

## Hungarian University of Sports Science



**Institutional information**

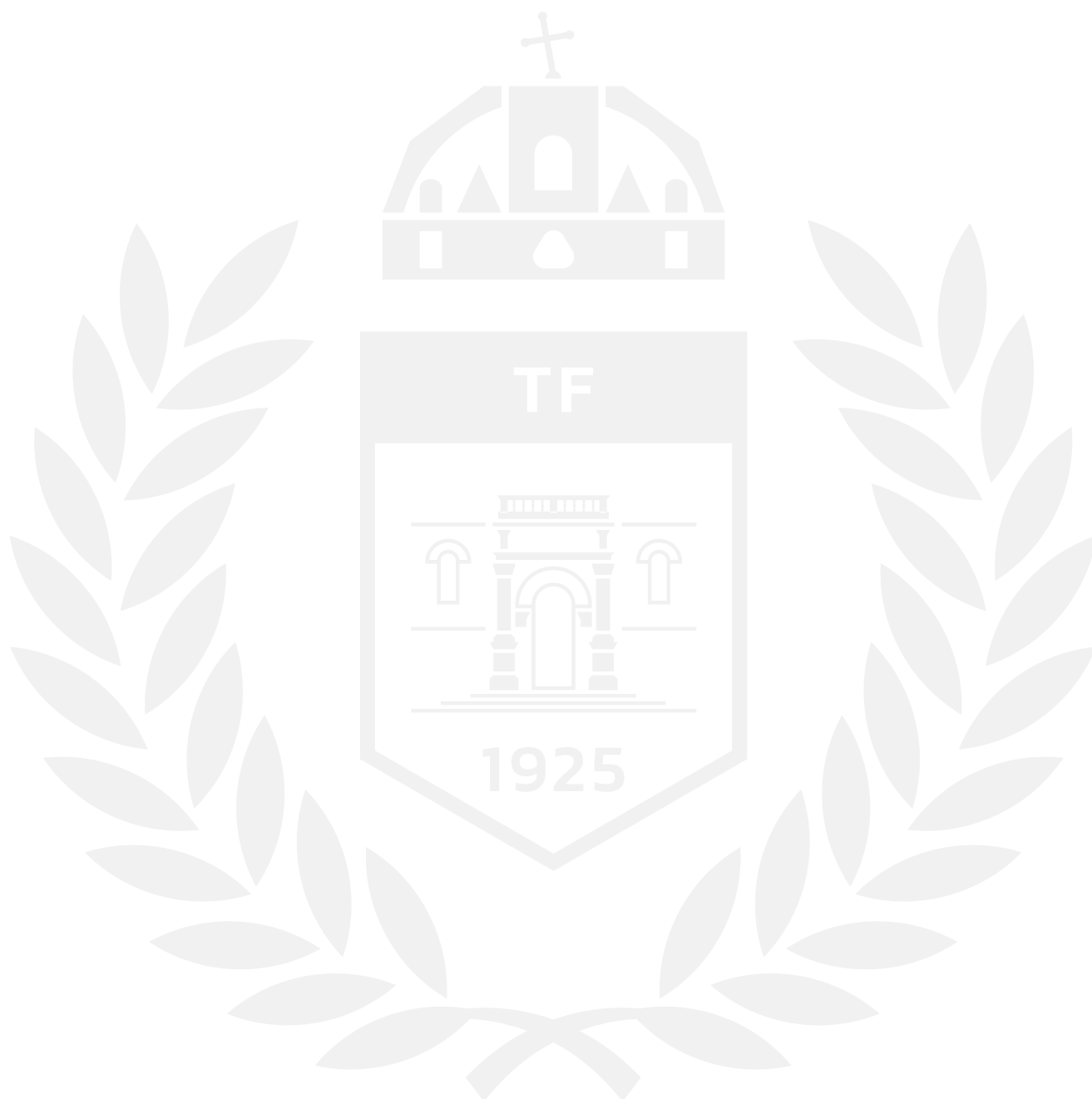
**Academic year 2024/2025**

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## CHAPTER ONE – GENERAL INFORMATION

### Basic data of the Hungarian University of Sports Science

Name: Hungarian University of Sports Science (hereinafter referred to as the University or the TF)

Address: 1123 Budapest, Alkotás str. 42-48.

Postal address: 1525 Pf. 69

E-mail: [info@tf.hu](mailto:info@tf.hu)

Phone: +36-1-487-9200

Website: <https://tf.hu/>

Identification number: FI89399

### General characteristics of the University

The idea of establishing the Hungarian University of Physical Education was already mooted at the turn of the century, but concrete preparations began only in the early 1920s, and the first academic year was officially opened in November 1925, thanks to the efforts of the founder, Kuno Klebelsberg, Minister of Culture.

Today, the University is a state-recognised private institution of higher education run by a trust. The University offers courses in two fields of study – sports science and teacher training. The institution is not divided into faculties. It currently has 3 bachelor's programmes, 6 master's programmes, a master's programme in physical education and adapted physical education teachers, an one-tier master's programme, a postgraduate specialisation programme and a doctoral school in sports sciences, with around 3,000 students.

### Specific conditions for training supported by a Hungarian state (part) grant

Participation in a course supported by a Hungarian state (partial) scholarship is conditional on students declaring in writing at the time of enrolment that they accept the specific conditions set out in Act CCIV of 2011 on National Higher Education. The costs of training with a Hungarian state scholarship are borne by the state instead of the student, in return for which the student fulfils certain conditions: on the one hand, he/she undertakes to obtain a degree within one and a half times the duration of the training from the start of the training, and on the other hand, he/she is obliged to maintain a domestic employment relationship for the same period as the Hungarian

state scholarship semesters within 20 years of successfully obtaining the degree. More information on the conditions can be found on [this page](#).

## General conditions of training contracts

The University and the student participating in a self-financed course shall conclude a training contract, which shall be drawn up in two originals. One copy shall be given to the student and the other shall be attached to the enrolment form. The Registrar's Office shall be responsible for the conclusion of the student contract. The general rules on the conclusion of contracts are set out in § 6 of the Reimbursement and Benefit Policy. The current texts of the University regulations are available on the University website under the [Official documents](#) section.

