma or its certified copy and a copy of the diploma
- original certification of your English language or its certified copy and a copy of it
- an ID photo
- identity card and a copy of it
- enrolment form from Neptun (*see page 5*)

NEPTUN System Neptun is a uniform documentation system for students and lecturers that all students are bound to use. It is a virtual space to register for exams, to download teaching material, to see the results of your exams. You will get a Neptun code from Educational Management Office by mid August by e-mail. In order to get acquainted with the functioning of Neptun, please consult the Neptun user guide at:



HWEB_EN_Neptun_user_guide_for_studer

To get more information about Neptun go to: <https://neptun.elte.hu/>



3. First semester

3.1 Active period:

11/09/2017 – 15/12/2017

3.2 Course registration

You can only register for courses if you have an active status in NEPTUN. You can activate your status yourself.

If you have Neptun code and Neptun password click on this website:
https://neptun.elte.hu/index_en.html

and follow these steps after entering the Neptun:

1. Click on the „Administration” > „Enrollment/Registration” > you will see: „European Human Rights”, click on the „+” at the end of the row > click on the „register”
2. Click on the „Information” > click on the „General forms” > you will see „Beiratkozási lap” – in Hungarian, - and click on the „+” at the end of the row > click on the „print” (nyomtatás – in Hungarian). Please take these documents with you to the enrolment on 11th of September at 9 a.m. (1053 Budapest Kecskeméti street 10-12)

Period open for course registration:

06/09/2017, 7.00 PM – 08/9/2017, 4.00 PM

Course registration's steps:

1. Enter into the Neptun
2. Click on the „Subject” > „register for subject”



NEPTUN
Egyetem Tanulmányi Rendszer

Education Admin. Neptun Meet Street

Personal data Studies **Subjects** Exams Finances Information Administration

Messages
Inbox (1)
Sent messages
Settings
Directory

Favourite functions

Calendar
September 2014

Register for subject
Registered subjects
Taken courses
Register for subject
Tasks
Offered grades

Currently offered only: Yes, Terms: 2017/14/2, Subject type: Subjects from curriculum, Curriculums: All, Subject group: All, Subject name: Recent, Language: All

Terms: 2017/14/2

Subject type: Subjects from curriculum All subjects

Curriculums: All

Subject group: All

Language: All

Period start: Monday

Period end: Monday

Subject name: Recent

Subject code:

Course lecturer:

Course code:

List subjects

Actions: Add to favourites

3. You have to choose term: 2017/2018/1

4. Point at the „All subjects” or Write the subject name for example: recent – in this case you have to search every subject.

NEPTUN
Egyetem Tanulmányi Rendszer

Education Admin. Neptun Meet Street

Personal data Studies **Subjects** Exams Finances Information Administration

Messages
Inbox (1)
Sent messages
Settings
Directory

Favourite functions

Calendar
September 2014

Register for subject
Filters
Subjects currently offered only: Yes, Terms: 2014/15/1, Subject type: Subjects from curriculum, Curriculums: All, Subject group: All, Subject name: Recent, Language: All

Subjects currently offered only:
Terms: 2014/15/1

Subject type: Subjects from curriculum All subjects

Curriculums: All

Subject group: All

Language: All

Period start: Monday

Period end: Monday

Subject name: Recent

Subject code:

Course lecturer:

Course code:

List subjects

Actions: Add to favourites

Subjects from curriculum 2014/15/1(All)

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes	Term min	Term max	Fulfilled	Registered	Register for subject	Waiting list
The Recent Case-Law of the European Court of Justice	LM1:ECJ	LM1 1. sz.	1	4		Obligatory						Register	

Number of results: 1/1 (640 ms)

5. Click on the „list subjects”

6. You can see the subject name under the box and click on the „register”



3.3 Subjects of the first semester:

- EU Competition Law/LM1:COMP/
- The Free Movement of Persons and Goods /LM1:FMGP/
- The Free Movement of Services and Capital /LM1:FMSC/
- The Institutional and Legal Fundamentals of the European Integration, Introduction to International Business Law /LM1:INT/
- The Recent Case-Law of the European Court of Justice /LM1:ECJ/

Alternative courses I. (it means that you can register either for the first or for the second course and can not take both):

- Attorneys and Legal Services in the European Union /LM1:xOPL(1):01:ALS
- OR**
- English Legal Writing /LM1:xOPL(1):02:ELW

Please note that Legal English Writing and Attorneys and Legal Services in the European Union are practice oriented seminars where your presence is needed.

