ELTE | FACULTY OF HUMANITIES

Neptun Training

Lilla Gilián
Erasmus+ coordinator, Faculty of Humanities
Department of International Affairs

Neptun Study System

This is where you manage your studies

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

- Neptun Meet Street

Neptun Study System

neptun.elte.hu

Neptun Study System

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 → 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 →below TOPT code: enter this ID → choose student web

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

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

neptun.elte.hu

ELTE Neptun Súgó Belépés

Hírek

Pan-European Seal szakmai gyakorlati program 2023/2024

ELTE Kommunikációs, Marketing és Rekrutációs Igazgatóság, tegnap

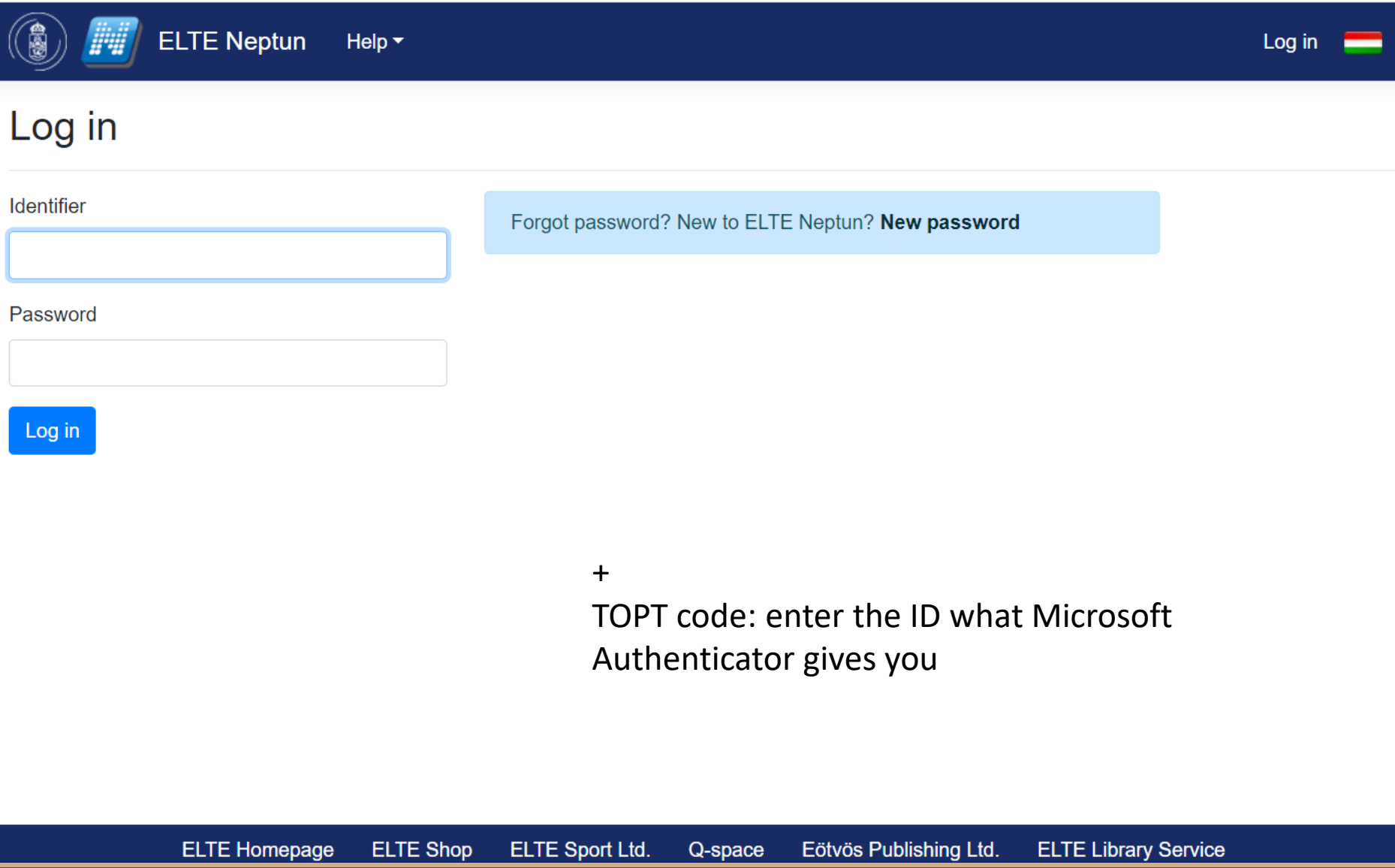
Tájékoztató Lendület-pályázóknak

ELTE Kommunikációs, Marketing és Rekrutációs Igazgatóság, 5 hete

Nyílt napok az ELTE-n

ELTE Kommunikációs, Marketing és Rekrutációs Igazgatóság, 5 hete

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



+

TOPT code: enter the ID what Microsoft Authenticator gives you

News | Student web | Teacher web | Reports 4 | Help | Jarmalov Rezső (CHXWJR) Log out

News

Unread

New MTMT administrator for ELTE FoH international students

Ágnes Diána Ágai, Yesterday

Opening hours of Quaestura in December 2022 and January 2023

ELTE Quaestura Office of Student Services, 6 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

ELTE Faculty of Humanities Library 05.12.2022. - 26.02.2023.

