

Neptun Training

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Erasmus+ coordinator, Faculty of Humanities Department of International Affairs

This is where you manage your studies

- registration for courses
- registration for exams
- check your progress
- payments

Neptun Meet Street







neptun.elte.hu





Your Neptun code is your administrative university ID. You cannot change it, and you need to use it for all administration. Make sure you remember it.





Two-step authentication to Neptun – first login

Select the English flag icon on https://neptun.elte.hu

1st step: password-based identification (no change)

- download Microsoft Authenticator app from Application Store
- after opening accept the data protection declaration \rightarrow click on Continue button
- go back to Neptun → click on Next button → receive a pairing code to your e-mail address
 →log into your e-mail account → Inbox
- Go back to Neptun → enter the code received via e-mail (valid for a short period of time) open Ms Authenticator app → click on "Scan a QR code" → scan it → you get a six-digit ID (valid for 30 seconds)
- go back to Neptun \rightarrow below TOPT code: enter this ID \rightarrow choose student web

Video on login process : <u>https://www.youtube.com/watch?v=4wZ5XcMmOs8</u>

 If case of login problem, please turn to Quaestura Student Customer Service Office: <u>https://qter.elte.hu/Statikus.aspx/Elerhetoseg</u>





Hírek



Súgó 🔻

Pan-European Seal szakmai gyakorlatio program 2023/2024 ELTE Kommunikációs, Marketing és Rekrutációs Igazgatóság, tegnap



Tájékoztató Lendület-pályázóknak ELTE Kommunikációs, Marketing és Rekrutációs Igazgatóság, 5 hete



Belépés 💥

ELTE Kommunikációs, Marketing és Rekrutációs Igazgatóság, 5 hete

ELTE Honlap ELTE Shop ELTE Sport Kft. Q-tér Eötvös Kiadó Egyetemi Könyvtár









Log in

Identifier

Forgot password? New to ELTE Neptun? New password

Log in

Password

+ TOPT code: enter the ID what Microsoft Authenticator gives you





News

NEW MTMT

STUDENTS

international students

ADMINISTRATOR

INTERNATIONAL

New MTMT administrator for ELTE Foll

FOR ELTE FOH



THE

ELTE PPK Library's new webpage

has

Opening hours of Quaestura in December 2022 and January 2023



PPK Library of Faculty, 5 weeks ago

EIT Digital Master School

EIT Digital Master School – the place where tech meets business - offering 2-year programmes and double master's degrees from 2 top European universities, will continue, in 2023,

Bálint Molnár, 2 months ago

Unread -

?

NEXT ACADEMIC SEMESTER



Ágnes Diána Ágai, 5 weeks ago



ELTE PPK Library is partially open PPK Library of Faculty, 6 weeks ago



Ágnes Diána Ágai, 6 weeks ago

Ágnes Diána Ágai, Yesterday



Ch 9 Neptun

This is the Neptun student platform. You can change the theme and the language if you want.





If you scroll down, you will see your Messages Inbox. You will receive system messages (most will be in Hungarian) as well as messages from your teachers, coordinators (they will write in English).





Changing password

You can change your password anytime.

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Changing password

Make sure it is at least 8 characters long and has three of the following: lowercase letters, capital letters, numbers, special characters.

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Check your data in the system. First is your personal data.

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You can modify some of the data on your own, but not all of it. Contact your coordinator if something should be changed.

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Next is your contact information – address and e-mail address. Official messages can be sent to both.





You can add and delete e-mail addresses on your own. Make sure that you add an email address which you read regularly.

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Here you can check whether the system has your correct address. You can add, delete and change your mailing address on your own, but not your permanent address.

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Course registration periods

- Pre-course registration period: already open. Closes on 2nd February, 4 PM
- **"Ranking period":** From 2nd February 8 PM until 8th February 5 PM according to the point system of Neptun, the students with the most points will stay on the course registered. NOTE: You may be deregistered from the course you have registered yourself please check your subjects in Neptun on 8th February late evening or 9th February early morning, if you got a place, or you need to register again during the first come first served course registration period!
- First come first served course registration period: 9th February, 8 AM 16th February 4 PM. The fastest gets the leftover places, therefore be quick. You can register yourself for the courses you have been dropped from after the ranking period. You need to be fast to get the free places at the courses.
- <u>https://www.btk.elte.hu/academic-calendar</u>
- It may happen that there is a pre-requisite at a course Guest Form after arrival



Neptun / course registration

First come first serve course registration period 9th February, 8 AM – 16th February 4 PM

- After the ranking period, if you have less points than others, you will be dropped from the course by Neptun.
- So, you need to be quick to register yourself again for the free places offered for the rest of the students (like in a competition)
- If it is successful, you are enrolled to the course
- If not, after your arrival you need to ask the teacher's permission on the Guest form, and by submitting the Guest Form to me, I will register you onto the courses for which you got the permission.





Course types

Lecture:

- usually 90 min long
- Grade: for a successful exam in the exam period



Course types

<u>Seminar</u>:

- 45 or 90 min long, smaller group of students.
- Grade: participation, homework, seminar paper, tests, presentations.
- No exam in the exam period.
- You are allowed to miss max. 3 occassions.



How to register

Days in Hungarian

Monday	hétfő (H)
Tuesday	kedd (K)
Wednesday	szerda (Sze/Sz)
Thursday	csütörtök (Cs)
Friday	péntek (P)
Saturday	szombat (Szo/Sz)
Sunday	vasárnap (V)



Problems with registration

• Full head count:

the limit of the number of students is reached

• <u>Pre-requisite</u>:

full-time students have to take some other courses in advance to be able to complete the current one

• Course from another faculty



Full head-count

- If the course cannot take more students, Neptun will not allow you to sign up.
- This case, you need a written (email) permission from the professor if the limit can be raised.
- Then send the permission to your study coordinator who will deal with the issue.