Alternative courses II. (it means that you can register either for the first or for the second course and can not take both):

- European Consumer Protection Law /LM1:CONS
- OR**
- Social Policy and Social Rights in the EU /LM1:SOC



Please note that the number of participants for each group is limited. If the limit is reached for the course you wanted to join you have to choose the other course.

After selecting the courses make sure that the course list is correct, print it out and keep it.

3.4. First day of teaching

Friday, September 22, 2017, 11:00 AM

Kecskeméti utca 10-12, Budapest 1053, 2nd floor, room B/7, „B” Building

3.5. Information about exams and teaching material

Exam period: 18/12/2017 – 02/02/2018

For subjects of the **first semester** you will have 5 exams. Please note that some subjects are joint for examination meaning that they form part of a single exam. Under the exam period the following exams will take place:

- Introduction into international business law and European economic law (joint exam) (LM1:INT)
- Free movement of persons and goods (joint exam)(LM1:FMGP)
- Free movement of services and capital (LM1:FMSC)
- Competition law(LM1:COMP)
- Recent case law of the European Court of Justice(LM1:ECJ)

As English Legal Writing and Attorneys and Legal Services in the European Union are seminars, you do not have to register for exam in these subjects but will receive a mark at the end of semester.

3.5.1 General information about the exam

The latest possible time for registration is 24 hours before the exam.



For preparing to the exams you are invited to consult

- reading material
- ppt of courses uploaded to Neptun (not all lecturers use ppt presentations, it is the free choice of the lecturer)
- your notes taken during lectures

4. Second semester

4.1. Active period:

12/02/2018 – 18/05/2018

4.2. Course registration

You can only register for courses if you have an active status in NEPTUN. You can activate your status yourself.

Period open for course registration:

From the end of January 2018 to mid February 2018

Course registration's steps:

1. Enter into the Neptun
2. Click on the „Subject” > „register for subject”



3. Opt for: 2017/2018/2

4. Point at „All subjects” or Write the subject name for example: recent – in this case you have to search every subject.

5. Click on the „list subjects”

6. You can see the subject name under the box and click on the „register”



4.3. Subjects of the second semester:

- Corporate finance (LM1xOPL(1):03:CF)
- Company law (LM1:ECL)
- Private International Law (LM1:PIL)
- International and European harmonisation of contract law (LM1:CONT)
- Regulation of contracts for the international sale of goods (LM1:CONT)
- International, European and American protection of copyright and industrial property (LM1:IPR)
- International commercial arbitration (LM1:ARB)
- The law of multinational enterprises (LM1:ARB)

Alternative courses (it means that you can register either for the first or for the second course and can not take both):

- State aid monitoring in the EU; Merger Control rules and practice (LM1:MERG)
- OR**
- International carriage of goods (LM1:CAR)

Please note that the number of participants for each group is limited. If the limit is reached for the course you wanted to join you have to choose the other course.

After selecting the courses make sure that the course list is correct, print it out and keep it.



4.4. First day of teaching

Friday, February 16, 2018, 9:00 AM

Kecskeméti utca 10-12, Budapest 1053, 2nd floor, room B/7, „B” Building

4.5. Information about exams and teaching material

The exam period: 22/05/2018 – 07/07/2018

For subjects of the **second semester** you will have 7 exams. Please note that some subjects are joint for examination. Under the exam period the following exams will take place:

- Private International Law (LM1:PIL)
- Company law (LM1:ECL)
- Corporate finance (LM1:CF)
- International, European and American protection of copyright and industrial property (LM1:IPR)
- International commercial arbitration; The law of multinational enterprises (joint exam) (LM1:ARB)
- International and European harmonisation of contract law; Regulation of contracts for the international sale of goods (joint exam) (LM1:CONT)
- Merger control rules; State aid monitoring in the EU (LM1:MERG)/International carriage of goods (LM1:CAR)

4.5.1. General information about the exam

The latest possible time for registration is 24 hours before the exam.