For self-pay training, a student training contract must be concluded

- with the student admitted to the course at the time of enrolment;
- to a student who has transferred from another institution, at the time of transfer;
- in the event of a change of course, if the institution is unable to transfer the student to a self-financed course due to lack of capacity;
- if the student has been reclassified from a publicly funded course to a self-financed course;
- if the student withdraws his/her declaration of enrolment in a state-subsidised course and agrees to participate in a self-financed course.

The student's co-payment fee will be charged in NEPTUN in one lump sum, which must be paid in one lump sum via NEPTUN by the end of the day before the registration period, except in the case of an application for payment by instalments. However, the deadline for payment of the first instalment of the co-payment will not change in this case. It is also possible to transfer the payment of the fee to a different account payer, in which case a separate procedure will apply and students will be informed in detail.

## The enrolment and registration procedure

### Enrol

You can become a student after admission or transfer by enrolment. Students who have been admitted to the University may only become students in the semester following the admission decision during the registration period, but no later than 14 October in the autumn semester and 14 March in the spring semester.

Students who have been accepted may establish student status after the decision on acceptance during the registration period, but no later than 15 September in the autumn semester and 15 February in the spring semester.

The student status is established upon enrolment and lasts until the last day of the semester in which the student graduates, until the final decision on dismissal, exclusion from the institution or termination of the student status becomes final.

Enrolment can be initiated by filling in and signing the enrolment form. When registering, the student must present the following documents:

- a signed enrolment form printed from Neptun
- a photo ID card
- address card
- tax ID card
- social security card
- school-leaving certificate (for bachelor, one-tier and higher education programmes) or higher education diploma (for master and postgraduate specialisation programmes).

The University concludes a student training contract with the student admitted to a self-financed course at the time of enrolment. The contract will include the amount of the co-payment.

A student admitted to a course with a state (part) scholarship shall declare his/her acceptance of the conditions of the course at the time of enrolment.

## Log in at

The student logs in to the NEPTUN system during the semester of enrolment and at the beginning of each semester thereafter during the registration period, which can be done independently and free of charge during the registration period. The student may withdraw his/her registration within one month of the start of the semester, but no later than 14 October in the autumn semester and 14 March in the spring semester. At the time of registration, the student declares whether he/she wishes to be an active or passive student during the semester. The student is obliged to take the courses required by the model curriculum to obtain the diploma by the end of the registration period of each semester, otherwise the semester will be considered passive, even if the student has set his/her status to active. A student who has not fulfilled his/her outstanding payment obligations may not enrol.



## Student card

- To apply for a student card, please follow the steps below:
  - New university students can apply for a permanent student card in possession of an NEK (National Uniform Card System) form issued by the Government Office (at any Government Office, do not need to apply at the regional office). A photograph and a specimen signature are also taken here. Students can also apply electronically via [www.magyarorszag.hu](http://www.magyarorszag.hu) as follows:
    - In the Documents/Documents/Documents of Identity/National Single Card Scheme registration menu, you can access the registration by clicking on the Start Administration button.
    - The service is available to students aged 14 or over with a client card, who are registered in the identity and address register and have a face and signature photograph no more than 1 year old in the public register (a photograph has been taken at the government office within the last year).
    - The NEK registration is done immediately after the successful acceptance of the electronically submitted application, the NEK form is sent to the client gateway repository. The NEK forms do not contain a photograph, the NEK identifier format is "yyyyyyWEBxxxxxxxx", the first 6 characters of which are the date, followed by the word WEB – indicating that the NEK form was not issued at the government office – and the serial number at the end. The card user registration is valid for 5 years.
    - Students can start their application electronically in the NEPTUN system by entering the NEK serial number from the NEK form they received at the government office or in the client gateway storage under Administration – Student card application.
  - If the student has completed the bachelor's degree at the Hungarian University of Sports Science and has been admitted to the same work system (full-time/part-time) at the Master's degree and the validity period of his/her ID card has not expired, **he/she does not need to apply for a new student ID card.**
  - The ID card is usually produced in 1-2 months and sent by registered mail to the address of the institution by the printer. Until the permanent student card is ready, a temporary student card is issued by the Registrar's Office, which can be requested using the "temporary certificate" form available there. The "Certificate" is valid for 60 days and can be used to claim discounts until the permanent student card is received.



- Students can only benefit from the discounts with a student card with a validation sticker for the current semester. For more information on the validation of the student card, please contact the administrator of the educational institution. The validity period for the autumn semester is 31 March and for the spring semester 31 October.
- Students can find more information on travel discounts [here](#), cultural discounts [here](#) and commercial discounts [here](#).
- More information on the student card is available [here](#).

## Certificate of legal status / transcript of records

If the student needs a student status certificate or transcript of records for any reason during his/her studies, he/she can apply for it in writing, by phone or in person at the Registrar's Office.

## The procedure for students' academic affairs, office hours

The Registrar's Office provides administrative support for students' academic work. The [responsible student affairs officer](#) is responsible for the supervision, care and organisation of the student's academic affairs from enrolment to the award of the diploma. Students can contact the Registrar's Office primarily for information about their studies, but they can also get help if they get stuck in any area of your studies.





## Information

- about the NEPTUN system (function, questions, requests, applications),
- questions related to enrolment, admission, exams, thesis, final exams,
- the regulations,
- the cost of tuition fees and other fees, how to pay them,
- matters relating to scholarships for which it is responsible,
- any other matter relating to your studies.

## Requesting a certificate

- student status certificate,
- issuing a student record card,
- issuing other certificates concerning academic matters.

## Administration of student cards

- issue of a student card pending receipt of the student card, entitlement to benefits related to the status of student,
- issuing semester validity stickers.

## Customer reception

The Registrar's Office is open to students during the following hours:

Monday and Friday: 9:00-13:00

Tuesday and Thursday: 12:30-15:30

Wednesday: closed

## Contact

In person: 1123 Budapest, Alkotás u. 42-48., Building K1, A 122

By phone and e-mail, the contact details of the academic advisors and their respective courses can be found on the [University's website](#).

## Academic administration for doctoral (PhD) students

The Doctoral School of Sport Sciences is headed by Prof. Dr. Zsolt Radák.

The Secretariat of the Doctoral School is responsible for the educational administration of the doctoral programme, providing information to students, prospective students and other interested parties.