Ágnes Diána Ágai, 6 weeks ago

ELTE PPK Library's new webpage

PPK Library of Faculty, 5 weeks ago

Faculty of Humanities - semester exams - library debts

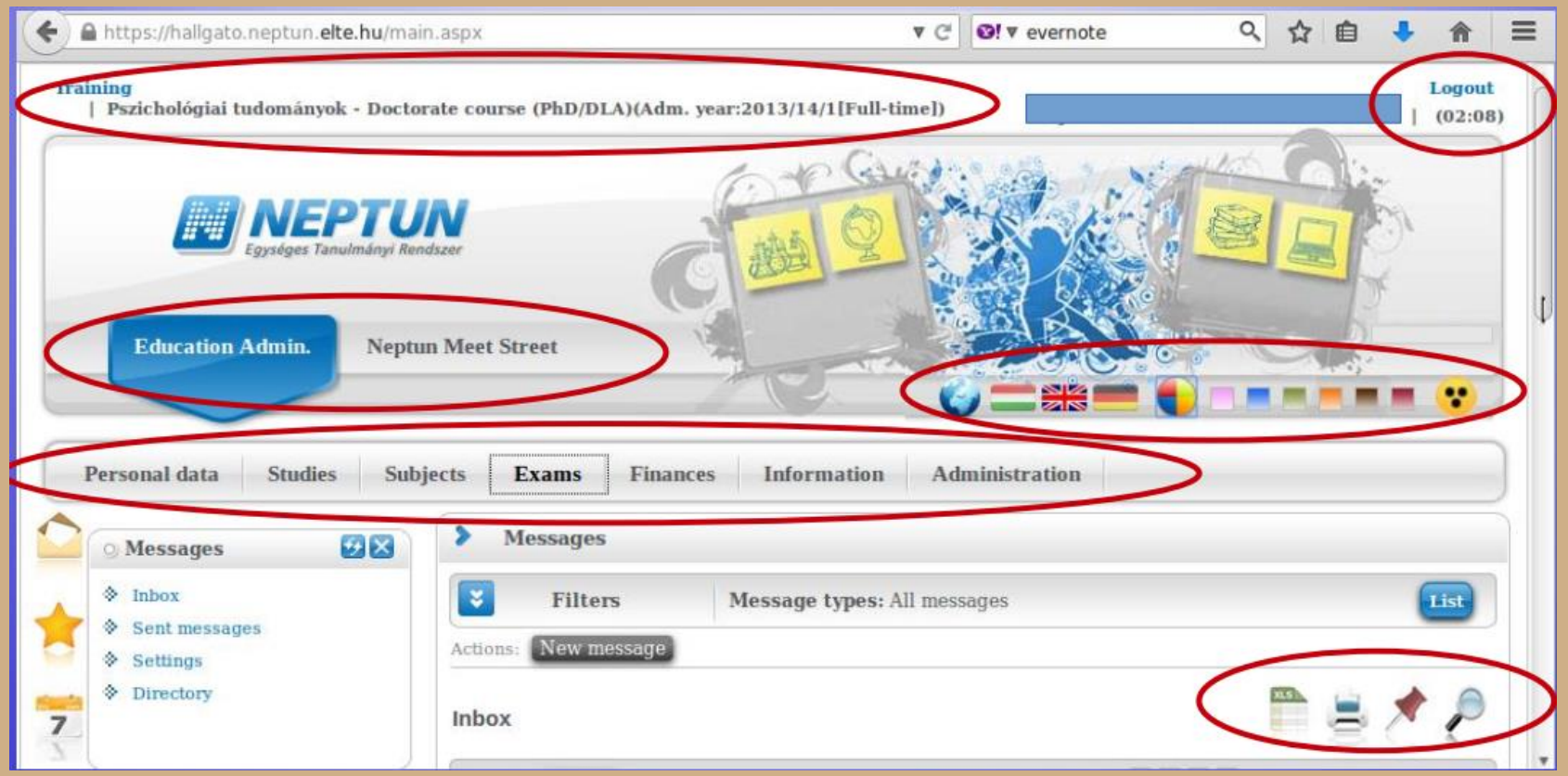
Ágnes Diána Ágai, 5 weeks ago

ELTE PPK Library is partially open

PPK Library of Faculty, 6 weeks ago

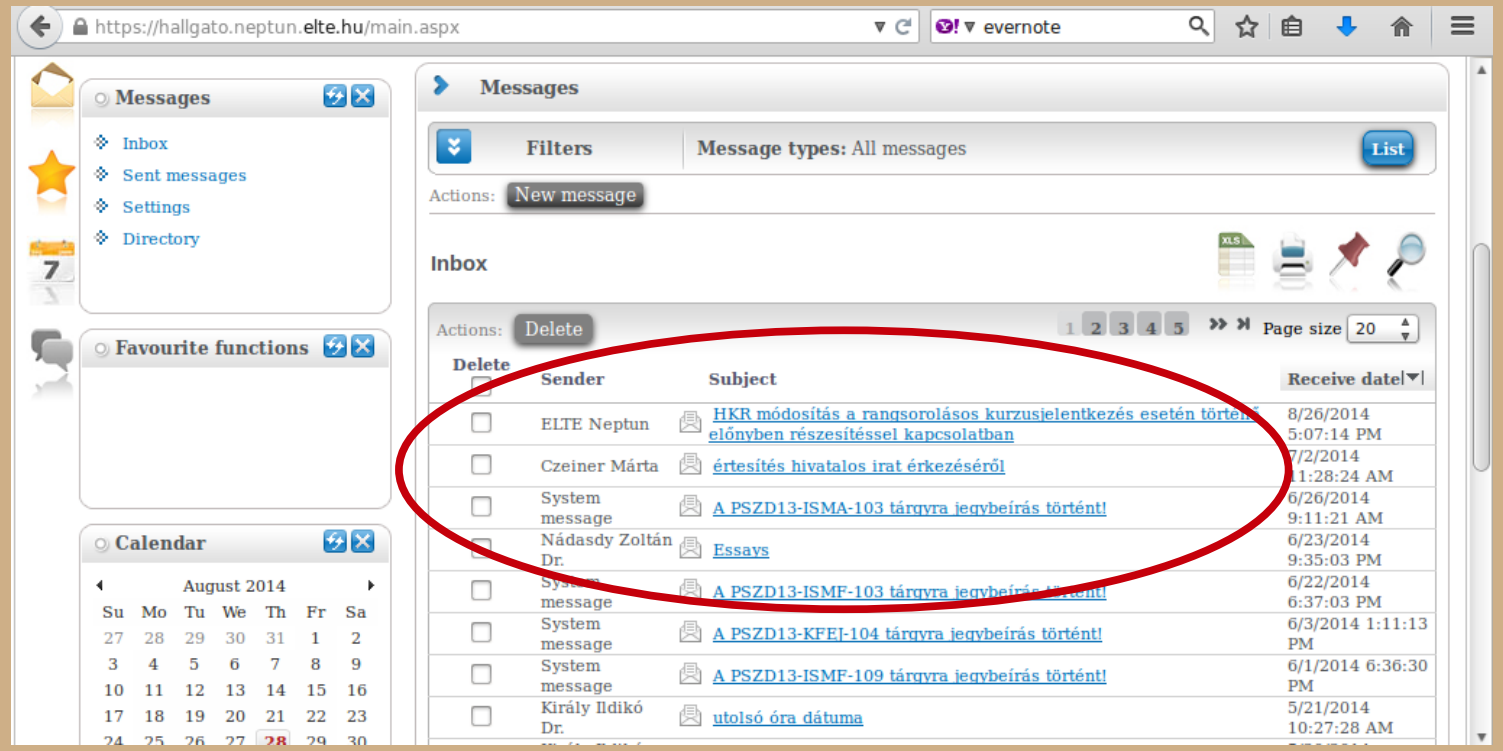
Neptun Study System

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



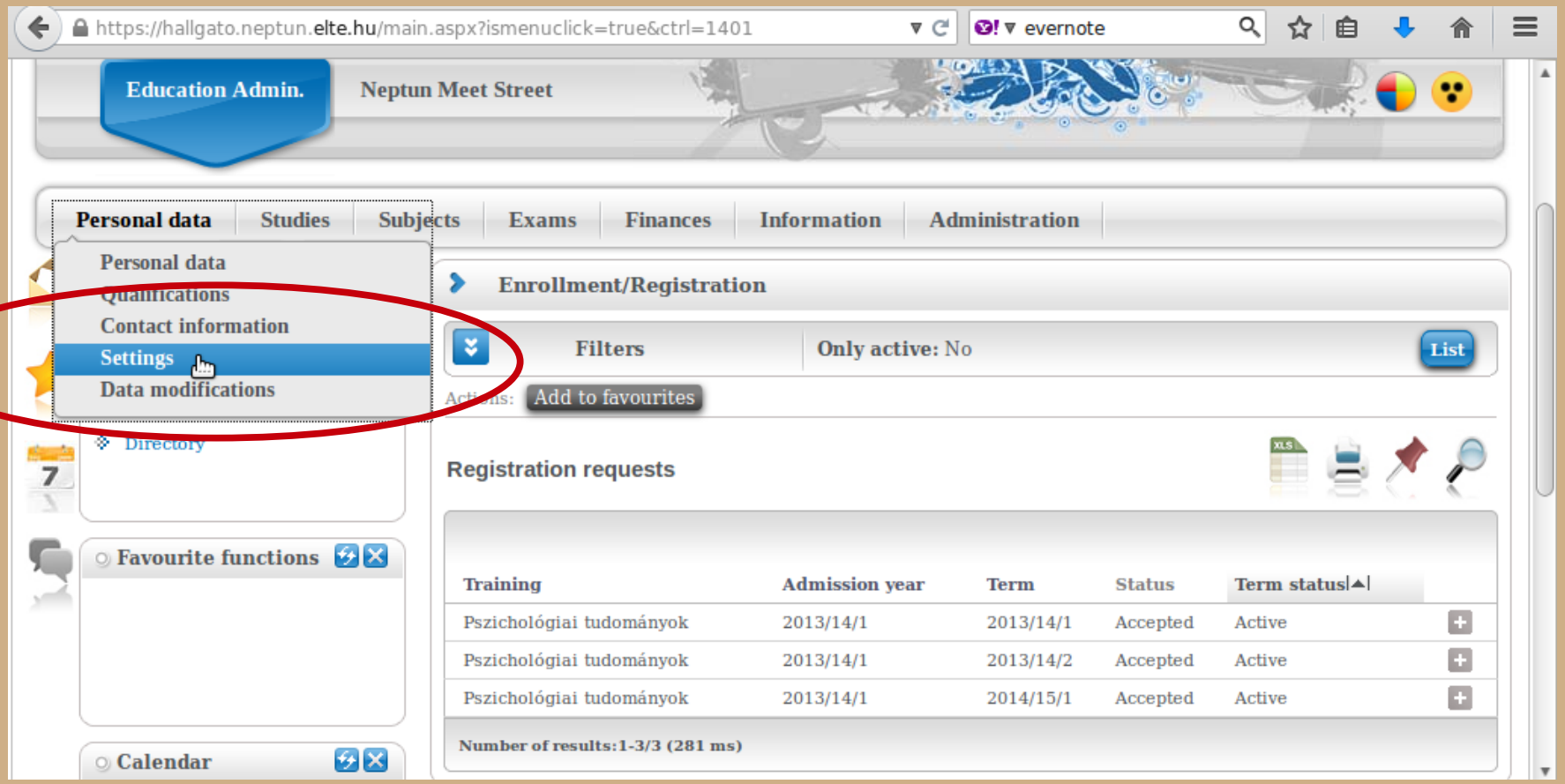
Neptun Study System

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).



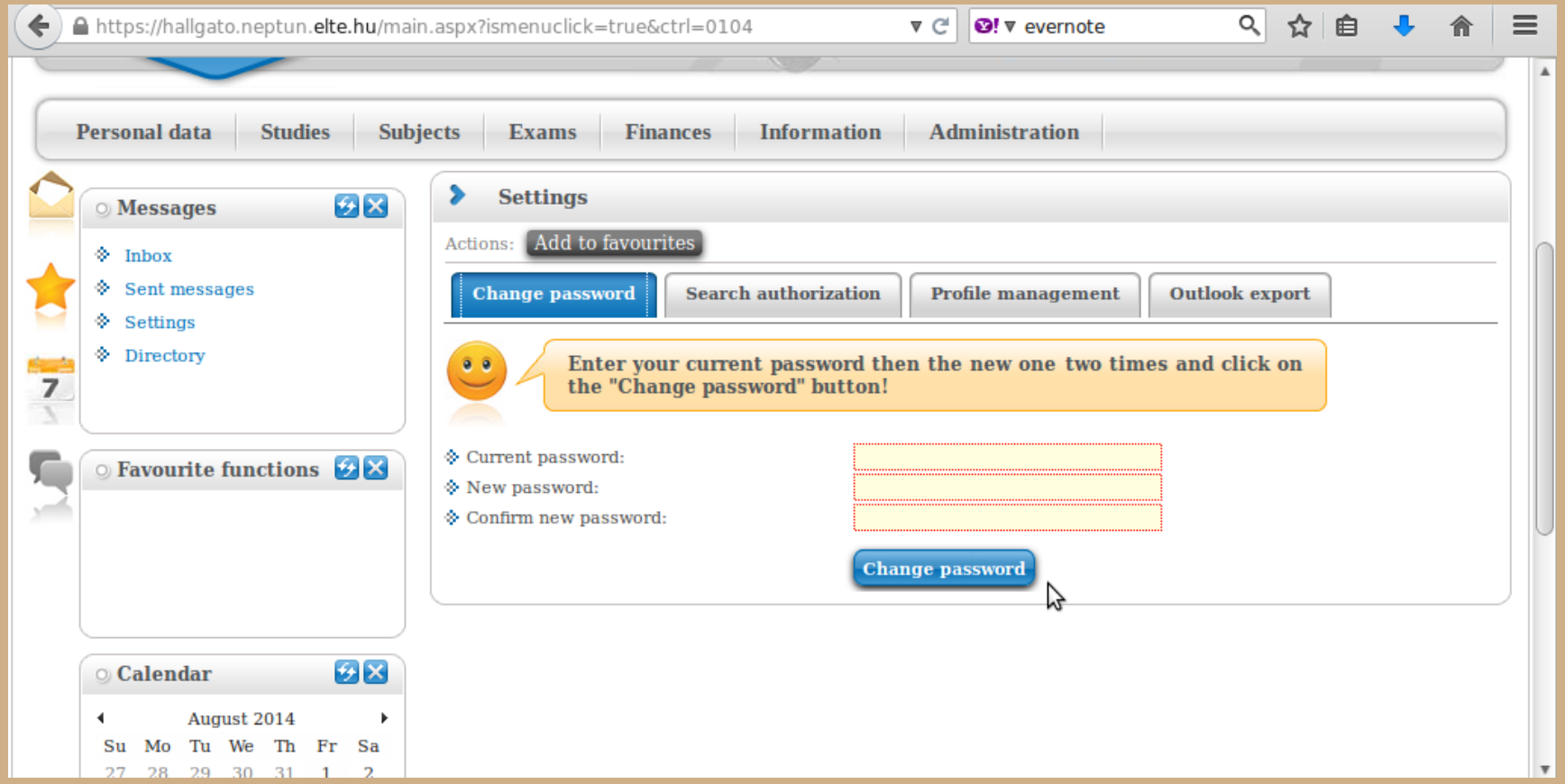
Changing password

You can change your password anytime.