For preparing to the exams you are invited to consult

- reading material
- ppt of courses uploaded to Neptun (not all lecturers use ppt presentations, it is the free choice of the lecturer)
- your notes taken during lectures



5. Tuition fee for the Master program in European and International Business Law 2017/2018

The tuition fee for the 2017/ 2018th academic year is 309,000 HUF/semester. The fee for the first semester is to be paid not later than 15 October 2017. The fee for the second semester is to be paid not later than 15 March 2018.

PAYMENT

Bank Transfer - from any bank account to the ELTE's Collector account.

How to do the transfer:

1. All money has to be transferred to the Collector account of ELTE. You can find your invoice in Neptun. Your invoice includes details about your options for making a payment.
2. A message informs you about the success of the transfer (The transferred money appears in the Neptun in 1-2 days under <https://neptun.elte.hu>->Finances->Payment)
3. You have to approve the transfer. After the amount appears, you have to check the square which is next to your dues, then click on 'next', and then on 'pay in' – if you have the message 'Successful payment', then the payment is done.

Contact: quaestura@quaestura.elte.hu

6. Student ID

Student card application (first one or lost)

1. You can apply for student ID at the Registration Office (in Hungarian: *Okmányiroda*)

List of offices nearby: <http://www.kozuleti.com/hun/hasznos.php?m=okmany>

There they will take a photo of you and register your personal data. You get a form with a unique code on the top right corner called NEK identifier. (Just tell them you would like to apply for a student card (in Hungarian: *diákigazolvány*) and they will help.



2. You have to register your application in Neptun:
Administration -> student card request -> add new
Here you have to add your NEK identifier;
If you choose your Hungarian address (do this only if you have a permanent address in Hungary with an official card) the card is going to be posted to this Hungarian address; in case if you give your home address (your permanent address in your country) because you do not have an official Hungarian address - the card is going to be posted to the Registration Office, where you applied for the NEK form.
Do not choose a second institution when you fill out the request.
3. The price of the card (1400 HUF) will appear on your joint account in maximum 2 weekdays. You can check this in the NEPTUN system (Finances->Payment).
4. You can fulfil the payment through a transfer to

Eötvös Loránd Tudományegyetem

IBAN: HU22 1003 2000 0142 6201 0112 0008

SWIFT: MANEHUHB

BIC: HUSTHUHB

Currency: HUF

Notice/Topic: NK- your neptun identifier code with capital letters

Amount: 1400

The amount is going to be on your NEPTUN joint account in 2-3 weekdays. When it is there (you get a system message about that) you go to *Finances -> Payment* here you insert the amount and click on "*pay in*". After you have paid your card is hopefully ready in 2-3 months if uncomplicated. Meanwhile you can go to Questura Office (Budapest, Ferenciek tere 6, 1053.) for a temporary student card, which is valid for 60 days, so you may have to go for this more than once.

Should you have any additional question concerning the NEK form, contact the Questura Office and they will help you in applying for the card.

7. Thesis requirements for the Master program in European and International Business Law



A requirement of the Master program is the submission of a thesis approved by a thesis supervisor. The thesis supervisor must be a Faculty member or an external lecturer of the Master program. In certain cases the Professor in charge of the Master program might authorise the involvement of an external supervisor if justified by the specificity of the subject-matter of the thesis.

The thesis proposal (title of the thesis) must be approved by the thesis supervisor.

The thesis must be an independent research essay of 40 pages approximately (80 000 typewritten characters).

Students should work with the thesis supervisor to plan a timetable for submitting drafts for review so that the final approval can be achieved timely.

The thesis must be submitted in paper format (hard copy) and in electronic format (Pdf) at the Jogi Továbbképző Intézet (JTI) to Eva Laszlo after the thesis supervisor has given her/his final written approval for the thesis.

The thesis supervisor must give a written evaluation of the thesis for the final exam.

The thesis must be defended at the final exam. At the defence you should be able to answer questions concerning specific aspects of your thesis and present your main conclusions if needed. Your thesis will be graded by the final examination board taking into account the grading proposal of the thesis supervisor.

The thesis is graded from 1 to 5.