The Secretariat of the Doctoral School is open to the public in person (K1, A211):

- Tuesday: 10:00-12:00
- Wednesday: 13:00-15:30
- Thursday: 9:00-12:00,

Contact: [rab.timea@tf.hu](mailto:rab.timea@tf.hu)

## Study abroad student administration

The designated administrator of the [Registrar's Office](#) is responsible for the academic administration of foreign students enrolled in foreign language courses, while the International Relations Center provides information to those interested in and applying for courses.

The Registrar's Office (Building K1, A 121) has an office hours policy:

- Monday: 9:00–13:00
- Tuesday: 12:30–15:00
- Wednesday: closed
- Thursday: 12:30–15:00
- Friday: 9:00–13:00

Students can contact the International Relations Center at [international@tf.hu](mailto:international@tf.hu), where the staff are available out of hours to help them in case of emergency.

**For full courses in foreign languages, please contact:**

**Directors of Study Programmes / Professional contact:**

Physical Training BA: Dr. Zsuzsanna Kalmár

Sc Sports Coaching MSc: Dr. Csaba Ökrös

Contact for both courses: [application@tf.hu](mailto:application@tf.hu)

International Sports Diplomacy Postgraduate Specialisation Programme ([SDP](#)):

Dr. habil Judit Kádár

Contact: [sdp@tf.hu](mailto:sdp@tf.hu)

**For short courses in foreign languages, enquiries can be made at the office A106 in building K1 or by e-mail at [internationalcoaching@tf.hu](mailto:internationalcoaching@tf.hu).**

**For mobility-related matters, the Student Mobility Unit of the International Relations Center can be contacted at [erasmus@tf.hu](mailto:erasmus@tf.hu) or at the office A108 in building K1, according to the following personal opening hours:**

Monday: 10:00 – 15:00

Tuesday: 13:00–16:00

Wednesday: 10:00–15:00

Thursday: 10:00–13:00

## Timetable of the academic year and training periods, timetable of the subject

The academic year consists of a registration period, an enrolment period, a period for taking up subjects, a period of study and an examination period/final examination period. The order of the academic year is decided by the Senate, taking into account the experience of the previous academic year, the legislation and the provisions of the model curricula. The Senate shall take its decision by the end of the academic year preceding the beginning of the academic year in question at the latest and shall publish a summary of its decision on the University's website. All relevant information on the teaching weeks established on this basis is available on [this website](#), and the timetable is available in Neptun at the beginning of the academic year.

## Requirement System for Students and other important regulations

The Requirement System for Students contains the regulations that are most important for students. It includes, among other things, the Academic Regulations, the Reimbursement and Benefit Policy and the Regulation of Remedies. The current texts of the University regulations are available on the University website under [Official documents](#).

## Amount of fees and charges collected by the University

The Requirement System for Students also summarises the rules that the student must follow in the course of his/her studies regarding the payment of fees for the enrolment of subjects (credit enrolment), for the enrolment of subjects linked to a specialisation and for the completion of optional subjects. The Reimbursement and Benefit Policy sets out the rules for determining and meeting the student's payment obligations and the distribution of student allowances. The current texts of the University regulations are available on the University website under [Official documents](#).

## Regulation of Remedies for Students

Students may appeal against a decision or action taken by the University, with the exception of decisions relating to the assessment of their studies, or the failure to take such a decision or action.

The time limit for lodging an appeal is fifteen days from the date of notification or, failing this, from the date on which the student becomes aware of the appeal.

The student may submit his/her appeal to the Appeals Committee by post or in person to the Registrar's Office, or to the Secretariat of the Doctoral School for doctoral students and doctoral candidates, or by using the form provided in NEPTUN. The form can be downloaded from the University website or from the NEPTUN system.

The Appeals Committee has the exclusive competence to decide on the appeal.

The Appeals Committee operates in accordance with the procedures set out in Chapter VI of the University's Regulation of Remedies. These Regulations can also be found under [Official documents](#).

In its proceedings, the Appeals Committee examines whether the decision taken at first instance complies with the University's own rules or whether there has been a breach of the law. The Appeals Committee does not exercise any equity powers and its activities are limited to remedying infringements committed against students.

As a result of its investigation, the Appeals Committee may take the following decisions at second instance:

- reject the application
- order the person who failed to take a decision to take a decision
- reverse the decision of first instance
- annul the decision of the first instance and order the body or person who acted at first instance to initiate new proceedings and to conduct new proceedings.

The decision of the court of second instance shall become final upon notification.

## Application procedure for the final exam, the parts of the final exam

The student completes his/her studies with a final examination. The dates of the final examination, together with the semester timetable, are sent to the students by the Registrar's Office in the first week of the semester via the NEPTUN system.

Conditions for taking the final examination for bachelor's, one-tier's and master's degrees:

- the minimum number of credits specified in the curriculum of the degree programme,
- the fulfilment of the required criteria (colloquia, internships, camps, etc.),
- for teacher training courses, fulfilment of the requirements laid down in the specific legislation on teacher qualifications,

- full payment of any debts owed to the University in respect of equipment, books or money,
- registering for final examinations in Neptun within the specified period.
- submission of the thesis/dissertation (and the mark recommended by the assessor(s) is at least satisfactory),
- obtain a final certificate at least one week before the start of the final examination period.

The student can register for the final examination through the NEPTUN system until the date set by the Registrar's Office. If the student fails to register for the final examination, he/she may request to register for a further 1 week by applying to the Rector for a Rector's Equity Application, if he/she has not already done so.

The final examination must be taken before the Final Examination Committee. The Final Examination Committee consists of a chairperson and at least two members.

The final examination consists of:

- simultaneous or separate defence of the thesis,
- a complex oral and/or written examination covering a range of subject knowledge and practical skills,
- in the case of teaching specialisations, the complex oral part of the examination for the teaching qualification, as laid down by specific legislation, and
- in the case of one-tier teaching education and teaching education master's programmes, examination teaching.

The final examination questions are of a complex nature.