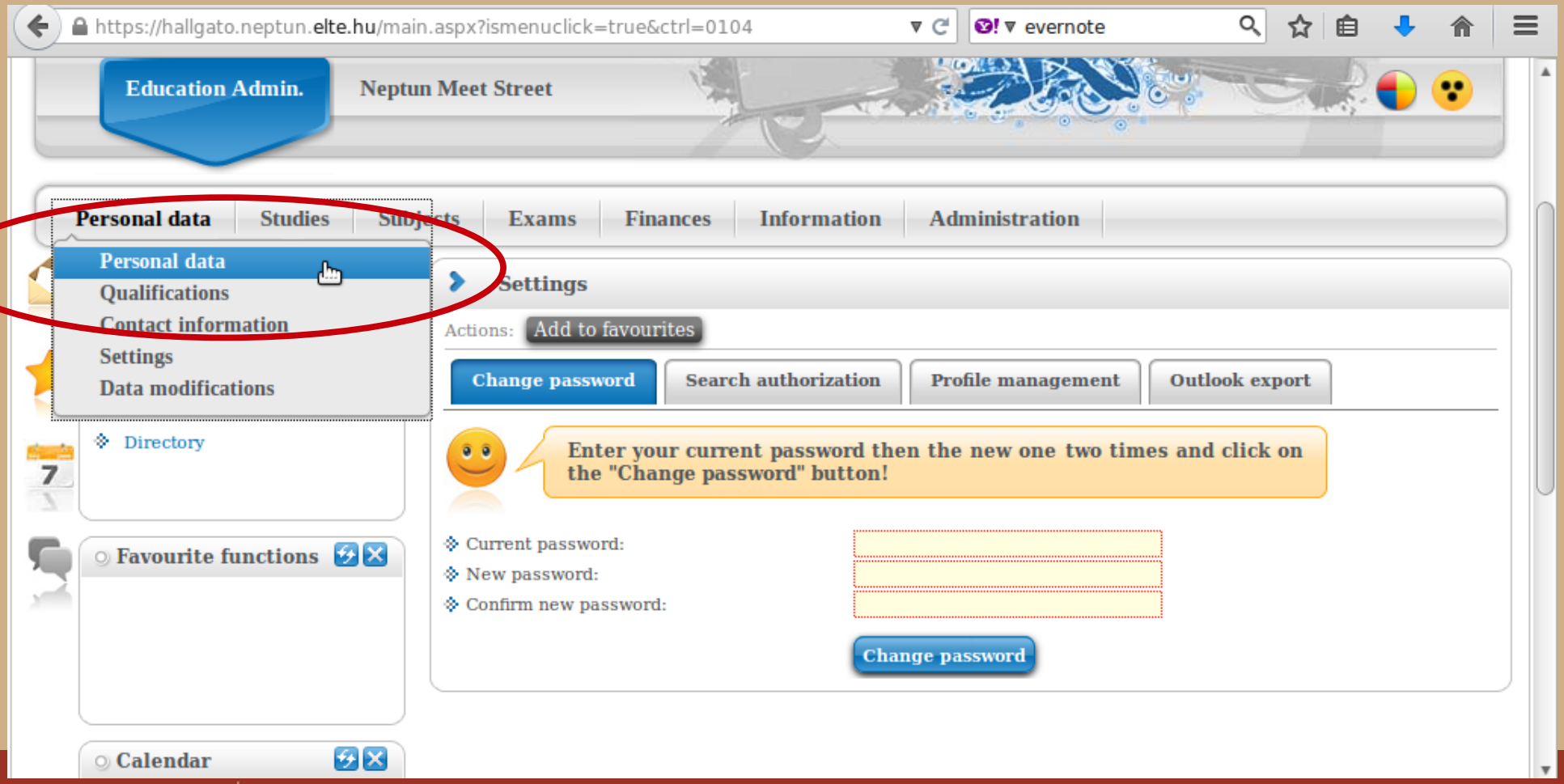
Changing password

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



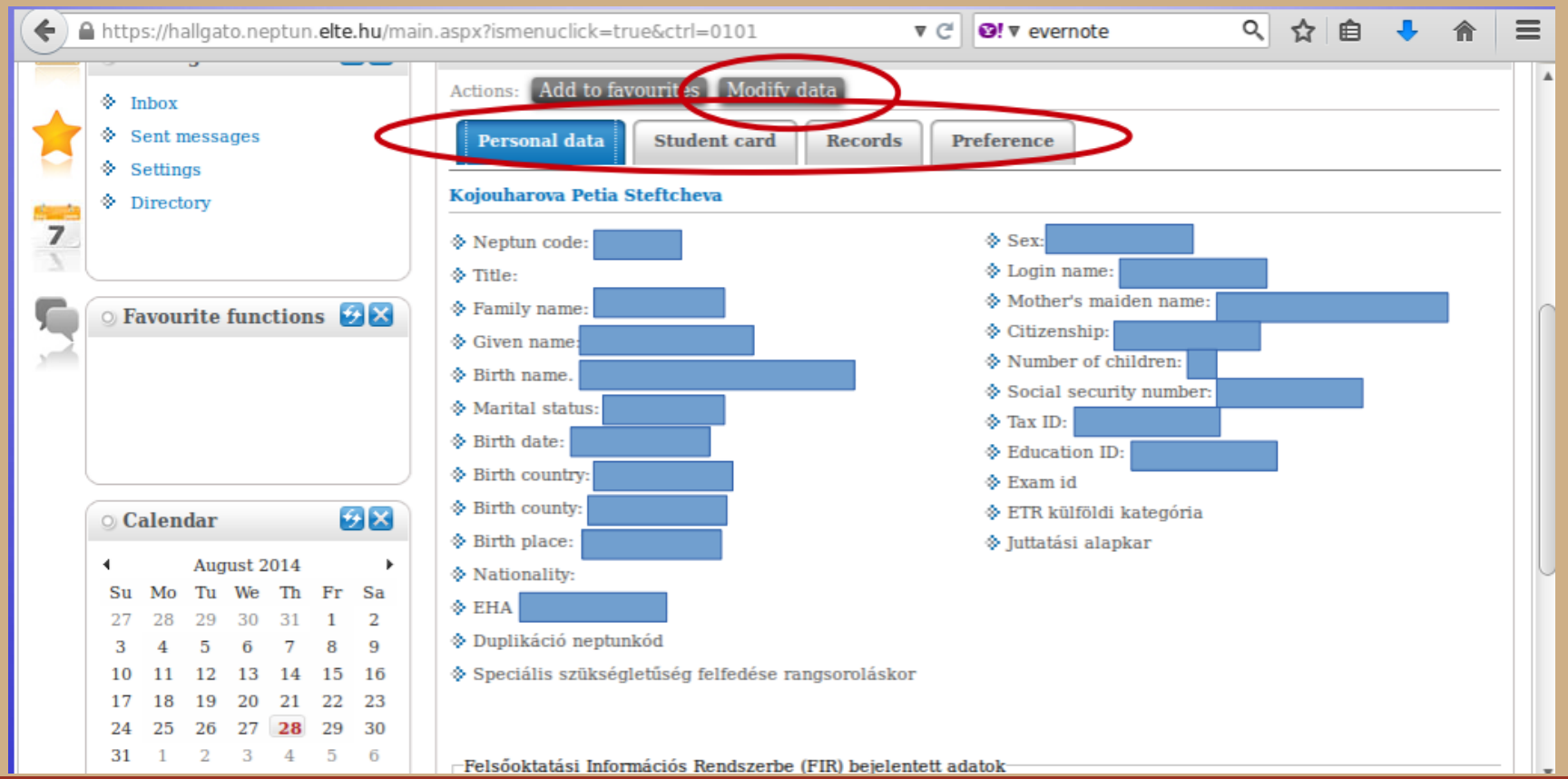
Checking data

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



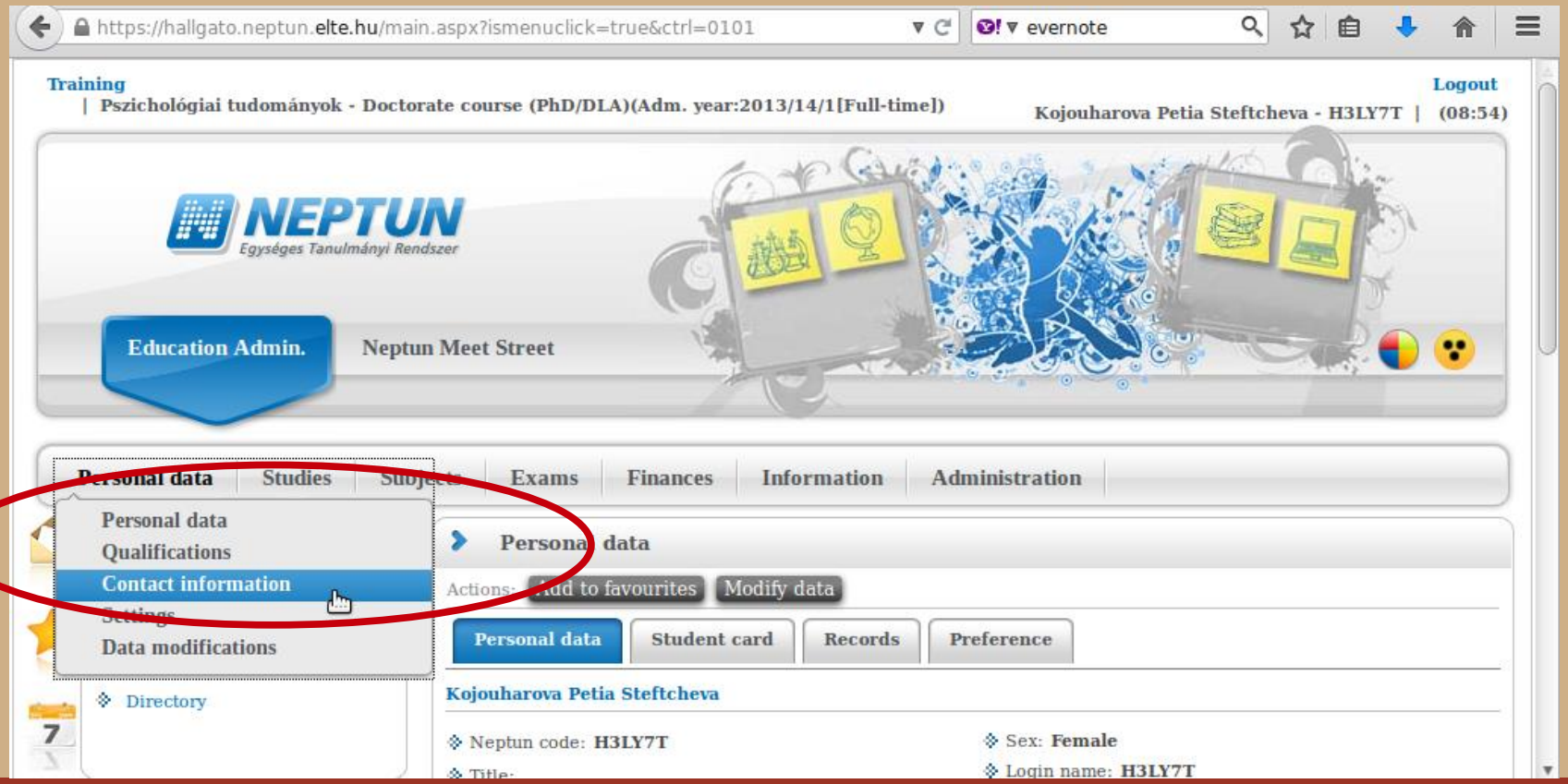
Checking data

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



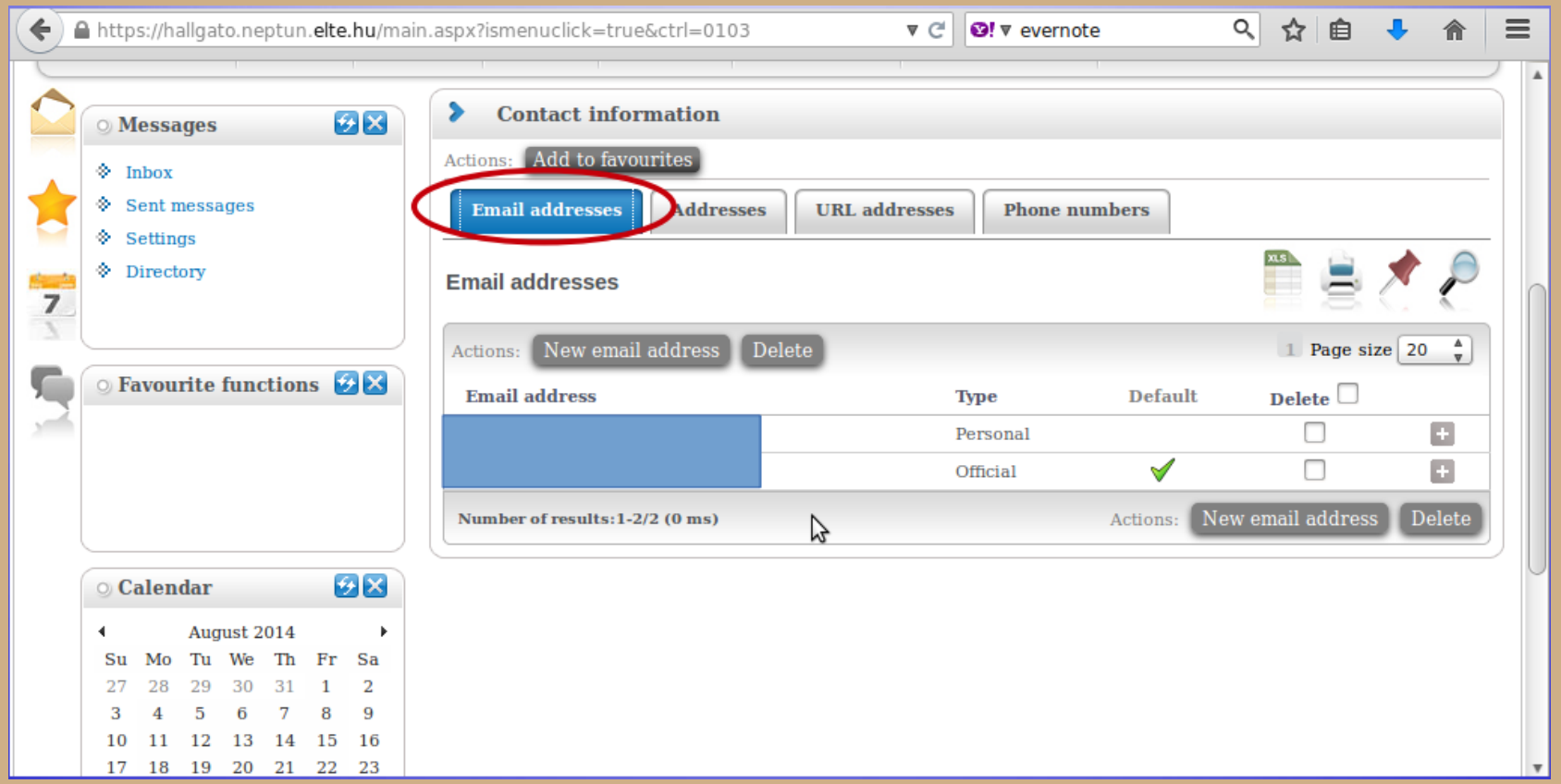
Checking data

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



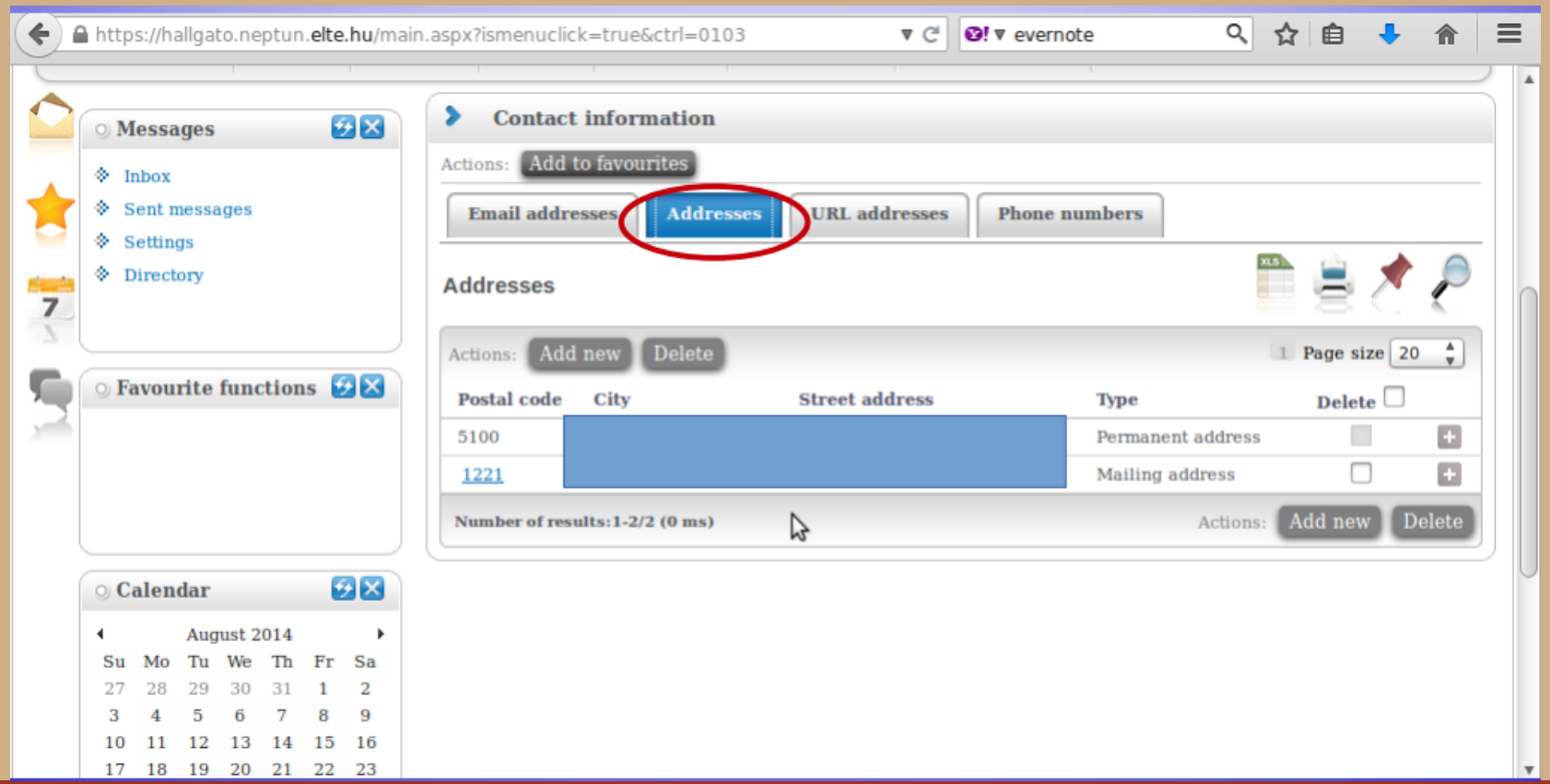
Checking data

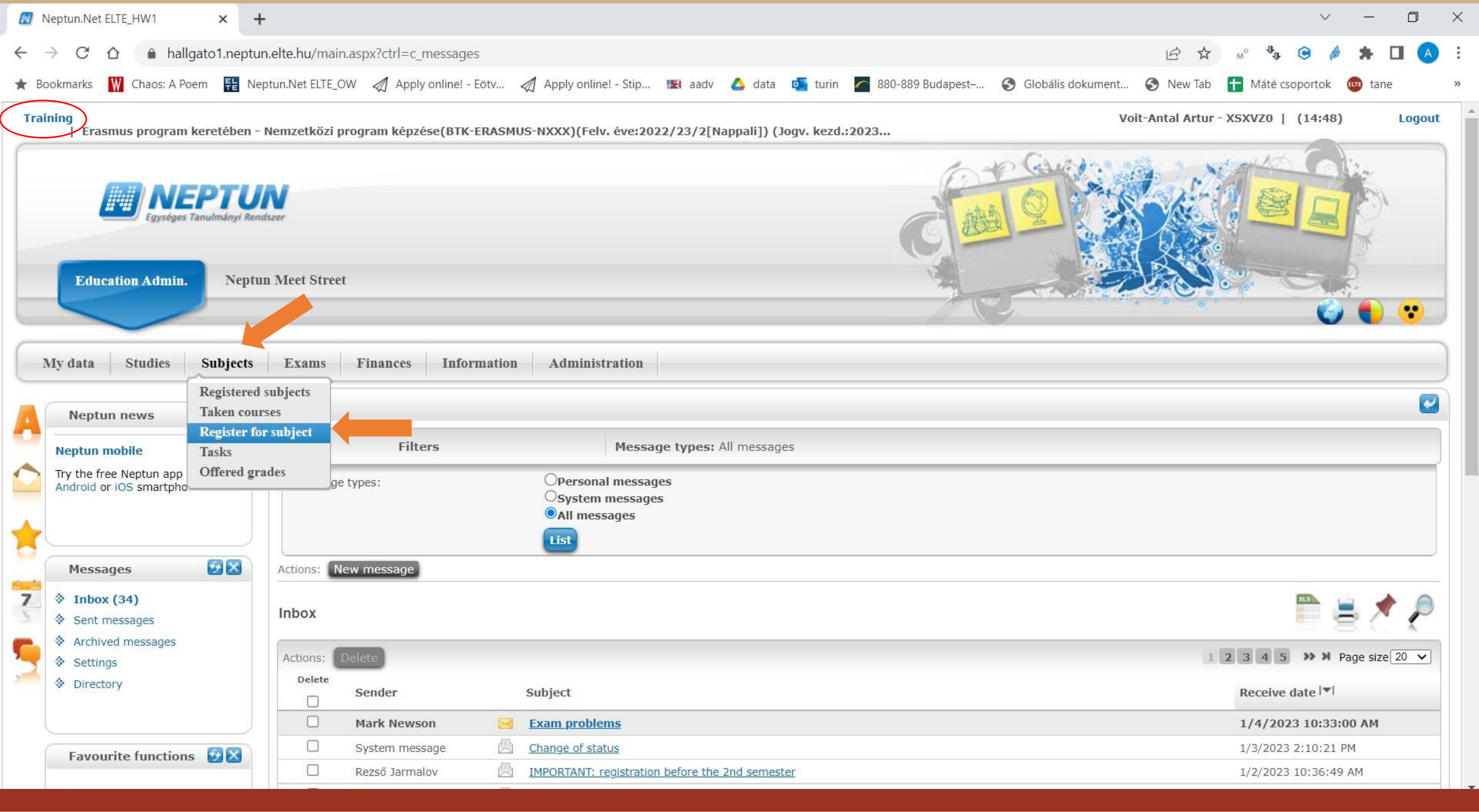
You can add and delete e-mail addresses on your own. Make sure that you add an e-mail address which you read regularly.



Checking data

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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Bookmarks
Chaos: A Poem
Neptun.Net ELTE_OW
Apply online! - Eötv...
Apply online! - Stip...
aadv
data
turin
880-889 Budapest–...
Globális dokument...
New Tab
Máté csoportok
tane
Training
Erasmus program keretében - Nemzetközi program képzése(BTK-ERASMUS-NXXX)(Felv. éve:2022/23/2[Nappali]) (Jogv. kezd.:2023...
Voit-Antal Artur - XSXVZ0 | (14:48)
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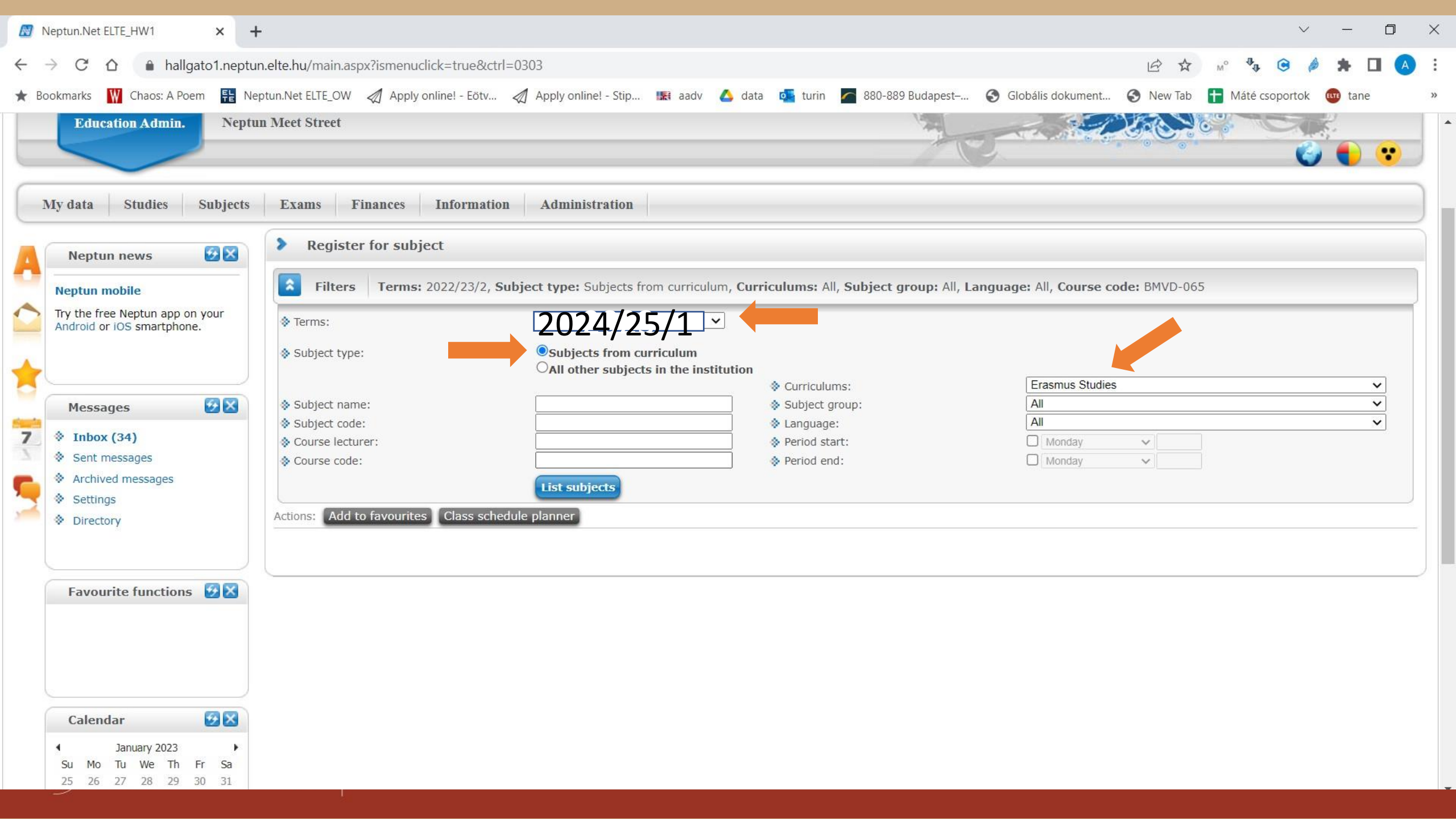
Inbox
Actions: Delete
1 2 3 4 5
Page size 20
Delete
Sender
Subject
Receive date
Mark Newson
Exam problems
1/4/2023 10:33:00 AM
System message
Change of status
1/3/2023 2:10:21 PM
Rezső Jarmalov
IMPORTANT: registration before the 2nd semester
1/2/2023 10:36:49 AM
Favourite functions


Neptun.Net ELTE_HW1
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Register for subject
Filters
Terms: 2022/23/2, Subject type: Subjects from curriculum, Curriculums: All, Subject group: All, Language: All, Course code: BMVD-065
Terms:
2024/25/1
Subject type:
Subjects from curriculum
All other subjects in the institution
Subject name:
Subject code:
Course lecturer:
