**USEFUL INFORMATION**

**1. Who can you find with your problems?**

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| What kind of questions, problems can the International Office help me with? How can I contact them? | Contact: **international.office@ppk.elte.hu**[Lilla ÓDOR international coordinator](https://ppk.elte.hu/en/staff/lilla-judit-odor)Topics: information regarding the study plan of the academic year, academic requirements, students’ legal stay in Hungary, Neptun, student mobility, university services (life management support, equal opportunities, libraries, wifi, housing, health insurance, student card), or any personal issues regarding your studies. |
| What kind of questions, problems can the Registrar’s Administration Office help me with?How can I contact them? | Contact: bardoczky.david@ppk.elte.hu [Dávid BARDÓCZKY Student Affairs Assistant](https://ppk.elte.hu/en/staff/david-tamas-bardoczky)Topics: enrolment, student status certificate, tuition and other fees, transcript, late course enrolment, requests to the Academic Committee, requests to the Credit Transfer Committee, submission of thesis, certificates/confirmations on behalf of the university. |
| Institute of Research on Adult Education and Knowledge Management | Contact: dorner.helga@ppk.elte.hu[Helga DORNER director of institute, habil. associate professor](https://ppk.elte.hu/en/staff/helga-dorner)Website: <https://fti.ppk.elte.hu/en/>  |
| I have problems/questions regarding course registrations / exam registrations – where can I get help? | Contact: fti@ppk.elte.hu **Renáta LAKOS****,**head of secretariat**Ildikó OSZLÁNSZKI****,**institute administrator (education coordinator) |
| I have problems/questions regarding professional practice/workplacement – where can I get help?Internship – when and where? How long? What are the tasks? | Contact: internship\_hr@ppk.elte.hu [Luca Alexa ERDEI instructor](https://ppk.elte.hu/en/staff/luca-alexa-erdei)Website: <https://fti.ppk.elte.hu/workplacement>  |
| Student Union | Website: [**http://ppkhok.elte.hu/?page\_id=708**](http://ppkhok.elte.hu/?page_id=708) (*International*)In student initiation issues: class representation, mentor system, free time activities, scholarship applications. |
| Neptun doesn’t say where my class is. Who can tell me? | Teacher, first of all. Then, if you don’t succeed: **Ildikó OSZLÁNSZKI**.  |
| What university or faculty regulations are available in English language? | [**https://www.elte.hu/en/regulations**](https://www.elte.hu/en/regulations)Most important: [Academic Regulations for Students](https://www.elte.hu/en/dstore/document/1/ELTE_SZMSZ_II_EN.pdf) |

**2. Services**

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| What services can the library offer and how are they accessible?  | Library membership is free for every student of Eötvös Loránd University. Major online scientific databases, which provide access to the latest publications, are also available for students. The online databases can also be reached from home through the web services of the university.More information: [**https://www.ppk.elte.hu/en/library**](https://www.ppk.elte.hu/en/library) |
| Training and sport facilities at the university | Find more here: [**https://www.beac.hu/in-english/**](https://www.beac.hu/in-english/) |
| Is there a buffet in KAZY? Where can I eat lunch nearby? | There is a small catering service at basement and a microwave for free use as well. There are a lot of restaurants in the neighbouring streets offering ’napi menü’ (meal of the day/special offer).          |
| Restaurants nearby: | [**Bors GasztroBár**](https://www.tripadvisor.co.hu/Restaurant_Review-g274887-d3700225-Reviews-Bors_GasztroBar-Budapest_Central_Hungary.html)**,** [**Fat Mama**](https://fatmama.hu/en/)**,** [**Anyám szerint**](https://www.tripadvisor.com/Restaurant_Review-g274887-d8476034-Reviews-Anyam_Szerint-Budapest_Central_Hungary.html)**,** [**Hummus Bar**](https://www.tripadvisor.com/Restaurant_Review-g274887-d4173155-Reviews-or10-Hummus_Bar-Budapest_Central_Hungary.html)**,** [**Manouche**](https://www.tripadvisor.com/Restaurant_Review-g274887-d21296692-Reviews-Manouche-Budapest_Central_Hungary.html)[**Las Vegans**](https://lasvegans.eu/en/?gclid=Cj0KCQjwguGYBhDRARIsAHgRm48VJx4-zqeCZe98aKUaaWaMumWkrao3dW-LD2uHWUEwJBUV5Vg_ShcaAuVxEALw_wcB), [**Street fodd KARAVÁN**](https://www.tripadvisor.com/Restaurant_Review-g274887-d10678078-Reviews-Street_Food_Karavan-Budapest_Central_Hungary.html) |
| What wifi networks are available in KAZY? | There is a WIFI system available for ELTE students at the university. Since this service is provided for individual users you need a user name installed. This user name can be created electronically via the [**Online Custumer Service**](http://ugykezelo.elte.hu/) of the IT Directorate. **[Eduroam](http://www.eduroam.hu/)** network that you can have access to using your home Eduroam ID is also available at ELTE.To create your IT user name, which is your Caesar ID at the same time, you can log in to our Online Customer Service with your Neptun code and then set your IT user name and password that will be requested when you want to access ELTE wifi with your device.More details are available: [**https://www.elte.hu/en/it-support**](https://www.elte.hu/en/it-support). |
| What can I do if I feel I need help with personal issues / problems? | The university’s Counselling Centre provides free individual counselling to all ELTE students, also available in English. There is a possibility for individual or group consultations. More information is available on our website [**https://ppk.elte.hu/en/counselling**](https://ppk.elte.hu/en/counselling). Register via email: **counselling@ppk.elte.hu**.**Address:**1071 Budapest, Damjanich Street 41-43. C/114 |

**3. Contacts at the Institute of Research on Adult Education and Knowledge Management**

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| How can I find out about office hours of teachers? | Teachers’ office hours are available [on our website](https://www.ppk.elte.hu/en/units/institute-of-research-on-adult-education-and-knowledge-management). (Click on the teacher’s name.) |
| I need to consult a teacher urgently. Who can help? | You can write an email to the teacher to ask for an appointment or contact them directly @Teams |

**4. Joining the scientific work of the Institute as a student**

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| What research groups are there within the Institute? | * [**RESARCH GROUPS**](https://fti.ppk.elte.hu/en/content/research-group.t.11963?m=2326)
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| How can I join a research group? | You have to contact the head of the research group in order to join. |
| How can I be a demonstrator in a research group? | [There is a call for application for a demonstrator post](https://ppk.elte.hu/en/content/call-for-application-for-a-demonstrator-s-post.t.40401) at the beginning of each academic year. The deadline of submission is the middle of September. |

**6. Thesis**

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| Information regarding the thesis. | Topics and requirements are available [**on the website**](https://fti.ppk.elte.hu/humanresourcecounselling-ma)**.** |