## International relations, mobility

The University provides outgoing mobility services for students and staff, and incoming mobility services for its partners, with a view to international development. The University's aim through mobility is to develop and promote foreign language courses, recruit foreign students, and provide learning, practical and research opportunities for Hungarian students and teachers. The University's international activities are coordinated by the International Relations Center. The International Relations Center is assisted in this by the Foreign Language Full Courses Working Group and the International Committee.

Contact details of the Institutional Student Mobility Coordinator:

Office: Building K1, A108

E-mail: [erasmus@tf.hu](mailto:erasmus@tf.hu)

Phone: +36 1 487 9290

## Personal reception of the student mobility department:

Monday: 10.00 – 15.00

Tuesday: 13:00–16:00

Wednesday: 10:00–15:00

Thursday: 10:00–13:00

## Services:

- Management of mobility funding application schemes
- Promotion of student mobility
- Student mobility administration and financial management
- Providing information on mobility to teachers via international newsfeed
- Liaising with outgoing and incoming students
- Preparing information and promotional material
- Developing mobility services
- Organising and running programmes for international students

## Types of student mobility available at the University:

- Pannonia Scholarship Programme
- CEEPUS
- Stipendium Hungaricum
- Stipendium Hungaricum Sports Scholarship Programme
- Diaspora Higher Education Scholarship Programme
- Fulbright
- DAAD
- MTSE faculty conference support scheme for MTSE doctoral students
- Erasmus (incoming students only)

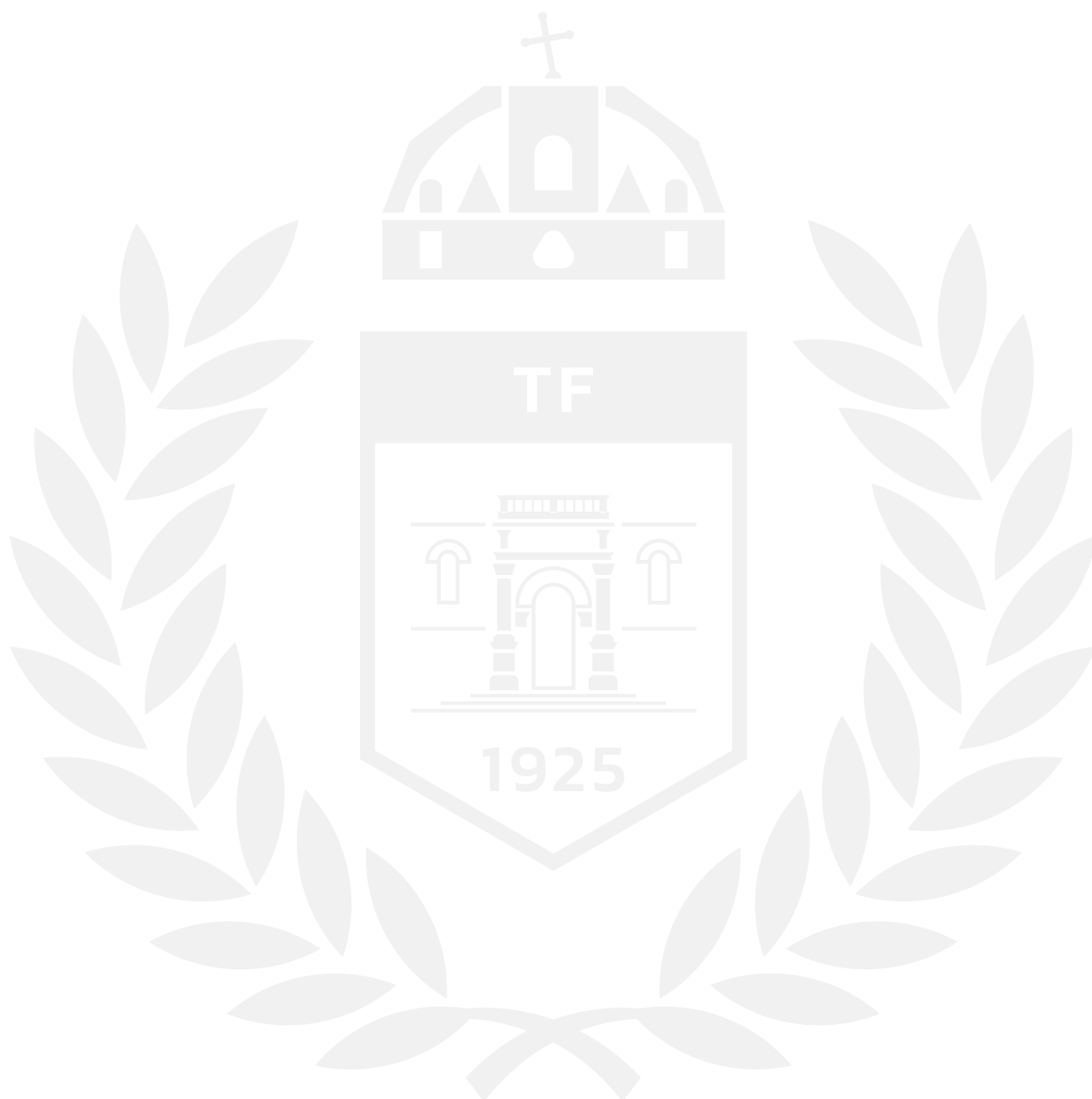
## Practical information

Students from countries of the European Economic Area only need a registration card, while students from countries outside the EEA also need a residence permit and accommodation registration. Details can be found on the [website](#) of the Consular Service of the Ministry of Foreign Affairs and Trade.

The documents and conditions required for admission to the various courses offered by the University are available on the [website](#) and in the specific calls for applications.

Students who have a European Health Insurance Card or insurance can access free medical care in Hungary or private medical care for a fee.

Information on student mobility can be found [here](#).



## CHAPTER TWO – STUDENT SERVICES

### Equal opportunities

The University offers a range of facilities and services for students with disabilities and special needs. The Disability Coordinator coordinates all activities related to equal opportunities. The Disability Coordinator is responsible for assisting and supporting students with disabilities. In this context, the Directorate of Educational Affairs registers the students concerned and assesses their needs (services, equipment), provides information on the assistance that can be provided during their studies, assists in the preparation of applications, certificates and decisions on exemptions and facilitations. Providing students with information on the opportunities and services available to them. Registration takes place primarily in September, and students re-register in February, as this allows them to plan for the whole academic year based on their first and second semester registrations. These registrations can also be used as a basis for special language courses, different course offerings, individual needs and discounts.