Course code:
Curriculums:
Erasmus Studies
Subject group:
All
Language:
All
Period start:
Monday
Period end:
Monday
List subjects
Actions:
Add to favourites
Class schedule planner

Neptun.Net ELTE_HW1

hallgato1.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0303

Bookmarks | Chaos: A Poem | Neptun.Net ELTE_OW | Apply online! - Eötv... | Apply online! - Stip... | aadv | data | turin | 880-889 Budapest–... | Globális dokument... | New Tab | Máté csoportok | tane

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January 2023

Su	Mo	Tu	We	Th	Fr	Sa
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Register for subject

Filters **Terms:** 2022/23/2, **Subject type:** Subjects from curriculum, **Curriculums:** Erasmus Studies, **Subject group:** All, **Language:** All

Terms: 2024/25/1

Subject type: **Subjects from curriculum** / **All other subjects in the institution**

Subject name:
Subject code:
Course lecturer:
Course code:

Curriculums: Erasmus Studies
Subject group: All
Language: All
Period start: Monday
Period end: Monday

List subjects

Actions: Add to favourites | Class schedule planner

Subjects from curriculum 2022/23/2(Erasmus Studies)

1 2 3 4 5 Page size 20

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
American Popular Culture	BBI-AME21-236E	School of English and American Studies ERA BA MA		1	3	Compulsory						Register	
Communicating Across Cultures	BBI-ANG17-372E.14	School of English and American Studies ERA BA MA		1	5	Compulsory						Register	
Language skills development 4.	BBI-OLA-241	Institute of Romance Studies ERA BA		1	3	Compulsory						Register	

Neptun.Net ELTE_HW1

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Bookmarks | Chaos: A Poem | Neptun.Net ELTE_OW | Apply online! - Eötv... | Apply online! - Stip... | aadv | data | turin | 880-889 Budapest–... | Globális dokument... | New Tab | Máté csoportok | tane