FORMATTING REQUIREMENTS OF THE THESIS

- Use a font size of approximately 12. The only exceptions to this font size are footnotes (not smaller than 9 point) and headings (not larger than 20 point);
- Black text is recommended;
- A table of contents is required;
- Chapters should follow a logical outline, with a clear distinction between chapters and main heads within chapters;



- Textual notes that provide supplementary information, opinions, explanations or suggestions that are not part of the text must appear at the bottom of the page as footnotes. The same is applicable for references to works cited;
- A bibliography, references, or works cited is required;
- Any of the standard style manuals may be used as a guide in formatting references to works cited in the thesis.
- You have to fill in the Declaration of Originality form.

8. State exam

In order to be admitted to the state exam you have to

- have acquired all 55 credits
- have submitted your thesis approved by your supervisor

The state exam is composed of three parts:

- Defence of the thesis
- Oral exam in internal market law (free movement of goods, persons, services and capital, competition law)

Oral exam in transnational commercial law (regulation of contracts for the international sale of goods, international and European harmonisation of contracts, international commercial arbitration, the law of multinational enterprises)



9. Library

The Library's resources are available for students of the Master program. There is a selection of recently published books in European or International business law ordered especially for this program. Please remember to carry your ID card with you at all times.

Opening hours

Monday:	9.00-19.00
Tuesday:	9.00-19.00
Wednesday:	9.00-19.00
Thursday:	9.00-19.00
Friday:	9.00-16.00
Saturday:	9.00-16.00
Sunday:	Closed

Address: 1053 Budapest Egyetem tér 1-3 Ground floor

<http://konyvtar.elte.hu/web/en/node/479>



10. Contact

The general contact – Eva Laszlo - will help you to succeed in your Master studies. You can find her in Jogi Továbbképző Intézet, room 303, 3rd floor in the „A” Building Egyetem tér 1-3 Budapest 1053.

Eva Laszlo

General contact - JTI

Technical issues regarding the programme

Room 303, 3rd floor, „A” building Egyetem tér 1-3 Budapest 1053

laszlo.eva@ajk.elte.hu





11. Housing - Finding your private accommodation

Partner real estate agencies: Please have a look at the list of our partner real estate agencies and some basic information about them. These agencies help you find the right place for your stay in Budapest. When you contact the agencies, please mention that you are a student at ELTE. Please note that the amounts given are rough estimates of the rental fee without any utility costs.

1. www.huniversity.hu, e-mail: info@huniversity.hu
(Room, flat and flatmate finding very reliable company)
2. www.srs-budapest.hu, e-mail: info@srs-budapest.hu
(Rooms and flats available at around 200-230 EUR per person per month)
3. <http://ihomes.hu/>, e-mail: flat4rent.budapest@gmail.com
(Rooms and flats available at around 200-250 EUR per person per month)
4. <http://www.studenthousing.hu/>
(Rooms and flats available at around 300 EUR per person per month)
5. www.tower-rentals.com, e-mail: info@tower-rentals.com
(Flats available at around 400-600 EUR per flat per month)

If you are a doctoral student and you are staying in Budapest only for a short period of time, you may contact the following real estate agency:

www.hospitalityinbudapest.com, e-mail: info@hospitalityinbudapest.com

(Studios and 1-2-3-bedroom flats available for short term - from 3 nights to 2 months - at around 40 EUR per flat per night or 300-400 EUR per flat per month)

For a short stay:

As a temporary solution, you may contact the following hostel. In order to get a discount, please do not forget to mention that you are a guest student at ELTE University:

www.casadelamusicahostel.com, e-mail: hostel@casadelamusica.hu

(Bed available for 6-5-7 EUR per person per night)

The hostel and the agencies can provide you with all information in English.

Dormitory rooms for the whole semester:
In addition, our university offers dormitory rooms designed for two persons (at around 120-150



ELTE  **LAW**
EÖTVÖS LORÁND UNIVERSITY

Institute of Postgraduate Legal Studies
Phone number: +36 1 318-5912
laszlo.eva@ajk.elte.hu

EUR per person per month). Please note that this option is only available for a whole semester and the number of places is limited. If you are interested in this possibility, please contact Prof. Dr. Tibor Seifert, the Director General of the Dormitories via email at seifert@kollegium.elte.hu.
Dormitory information: http://www.ajk.elte.hu/en/studying_here/accommodation

We are looking forward to meeting you at ELTE!



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