The student may contact the relevant member of the Directorate of Educational Affairs or the Disability Coordinator if:

- has a disability, needs help, but has not yet dared to tell anyone about their problem,
- to ask for information about opportunities and services for students with disabilities,
- you need support services or equipment,
- has a known problem that makes it difficult for him/her to complete his/her studies without a waiver,
- needs to develop the perception, sensitivity and sensitivity of his/her peers and peer group towards his/her problems,
- would like the help of fellow students to be more effective and professional,
- would like to help a student with a disability.

Institutional disability coordinator: Luca Ekler

Thematic e-mail address of the Directorate of Educational Affairs: [specialis@tf.hu](mailto:specialis@tf.hu)

The Disability Policy can be found under [Regulations](#).



## **Baby-mom/dad room**

To help you balance having a child and studying, the University has a baby-mom/dad room, so that students with young children can have a quiet break with their child.

The room is located on the lower ground floor (-1) of building K1, room C-113. The room is equipped with facilities for feeding your child and for your hygiene needs. Students can indicate when the room is occupied by displaying the available "occupied" sign. Reception staff on the high floor (0) can assist students in accessing the room. Alternatively, the attached floor plan will help students find their room!

## **Academic advice, career guidance**

At the University, academic and career counselling is provided by the Directorate of Educational Affairs (Student Mentoring Programme) and the Alumni and Career Office (other counselling services) in cooperation with the relevant departments and professionals. There are three main units in this area of student services, which are primarily aimed at helping students and thus preventing drop-outs.

### **Student mentoring programme**

The Student Mentoring Programme is offered each semester to provide students who need help with direct peer support, especially in subjects that may be causing difficulties in their academic progress. The student mentors are students supported by the relevant teachers, who have relevant experience in the field and who, in their spare time, help their fellow students to catch up at an individual pace.

### **Career advice and coaching**

Career counselling and coaching provides students with one-to-one access to a qualified professional in areas such as career choice or change, work-life conflict, work-life balance, workplace stress and conflict management. The counselling is tailored to the individual and provides techniques for identifying and solving different problems. The programme also offers students the opportunity to acquire relevant knowledge on topics such as self-awareness in the workplace, communication and conflict management, or presentation skills, in the form of optional training courses.

## Mental health counselling

This ongoing service provides specialist support for students who feel stuck in their studies or personal life. They can get immediate help in crisis situations or, where appropriate, support from a University specialist in contacting an external professional. With the expansion of the service portfolio, from spring 2023 students will also have the opportunity to learn techniques in a group setting to make their everyday life easier.

## Life Sports Mentoring Programme

The aim of the programme is to mentor students who are also active as competitors or sports professionals and who, because of their activities in elite sport, deserve special attention in their academic career, in order to enable them to fulfil their academic obligations while working at the highest level in sport.

This programme also provides special mentoring opportunities for students who apply, in addition to various discounts on tuition fees. The mentor teachers and mentor students who apply will help them to combine sport and study to a high standard.

Details of the programme and the conditions of participation will be published by the [Sports Office](#) on the University website before the start of the semester.

## Academic mentors

The Academic mentor programme will be relaunched in September 2023 to help students to be regularly informed about the life of the University, their rights, obligations and procedures. The mentors involved in this programme encourage and facilitate students' successful academic, professional and academic progress. Their main tasks are to inform students about the application and internship opportunities available at the University, to encourage students to participate in the University's community life, and to facilitate communication between students and the functional departments. An important element is the continuous two-way flow of information. A detailed description of the programme is available on the University's website.

## Accommodation in dormitories, halls of residence

### Endre Kerecsi Dormitory

The University currently does not have its own dormitory infrastructure, but Kerecsi Endre Dormitory provides dormitory accommodation for its students in three facilities in Budapest. The three dormitories have a total of 250 places available for students. The University is easily accessible from the accommodation by tram.

- **- Márton Áron College, 1037 Budapest, Kunigunda str. 35.**

One of the dormitories of the Eötvös Loránd University, where the Hungarian University of Sports Science has accommodation facilities for Hungarian students from abroad.

- **Óbuda Student Hotel, 1037 Budapest, Kunigunda str. 25.**

Located next to the Márton Áron College, it offers a youthful environment for students of the Hungarian University of Sport Science, together with students of other higher education institutions. From the University, students can take tram 17 without changing buses.

- **Galvani Dormitory, 1117 Budapest, Galvani str. 5.**

The Galvani Dormitory (Hotel Galvani) has a 24-hour reception service, a kitchen, a lounge and a large garden. The location of the dormitory is excellent, and the University can be reached by tram 17 without having to change trains.

## Library services

The University Library and Archives is located in Building K3 on the University campus. It is a public library for higher education and the only library in Hungary specialising in physical education and sports science, which collects, displays and makes available to its users documents and source material in both traditional and electronic formats.

The main task of the library is to collect and provide the necessary literature, compulsory and recommended literature for the teaching, research and study work of the university.

Use of the library is free of charge for University students during their studies. Registered students can borrow 7 books at a time, renew 4 times and use the library's classic services (subscription, inter-library loan, information request, information, thesis assistance). The library reception area offers copying, printing and scanning facilities. Textbooks and notes published by the University can be purchased at the information desk.

The General Reading Room offers students the opportunity for in-depth reading and study, while the Sports Reading Room offers sports or sports science and interdisciplinary literature in a pleasant environment that can also be used as a community space.

The 12 computers in the Info Lab are open at all times and provide access to the literature databases, as well as the possibility to carry out tasks related to studies, submissions and thesis writing. WIFI is available throughout the library.

We support our students' studies with an optional course on *Library Search and Research Practices* and a variety of user aids and consultations on how to collect literature on a given topic, how to use national and foreign databases, how to cite correctly and how to avoid plagiarism.

The library's [website](#) provides access to free and university-subscribed sports science databases, which can sometimes be accessed remotely from home:

The library has nearly 300 e-books, which can be accessed by registering on ProQuest Ebook Central and then accessing them from home. Ebscohost provides direct access to the [e-books](#) from the University campus.