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Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31

Register for subject

Filters **Terms:** 2022/23/2, **Subject type:** Subjects from curriculum, **Curriculums:** All, **Subject group:** All, **Language:** All, **Course code:** BMVD-065

Terms: 2024/25/1

Subject type: **Subjects from curriculum** / **All other subjects in the institution**

Subject name:
Subject code:
Course lecturer:
Course code:

Curriculums: Erasmus Studies

Subject group: Institute of Arts Communication and Music BA MA

Language:
Period start:
Period end:

List subjects

Actions: Add to favourites | Class schedule planner

- All
- Subjects do not belong to any subject-groups
- Institute for The Theory of Art and Media Studies BA MA
- Institute of Ancient and Classical Studies BA MA
- Institute of Archaeological Sciences BA MA
- Institute of Art History BA MA
- Institute of Arts Communication and Music BA MA
- Institute of East Asian Studies BA MA
- Institute of Ethnography and Folklore BA MA
- Institute of Germanic Studies BA MA
- Institute of Historical Studies BA MA
- Institute of Hungarian Linguistics and Finno-Ugric Studies BA MA
- Institute of Hungarian Literature and Cultural Studies BA MA
- Institute of Language Mediation BA MA
- Institute of Library and Information Science BA MA
- Institute of Oriental Studies BA MA
- Institute of Philosophy
- Institute of Romance Studies ERA BA
- Institute of Romance Studies ERA MA
- Institute of Slavonic and Baltic Philology BA MA

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Su	Mo	Tu	We	Th	Fr	Sa
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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Register for subject

Filters **Terms:** 2022/23/2, **Subject type:** Subjects from curriculum, **Curriculums:** Erasmus Studies, **Subject group:** School of English and American Studies ERA BA MA, **Language:** All

Terms: 2024/25/1

Subject type: **Subjects from curriculum** / **All other subjects in the institution**

Subject name:
Subject code:
Course lecturer:
Course code:

Curriculums: Erasmus Studies
Subject group: School of English and American Studies ERA BA MA
Language: All
Period start: Monday
Period end: Monday

List subjects

Actions: Add to favourites | Class schedule planner

Subjects from curriculum 2022/23/2(Erasmus Studies)

1 2 3 4 5 Page size 20

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
American Popular Culture	BBI-AME21-236E	School of English and American Studies ERA BA MA		1	3	Compulsory						Register	
Communicating Across Cultures	BBI-ANG17-372E.14	School of English and American Studies ERA BA MA		1	5	Compulsory						Register	
Ethnic Minorities in the US	BBI-AME17-322E.28	School of English and American Studies ERA BA MA		1	5	Compulsory						Register	
Go with the Flow	BBI-ANG17-362E.43	School of English and American Studies ERA BA MA		1	5	Compulsory						Register	

hallgato2.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0303

Training | PhD in Historical Sciences - Doctorate course (PhD/DLA)(BTK-DTÖRTÉ-NDHU)(Adm. year:2019/20/1[Full-time]) (Leg. rel. star... Jarmalov Rezső - CHXWJR | (14:52) Logout

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Register for subject

Filters **Terms:** 2022/23/2, **Subject type:** Subjects from curriculum, **Curriculums:** All, **Subject group:** All, **Language:** All, **Course lecturer:** szilárd

Terms: 2024/25/1

Subject type:
- Subjects from curriculum
- All other subjects in the institution

Subject name:
Subject code:
Course lecturer:
Course code:

Curriculums:
Subject group: All
Language: All
Period start: Monday
Period end: Monday

List subjects

Actions: Add to favourites | Class schedule planner

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List subjects

Actions: Add to favourites | Class schedule planner

Favourite functions

The list does not show those subjects that are related to any curriculum in the student's training.

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Classes, Exams, Meetings, Tasks, Subscription lists, Consultations, Reserve dates