Courses with pre-requisites

- It can happen you are not allowed to register for a subject in Neptun because the course requirement is not fulfilled, or the number of the students limited at the course is filled.
- This case, for these subjects you need the signature of the professor onto the Guest Student Form (GSF).
- Then submitting the GSF to your asministrative Erasmus coordinator (Lilla or Sándor), they will register you for those subjects in Neptun.



Guest student form

- 1. Register for as many courses as you can in Neptun during the registration period.
- 2. If you have a limit or pre-requisite problem, ask the teacher for permission to join the course.
- 3. Fill in the Guest student form with the code and title of all courses you take and bring it personally to your coordinator until 1 March 2024.



Guest Student Course Registration Form

Course registration starts on 9th September.

Form Submit at office until:

1st March (the sooner-the better!)



GUEST STUDENT COURSE REGISTRATION FORM

Name:	Date of birth:				
Place of birth:	Neptun code:				
Address in Hungary:					
e-mail:					

The undersigned request to be allowed to participate in the seminars and take the examinations listed below. For this purpose I have the consent of the academic coordinator/lecturer concerned. The signatures below attest to this.

I could successfully register myself for these courses in Neptun:

Course code	Brief title

I need to be registered for these courses in Neptun by my Erasmus/Guest student coordinator:

Course code	Brief title	Signature of <u>course lecturer</u> or head of department

I declare that:

Academic coordinator's signature

student's signature

Budapest,....

please read the reverse side of this form!

Eötvös Loránd University, Faculty of Humanities 1088 Budapest, Múzeum krt. 4/A, 30-32, 44-45 • Telefon: 411 6500 https://btk.elte.hu/en • incoming@btk.elte.hu



- In parallel with registering the courses in the Neptun system (from 8th September), please also register, list them on the document which can be downloaded from the website of the Faculty.
- Documents: Please download the document: **<u>GUEST STUDENT FORM</u>** here.
- (click on Documents)
- For the courses listed on the form **you couldn't register yourself** (any reason like prerequisite requirement or the course was full or the deadline was over...etc) **you must request the course instructor's**/lecturer's approval (**signature!**) to take part in the course.
- <u>The approval should be requested by you from the teacher</u>. Please ask the teacher to sign the Guest Form. Once you have gathered the signatures on the Guest Form, please bring the Form to your administrative coordinator to building A, office 44.
- The Guest Student Course Registration Form has to be signed by your academic coordinator at the end, before you submit to the DIA Office
- Deadline: 1st March!
- → Probably for most of the courses offered by the School of English and American Studies (SEAS) you need to ask the signature from the teachers.



Credit numbers

The credit number in Neptun should match the ones you have in your LA.

At the end of the semester, the same credit numbers should be in the Transcript of Records.



After course registration





ONLINE PLATFORMS DURING STUDIES









Online education

- When you are registered for a course, Neptun and the integrated programmes and applications are synchronized every night.
- If everything goes well, the following day, you can see your subject group in the connected programmes/applications like Teams, Moodle, Canvas, etc.
- Check the materials, messages in Canvas, Moodle, Teams.
- Check the course requirements.
- Join the online classes.



Microsoft Teams

- Use Teams with your ELTE email address.
- After successful course registration, you should see the group of the class in Teams within 24 hours.
- If not, contact the teacher of the class to add you manually to the group.
- Join the online classes.
- Download the materials from the shared space of the class group.





Microsoft Teams





Microsoft Teams

Download the materials from the shared space of the class group.







- Zoom is not integrated into Neptun.
- If the teacher has the class via Zoom, you should get a link to the meeting.
- Click on the link and join the meeting.







- The first week is to get used to the system.
- Administration can be slower: teachers' reply, coordinator is busy, Neptun errors
- Teams or Zoom does not work.
- You can drop courses if you do not like them on the first week.



You must register for the exams for all lecture courses, otherwise you will not be allowed to have the exam. Exam registration will open in May.

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FACULTY OF HUMANITIES

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By checking the "Taken exams", you can see a list of your exam dates.

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Check your progress

In order to check the progress of your studies (courses which you have completed, credits and grades), the best place is the "Gradebook".

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You can check for one semester only or for all of the semesters when you were "active".

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PAYMENTS

e.g. dormitory fee, sport courses, administrative fees

In Neptun study system





Payments in Neptun

FACULTY OF

HUMANITIES

Any unpaid fee, which deadline has passed, will block the Neptun and you will not be able to register for anything.

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Payments in Neptun

You will see a list of what fees you have, whether they are active still, their deadlines, etc. You will also see the amount you have in the joint account.





Payments in Neptun

You can see a list of fees as well as their details.

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Payment steps

By bank card

- 1. Choose the item(s) you want to pay for.
- 2. Click on the Pay in button.
- 3. Choose the bank card payment.
- 4. The payment works as an online shopping payment.Neptun uses the OTP Simple platform. (It does not mean you need an OTP bank account)





Payment steps

By transfer

- 1. Transfer money to ELTE's bank account.
- 2. 1-3 days until it is converted to the Neptun account.
- 3. The money appears in your Neptun.
- 4. Choose the item(s) in Neptun, and click on the "Pay in" button.
- 5. Choose the "joint account payment" option.

<u>Guide:</u> <u>https://qter.elte.hu/Statikus.aspx/GyIK-Penzugy</u>





Automatic payment

- If you want to be sure to have no debts, you can transfer money to your Neptun account in advance.
- > Neptun has an automatic system to fulfil payments weekly.
- So if you have money on your Neptun account, when a payment obligation appears, Neptun completes it automatically.





Have a nice semester 😇 🚍