Plagiarism screening of student [theses](#) is also carried out by the library staff, and the archiving process is carried out after acceptance and defence of the thesis, whether it is a previous print thesis or a newly defended thesis in electronic format. Previous theses can be searched through the online catalogue.

Library website: <https://tf.hu/egyetem/konyvtar-es-leveltar>

Access the online library catalogue: <https://lib.tf.hu>

Reader Service: +36-1-488-1551 | [konyvtar@tf.hu](mailto:konyvtar@tf.hu)

Opening hours: Monday–Thursday: 9–17, Friday: 9–15

## IT services

### Neptun unified study system

As in all other Hungarian higher education institutions, the TF also has a Neptun unified study system. This is the official study and information system of the University, which can be accessed via the Internet. The Neptun system contains the student's details, the parameters of his/her training, an index series and his/her academic results. Students can view and manage their course books electronically in Neptun and manage their academic affairs online from anywhere in the world. Through Neptun, they can enrol in courses, register for exams, submit applications, track their academic and financial status. Neptun provides important information

about their degree course and courses, and allows them to read messages from teachers and students. The Neptun student interface, including the "Messages" menu, is the main communication channel between the University and students. Electronic messages sent through this interface are equivalent to official registered mail. Students can find out the most important information concerning their academic progress here.

Contact details of the Neptun system: <https://neptun.tf.hu/hallgato/login.aspx>

In the event of a technical problem with the Neptun system, students can request assistance via the e-mail address [neptun@tf.hu](mailto:neptun@tf.hu).

## E-learning

The University's training courses are supported by Moodle and Microsoft Teams, which support the efficient organisation of teaching and learning.

### Moodle (e-learning system)

The Moodle e-learning framework (Learning Management System) is an online learning platform that provides access to learning materials related to different courses and allows students to carry out independent learning activities. The system plays an important role in the delivery of complex training in the online space, in addition to the publication of teaching aids, and also in assessment thanks to its wide range of functions, including the possibility to conduct assessments and to submit papers and theses (learning activities, assignments, final papers, examinations).

Contact details of the system: <https://e-learning.tf.hu/>

To log in, please enter the following information:

- User name: Neptun ID code e.g.: CX3QWE
- Password: Password associated with the Neptun ID code e.g.: 19990725

After entering the personal login details, the system identifies users by Neptun code and assigns students to courses according to their role and privileges. Students access the e-learning interfaces for their pre-enrolled courses through the Neptun system.

The system records the instructors and students assigned to a course and documents all their activities in that course.

In the event of a technical problem with the system, students can request assistance via the email address [info@e-learning.tf.hu](mailto:info@e-learning.tf.hu).

## **Microsoft Teams**

Microsoft Teams is an online communication platform that enables students and teachers to communicate effectively. Students can access their groups in the system on a course-by-course basis, making it easy to participate in online classes. Within each group/team, it is possible to join online meetings, video calls and access shared content.

In the event of a technical problem with the system, students can request assistance via the email address [office365admin@tf.hu](mailto:office365admin@tf.hu).

## **Microsoft applications**

The University provides the use of the Microsoft M365 A3 software package for students participating in higher education during their student status within the framework of the "Clean Software Programme". The software package includes the Office applications required for cloud and many complex operations.

More information about the products can be found on the Microsoft [education page](#):  
To download and use the products, you will need an e-mail address [neptunIDcode@neptun.tf.hu](mailto:neptunIDcode@neptun.tf.hu) and the same password you use to log in to Microsoft Teams.

## **University website**

The University website can be accessed at: [www.tf.hu](http://www.tf.hu)

Students can find official information about the University on the University's website. Under the heading "Students" you will find all the information that prospective or current students may need. This includes information on how to organise your studies, how to manage your affairs and how to build your career.

## **Student WiFi**

On the University campus, students are provided with access to the "TE" WiFi network, which allows them to connect to the Internet and access the Neptun system without any restrictions.

Access to the network is subject to registration. Access is possible after authentication on <https://neptun.tf.hu/ad/>.

To log in, you will need to provide the following information:

- User name: Neptun identification code e.g.: CX3QWE
- Password: Password associated with the Neptun ID code e.g.: 19990725

The detailed setup instructions are available on the [following page](#).

## Student VPN service

The Student VPN service, hosted on the University's IT network, allows access to library services.

Connection to the VPN is via a "Virtual Private Network" and only works with a device connected to a network independent of the University network. The procedure for using the VPN service is the same as for connecting to the student's wifi.

The student VPN service may only be used for teaching and research purposes, in compliance with copyright and only for teaching and research activities directly related to the University.

## Sports activities, opportunities for leisure activities

### TFSE

The main arena of sports life at the TF is the Sports Association of the Hungarian University of Physical Education (TFSE), a strategic partner of the university. The club, which has been operating since 1925, is one of the largest sports associations in Hungary, with 27 sections, five first-class teams and nearly 1600 athletes.

Outstanding athletes who are students of the TF not only receive a high level of sports science training, but also benefit from, among other things:

- A maximum monthly sports scholarship of 150.000 HUF
- A four-course elite sportsmen's menu prepared by dieticians
- Support for nutritional supplements
- Dormitory accommodation
- Access to international university competitions
- A reduction in the payment of the cost of your own expenses
- Discounts offered by the Life Sports Mentoring Programme

The ever-expanding range of sports on offer includes:

Aerobics, athletics, wrestling, budo (judo, karate, kendo, taekwondo), cheerleading, esports, functional fitness, futsal, kayak-kenu, cycling, handball, basketball, football, rhythmic gymnastics, volleyball, mental sports, sports fishing, tennis, teqball, gymnastics, fencing.

If you are not an athlete but still want to be part of a growing and cohesive community, you can join the TFSE supporters' club "T-Centre", which will bring unparalleled atmosphere and life to the stands of the ultra-modern, newly renovated Dr. Koltai Jenő Sports Centre from September 2023.

E-mail: [iroda@tfse.hu](mailto:iroda@tfse.hu)



More information:

- [www.tfse.hu](http://www.tfse.hu)
- [www.fb.com/tfsesport](https://www.facebook.com/tfsesport)
- [www.instagram.com/tfsesport](https://www.instagram.com/tfsesport)

## Sports Office

Participation in national and international university sports competitions is coordinated by the Sports Office, an independent department of the institution. The University supports the participation of students in national championships (MEFOB), and those who successfully represent the TF in the national field can also compete in international competitions (University European Championships, University World Championships, European University Games, World University Games).