Actions: Calendar export

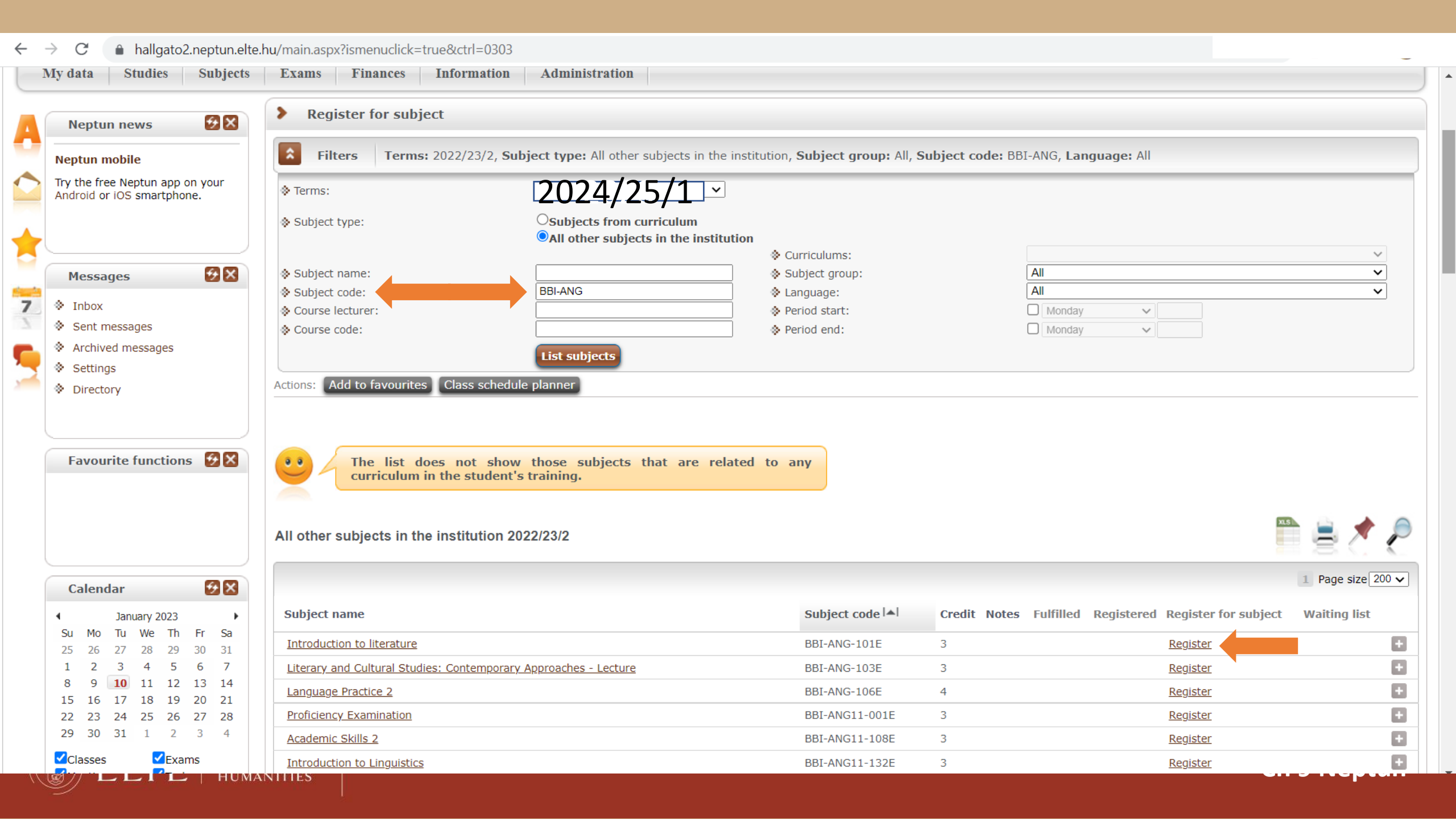
Favourite forums

Actions: Full list

All other subjects in the institution 2022/23/2

1 2 3 4 5 Page size 200

Subject name	Subject code	Credit	Notes	Fulfilled	Registered	Register for subject	Waiting list
3D numerical geological modelling	3dnumfoldtg17gm	2				Register	
Zoology of Hungary	a2an1213	2				Register	
Global ecology	aa1d1020lr	2				Register	
Bases of Environmental Protection	aa1d1021lr	2				Register	
Natural protection	aa1d1052	2				Register	
Nature protection practice	aa1d1052lr	2				Register	
Environmental Economy	aa1d1098lr	2				Register	
Environmental Law	aa1d1099	2				Register	
Environmental Law	aa1d1099lr	2				Register	
Plant Ecology L	AA1R1061	2				Register	
From the monitoring to the data analyses	aa2c3034e	2				Register	
Hydrodynamics of environmental flows	aa2n1300e	2				Register	
Advanced geochemistry	aa2n1509	2				Register	
Environmental monitoring 3.	aa2n4142e	4				Register	
Certification practice of ecology	aa2n4203e	3				Register	
Subject Area Exam	aa5t0z41	2				Register	
Modul final exam	aa5t0z41lr	2				Register	
Social and economic processes	aa5t1050	2				Register	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8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31 1 2 3 4
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Terms: 2022/23/2, Subject type: All other subjects in the institution, Subject group: All, Subject code: BBI-ANG, Language: All
Terms:
2024/25/1
Subject type:
Subjects from curriculum
All other subjects in the institution
Subject name:
Subject code:
BBI-ANG
Course lecturer:
Course code:
Curriculums:
Subject group:
All
Language:
All
Period start:
Monday
Period end:
Monday
List subjects
Actions:
Add to favourites
Class schedule planner
The list does not show those subjects that are related to any curriculum in the student's training.
All other subjects in the institution 2022/23/2
1 Page size 200
Subject name
Subject code
Credit
Notes
Fulfilled
Registered
Register for subject
Waiting list
Introduction to literature BBI-ANG-101E 3 Register
Literary and Cultural Studies: Contemporary Approaches - Lecture BBI-ANG-103E 3 Register
Language Practice 2 BBI-ANG-106E 4 Register
Proficiency Examination BBI-ANG11-001E 3 Register
Academic Skills 2 BBI-ANG11-108E 3 Register
Introduction to Linguistics BBI-ANG11-132E 3 Register
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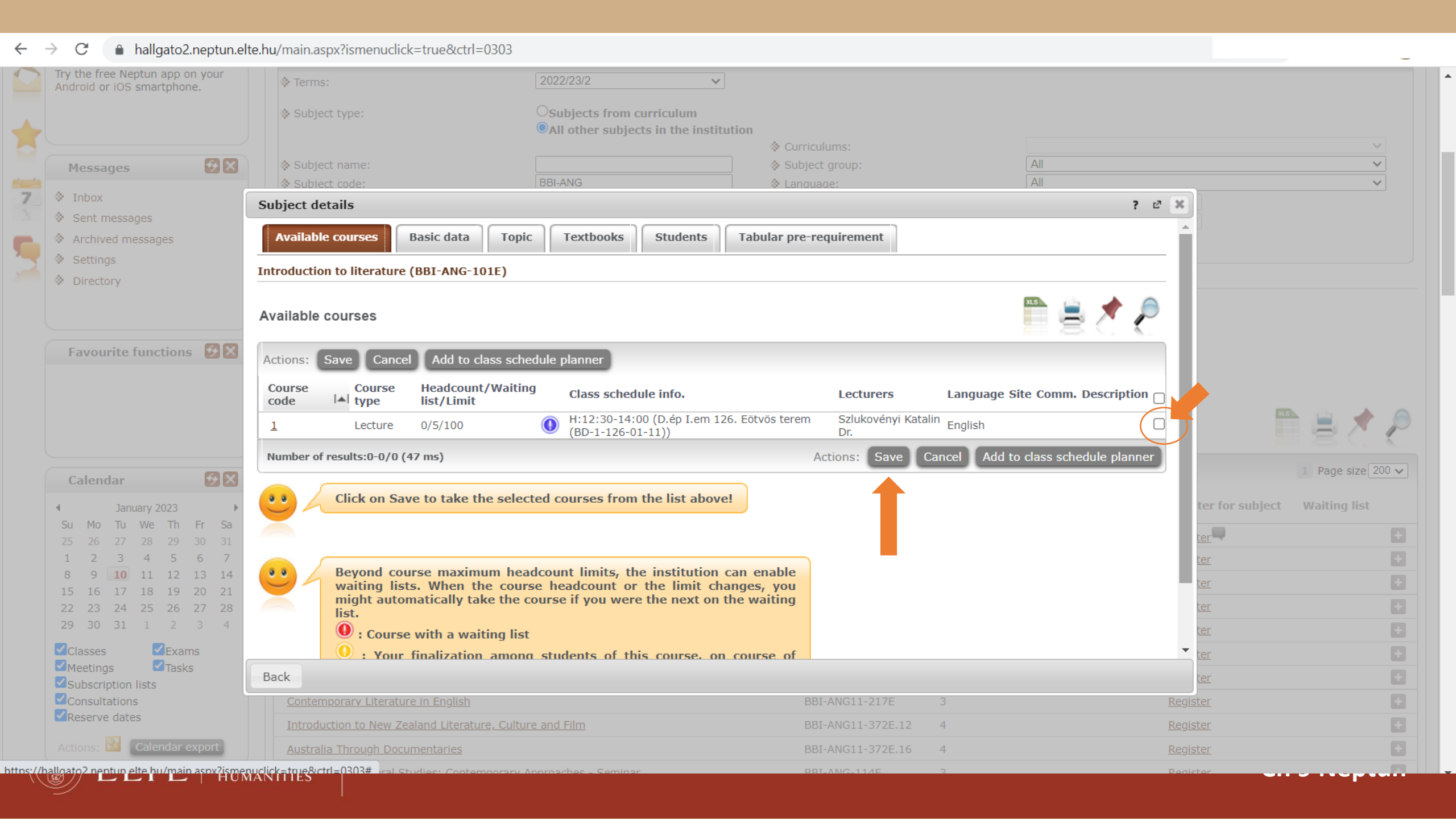