In cooperation with the University Student Union, regular student sporting events are organised in a wide variety of formats, and an increasing number of recreational sporting opportunities for university citizens (students and staff) are included in the Sport Office's portfolio of services.

In addition to coordinating the Life Sports Mentoring Programme, which supports the daily lives of elite athletes and sports professionals studying at the University in order to ensure that their sporting careers remain compatible with their studies, the Sports Office is also a key player in the FISU Healthy Campus project.

If you are interested in the opportunities offered by TFSE and the Sports Office:

E-mail: [sportiroda@tf.hu](mailto:sportiroda@tf.hu)

For more information:

- [www.fb.com/tfsesport](https://www.facebook.com/tfsesport)
- [www.instagram.com/tfsesport](https://www.instagram.com/tfsesport)

## University Student Union

The University Student Union (hereinafter: HÖK) is the most important student organisation of the University, which performs advocacy tasks. Its representatives are involved in decision-making processes, whether it is a matter of a particular student case or decisions affecting the institution as a whole. Its role is to represent the interests and opinions of the university's student community directly before academics and decision-makers. It helps students to settle in at the university and informs them of any changes in the life of the institution. All full-time and part-time





students enrolled at the TF are members of the student council. The main decision-making body is the Delegates' Assembly, whose members are elected by the student groups in the municipal elections.

The HÖK organises student events, university days, freshers' camps, the freshers' ball, and cultural and sporting events. It supports students' professional and other community activities and fosters traditions, helping them to gain valuable civic knowledge and experience. On the HÖK website you will find information on the various applications and scholarship opportunities, as well as up-to-date information on events and changes affecting your studies.

Its officers and representatives represent students in national and university bodies, and are involved in students' academic, social, scholarship, academic and other affairs. The HÖK represents the students in the Senate with four members, in accordance with the University's Rules of Organisation and Operation.

All further questions and information about the work of the HÖK:

- [www.tf.hu/hallgatok/hok](http://www.tf.hu/hallgatok/hok)
- [www.fb.com/tfhok](https://www.facebook.com/tfhok)
- [www.instagram.com/tfhok/](https://www.instagram.com/tfhok/)





## CHAPTER THREE – INFORMATION ABOUT THE UNIVERSITY'S COURSES

This chapter provides a summary of the University's current courses, their main attributes and the model curricula for those starting their studies in September 2024. It also gives an overview of the foreign language requirements set by the institution. The syllabus and the training programmes (including the versions in force for new entrants) are made available to students via the institution's e-learning and/or Neptun platforms.

### Foreign language requirements

In accordance with the relevant higher education legislation, the institution has established new institutional foreign language requirements for students starting their studies in 2022 and those starting their studies from 2023 onwards by Senate Resolution 37/2023 (29.VI.). Senate Decision 19/2024 (16 May) made changes to certain requirements for those starting in 2024. Students who enter before 2022 will be subject to the curricular requirements in force at the time of entry. Details of the new requirements are set out in the programme of study for each degree programme, and an overview of the new requirements can be found in Moodle under the Education Information tab.

Of particular note is that equivalences have been defined alongside the new language requirements. These provide automatic exemptions from certain elements of the requirements through a new specific credit recognition procedure. The automatic equivalences and the cases of exemption when they are met are set out in an equivalence/precedence table, also available in Moodle.

If a language examination or an equivalent school-leaving certificate or diploma, as well as a language requirement completed in a specific course, is recorded as equivalent content in the curriculum of the student's course, the student is exempted from completing the subject or examination in question upon request for credit recognition, referring to the precedent decision number specified in the preceding table.

The new specific credit recognition request will be available to students who will be students from September 2023 and to students who will be students in September 2022 in the One-tier Teaching Education and Sports Management BSc programmes for exemption from the language requirements set out in the referenced Senate resolutions.

The new special credit recognition application can be valid for all the language elements in the model curriculum at the same time, but must be submitted separately for each subject or examination, according to the rows in the previous table, using the new Neptun application form, by the deadline set by the Registrar's Office. Anyone who obtains a language examination after this date may have it recognised later in the academic year under the new special credit recognition procedure.

If the student holds a certificate of language proficiency which does not fall within the exemption cases laid down in the programme of study, the Credit Transfer Committee will decide on the student's application for credit recognition, after first obtaining the opinion of the Department of Sport-Specific Languages, in the framework of the traditional credit recognition procedure.

Both applications are available in the Neptun system.

At the TF, teaching in the context of a stand-alone language course or integrated into a vocational course may, as a general rule, be given in English (and alternatively in German), and therefore only prior knowledge of English or German may be taken into account for automatic or individual credit transfer exemptions.

If the training programme specifies a sport language examination as a language requirement, the sport language examination is a criterion requirement, i.e. a compulsory requirement to be fulfilled as a condition for passing the final examination, but no credit is attributed to it. To be eligible to sit the examination, candidates must have completed the language training required by the programme (practical grade, or, in the case of language training integrated into a subject, the subject or a valid exemption decision, as described above).

The sport language exam is a stand-alone course in Neptun, and the application for the exam is made during the course enrolment period by registering the sport language exam subject in Neptun, which is a criterion requirement.

The examination is taken during the examination period, as organised by the Department of Sport-Specific Languages. The Sports Languages examination is also subject to the condition that it can be taken in three subjects.

In contrast to the Sports Language examination, the specialised language course is always worth one credit.

Taking the subject or the examination is not compulsory at the end of the semester, but it is recommended, since if the application is rejected for any reason, the student will not be able to complete the language requirements for the semester.

The student is not exempted from attending classes until the decision on recognition has been taken.

If a non-marked item (e.g. a percentage of the language examination result) is recognised as a substitute for the subject or examination, it will not result in a mark under the Academic Regulations and a "pass without a mark" will be recorded in Neptune. If you want a grade for the average, you are advised to fulfil the requirements (attendance of classes, practical grade, in the case of an exam, passing it) instead of an exemption.