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Subject group:
All
Subject code:
BBI-ANG
Language:
All
Subject details
Available courses
Basic data
Topic
Textbooks
Students
Tabular pre-requirement
Introduction to literature (BBI-ANG-101E)
Available courses
Actions:
Save
Cancel
Add to class schedule planner
Course code
Course type
Headcount/Waiting list/Limit
Class schedule info.
Lecturers
Language
Site
Comm.
Description
1
Lecture
0/5/100
H:12:30-14:00 (D.ép I.em 126. Eötvös terem (BD-1-126-01-11))
Szlukovényi Katalin Dr.
English
Number of results:0-0/0 (47 ms)
Actions:
Save
Cancel
Add to class schedule planner
Click on Save to take the selected courses from the list above!
Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.
: Course with a waiting list
: Your finalization among students of this course, on course of
Back
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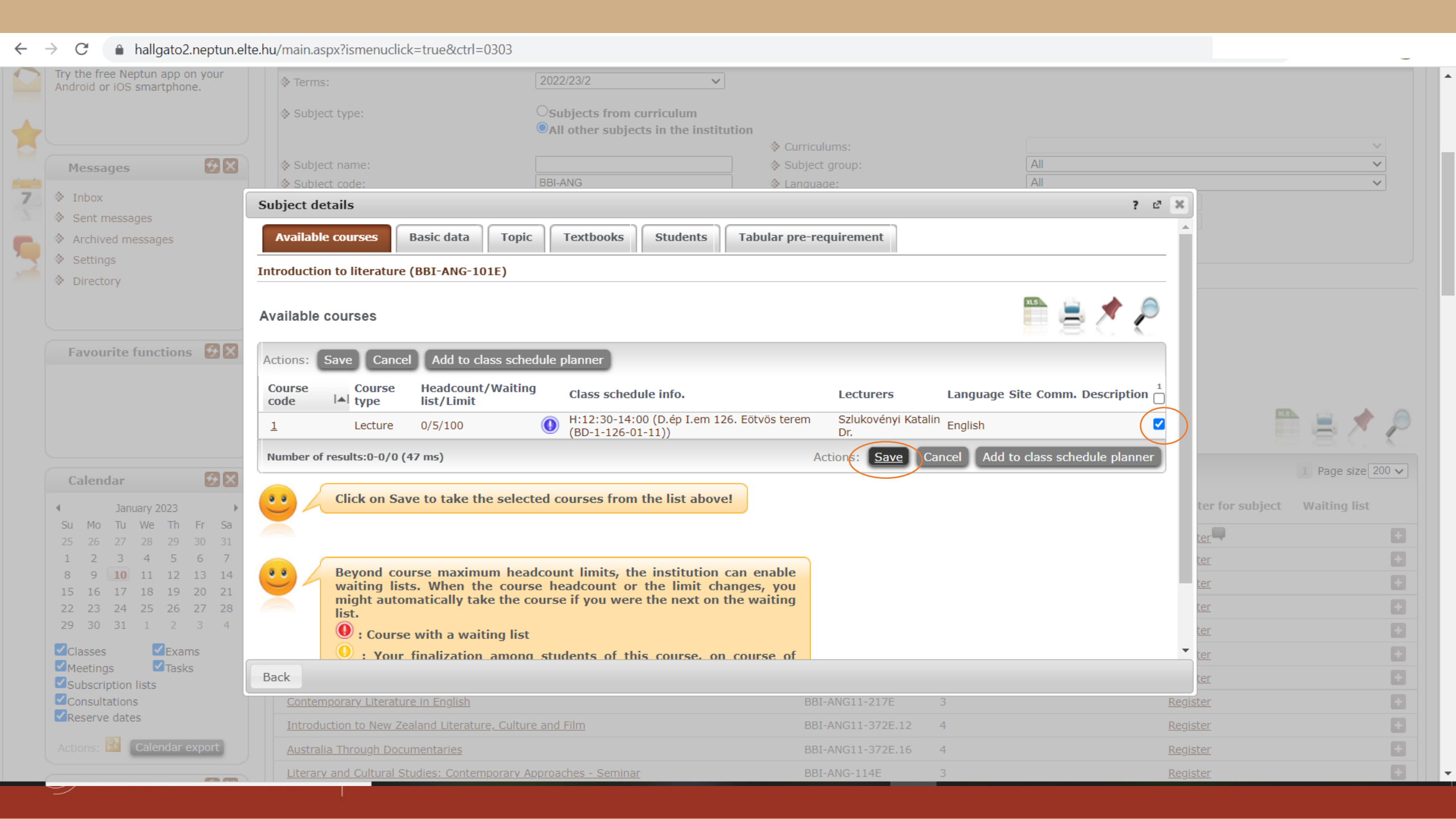
Waiting list
Contemporary Literature in English
BBI-ANG11-217E
3
Register
Introduction to New Zealand Literature, Culture and Film
BBI-ANG11-372E.12
4
Register
Australia Through Documentaries
BBI-ANG11-372E.16
4
Register
HUMANITIES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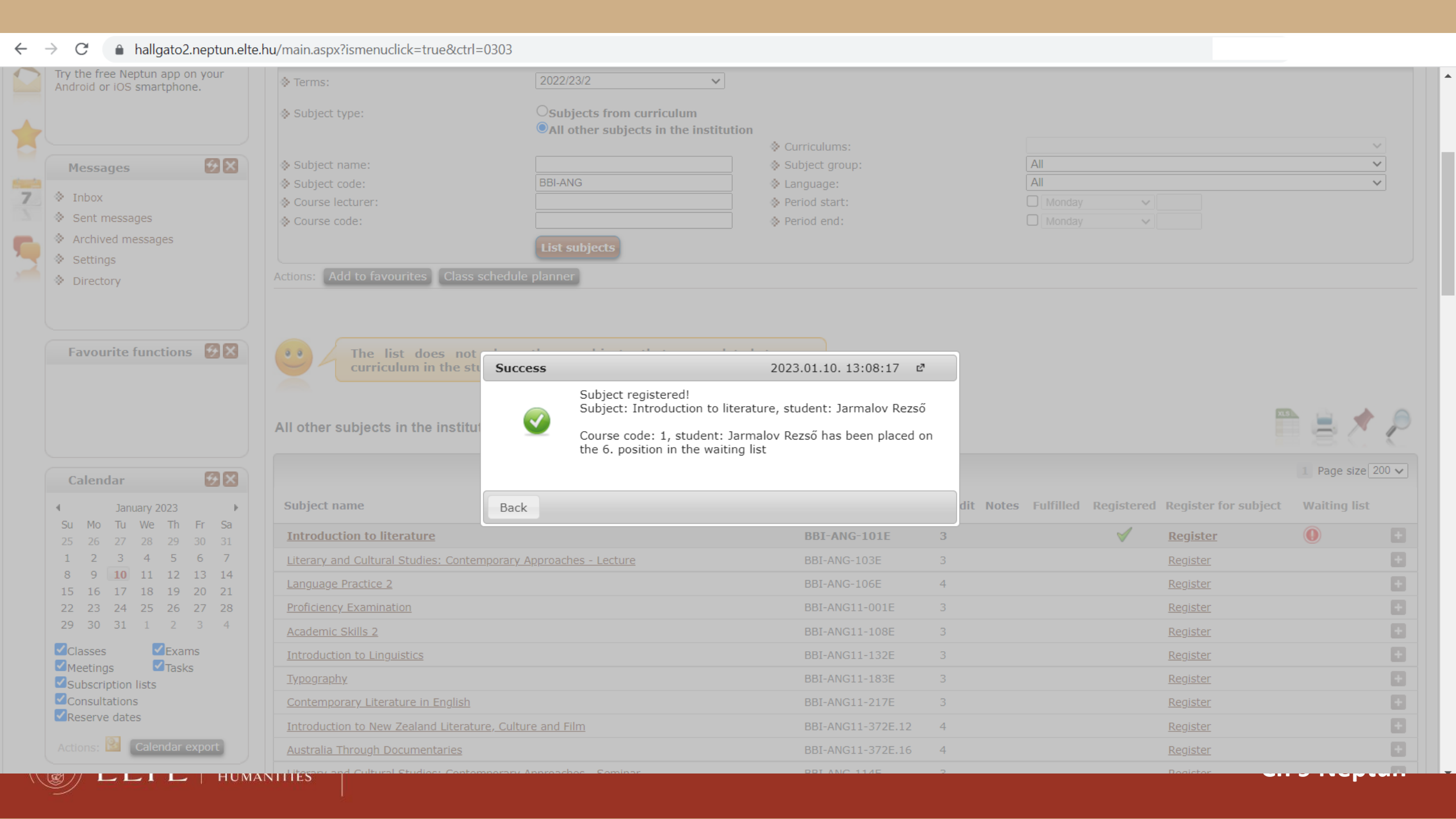
Subjects from curriculum
All other subjects in the institution
Subject name:
Subject code:
BBI-ANG
Curriculums:
Subject group:
All
Language:
All
Subject details
Available courses
Basic data
Topic
Textbooks
Students
Tabular pre-requirement
Introduction to literature (BBI-ANG-101E)
Available courses
Actions:
Save
Cancel
Add to class schedule planner
Course code
Course type
Headcount/Waiting list/Limit
Class schedule info.
Lecturers
Language
Site
Comm.
Description
1
Lecture
0/5/100
H:12:30-14:00 (D.ép I.em 126. Eötvös terem (BD-1-126-01-11))
Szlukovényi Katalin Dr.
English
Number of results:0-0/0 (47 ms)
Actions:
Save
Cancel
Add to class schedule planner
Click on Save to take the selected courses from the list above!
Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.
: Course with a waiting list
: Your finalization among students of this course, on course of
Back
Page size
200
Waiting list
Contemporary Literature in English
BBI-ANG11-217E
3
Register
Introduction to New Zealand Literature, Culture and Film
BBI-ANG11-372E.12
4
Register
Australia Through Documentaries
BBI-ANG11-372E.16
4
Register
Literary and Cultural Studies: Contemporary Approaches - Seminar
BBI-ANG-114E
3
Register