For those who are required to take an exam, the Sports Language exam must be taken during the subject enrolment period and completed during the exam period according to the rules for exams. This is subject to the fulfilment of the other language requirements for the course.

## Bachelor's degree programmes

### Physical Training BA (6 semesters)

Specialisation(s): -

Working hours: full-time/part-time

[Subjects, credits and examinations schedule](#)

### Recreation Management and Health Promotion BSc (6 semesters)

Specialisation(s): -

Working hours: full-time/part-time

[Subjects, credits and examinations schedule](#)

### Sports Management BSc (6 semesters)

Specialisation(s): -

Working hours: full-time/part-time

[Subjects, credits and examinations schedule](#)

## Phase-out course:

**Sport and Recreation Management BSc (6 semesters)**

Specialisation(s): -

Working hours: full-time/part-time

[Subjects, credits and examinations schedule](#)

## Master's degree programmes

**Human Kinesiology MSc (4 semesters)**

Specialisation(s): Exercise Physiology, Preventive and Rehabilitation, Geronto-Kinesiology, Nutritional and Sports Dietetics, Exercise Physiology and Rehabilitation

Working hours: full-time/part-time

[Subjects, credits and examinations schedule](#)

**Recreation Management MSc (4 semesters)**

Specialisation(s): -

Working hours: full-time/part-time

[Subjects, credits and examinations schedule](#)

In accordance with the provisions of Article 67 (4c) of Act CCIV of 2011 on National Higher Education, the University indicates that the course has not yet been externally quality-assured.

**Sports Management MSc (4 semesters)**

Specialisation(s): -

Working hours: full-time/part-time

[Subjects, credits and examinations schedule](#)

In accordance with the provisions of Article 67 (4c) of Act CCIV of 2011 on National Higher Education, the University indicates that the course starting in autumn 2024 has not yet been externally quality-assured.



## **Sport Mental Training MSc (4 semesters)**

Specialisation(s): -

Working hours: full-time/part-time

[Subjects, credits and examinations schedule](#)

In accordance with the provisions of Article 67 (4c) of Act CCIV of 2011 on National Higher Education, the University indicates that the course has not yet been externally quality-assured.

## **Sport Performance Analysis MSc (3 semesters)**

Specialisation(s): -

Working hours: part-time

[Subjects, credits and examinations schedule](#)

In accordance with the provisions of Article 67 (4c) of Act CCIV of 2011 on National Higher Education, the University indicates that the course has not yet been externally evaluated by a quality assurance body.

## **Sports Coaching MSc (4 semesters)**

Specialisation(s): -

Working hours: part-time

[Subjects, credits and examinations schedule](#)

## **Teaching in Physical Education MA (4 semesters)**

Specialisation(s): -

Working hours: part-time

[Subjects, credits and examinations schedule](#)

## **Teaching in Physical Education MA (3 semesters)**

Specialisation(s): -

Working hours: part-time

Subjects, credits and examinations schedule: [professional input](#) | [teacher input](#)

## Teaching in Physical Education **MA** (2 semesters)

Specialisation(s): -

Working hours: part-time

Subjects, credits and examinations schedule: [professional input](#) | [teacher input](#)

## Teaching in Adapted Physical Education **MA** (4 semesters)

Specialisation(s): -

Working hours: part-time

[Subjects, credits and examinations schedule](#)

## Phase-out course:

Recreation MSc (4 semesters)<sup>1</sup>

Specialisation(s): -

Working hours: part-time

[Subjects, credits and examinations schedule](#)

## Teaching Education (One-tier Master Programme)

One-tier teaching education programme (10 semesters) [*physical education teacher; adapted physical education teacher*]

Specialisation(s): -

Working hours: full-time

[Subjects, credits and examinations schedule](#)

## Phase-out course:

One-tier teaching education programme (11 semesters) [*physical education teacher; adapted physical education and health promotion teacher*]

Specialization(s):

Working hours: full-time

[Subjects, credits and examinations schedule](#)

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<sup>1</sup> The university has launched a new degree course with the same name, starting in September 2023, see above.



## Postgraduate Specialisation Programmes

The following postgraduate specialisation programmes are offered by the University for the autumn semester of the academic year 2024/2025:

- [Auto and Motorsport Manager](#)
- [Event Management – Sports Security](#)
- [Facility Management in Sport](#)
- [Inclusive Sports Instructor](#)
- [Equestrian Instructor](#)
- [International Sport Relations – Sports Diplomacy](#)
- [Sports Media](#)
- [Sport-specific dietetics](#)

For more information on each of the postgraduate specialisation programmes, please visit [this page](#).

## Doctoral School

The University has an independent, accredited doctoral school in the field of medicine and health sciences, in the discipline of sports sciences.

The Doctoral School of Sport Sciences is the only doctoral school in the field of sport sciences in Hungary. The school's objectives, documents, core members, faculty, doctoral students and doctoral candidates can be found on the website of the [National Doctoral Council](#).

Training at the Doctoral School of Sport Sciences covers the whole field of sport science.

The school's doctoral programmes:

- Training and adaptation (programme leader: Dr. Gábor Pavlik, professor emeritus)
- Exercise, regulation, metabolism (programme leader: Prof. Dr. Zsolt Radák, professor)
- Sport, education and social sciences (programme leader: Dr. Gyöngyi Földesiné Szabó professor emerita)
- Educational Science and Sports Pedagogy (Programme Leader: Prof. Dr. Pál Hamar, Professor)

For further information on doctoral training and degree programmes, please visit the University and the Doctoral School [websites](#).



## Full courses in a foreign language (English)

### Physical Training BA (6 semesters)

Specialisation(s): 1) Youth Coach and 2) Leadership

Working hours: full-time

[Subjects, credits and examinations schedule](#)

### Sports Coaching MSc (4 semesters)

Specialisation(s): -

Working hours: part-time

[Subjects, credits and examinations schedule](#)

### International Sports Diplomacy Postgraduate Specialisation Programme

Specialisation(s): -

Working hours: part-time

[Subjects, credits and examinations schedule](#)

### Doctoral (PhD) Programme

The doctoral school is also available in English. More information can be found on [this page](#).

## Short courses in foreign languages (English)

Various short and micro courses are organised by the International Relations Center at the University.

All foreign language courses are described and related information can be found on [this page](#).