hallgato2.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0303
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Messages
Inbox
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Calendar
January 2023
Su Mo Tu We Th Fr Sa
Classes
Exams
Meetings
Tasks
Subscription lists
Consultations
Reserve dates
Actions:
Calendar export
Terms:
2022/23/2
Subject type:
Subjects from curriculum
All other subjects in the institution
Subject name:
Subject code:
BBI-ANG
Course lecturer:
Course code:
Curriculums:
Subject group:
All
Language:
All
Period start:
Monday
Period end:
Monday
List subjects
Actions:
Add to favourites
Class schedule planner
Success
2023.01.10. 13:08:17
Subject registered!
Subject: Introduction to literature, student: Jarmalov Rezső
Course code: 1, student: Jarmalov Rezső has been placed on the 6. position in the waiting list
Back
Page size 200
Subject name
Notes
Fulfilled
Registered
Register for subject
Waiting list
Introduction to literature BBI-ANG-101E 3 Register
Literary and Cultural Studies: Contemporary Approaches - Lecture BBI-ANG-103E 3 Register
Language Practice 2 BBI-ANG-106E 4 Register
Proficiency Examination BBI-ANG11-001E 3 Register
Academic Skills 2 BBI-ANG11-108E 3 Register
Introduction to Linguistics BBI-ANG11-132E 3 Register
Typography BBI-ANG11-183E 3 Register
Contemporary Literature in English BBI-ANG11-217E 3 Register
Introduction to New Zealand Literature, Culture and Film BBI-ANG11-372E.12 4 Register
Australia Through Documentaries BBI-ANG11-372E.16 4 Register
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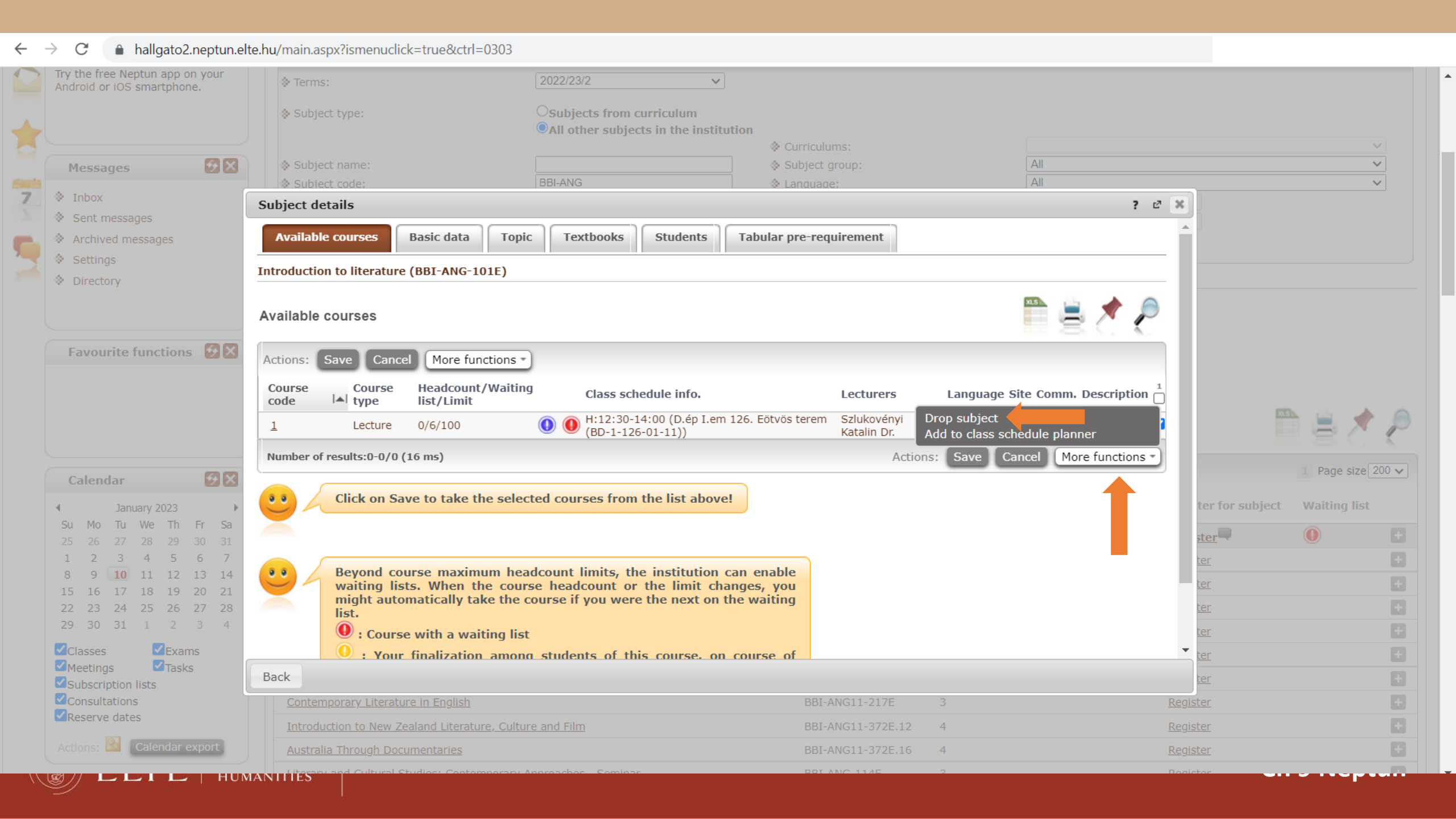
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2022/23/2
Subject type:
Subjects from curriculum
All other subjects in the institution
Subject name:
Subject code:
BBI-ANG
Curriculums:
Subject group:
All
Language:
All
Subject details
Available courses
Basic data
Topic
Textbooks
Students
Tabular pre-requirement
Introduction to literature (BBI-ANG-101E)
Available courses
Actions:
Save
Cancel
More functions
Course code
Course type
Headcount/Waiting list/Limit
Class schedule info.
Lecturers
Language
Site
Comm.
Description
1
Lecture
0/6/100
H:12:30-14:00 (D.ép I.em 126. Eötvös terem (BD-1-126-01-11))
Szlukovényi Katalin Dr.
Drop subject
Add to class schedule planner
Number of results:0-0/0 (16 ms)
Actions:
Save
Cancel
More functions
Click on Save to take the selected courses from the list above!
Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.
: Course with a waiting list
: Your finalization among students of this course, on course of
Back
Page size
200
Waiting list
Contemporary Literature in English
BBI-ANG11-217E
3
Register
Introduction to New Zealand Literature, Culture and Film
BBI-ANG11-372E.12
4
Register
Australia Through Documentaries
BBI-ANG11-372E.16
4
Register
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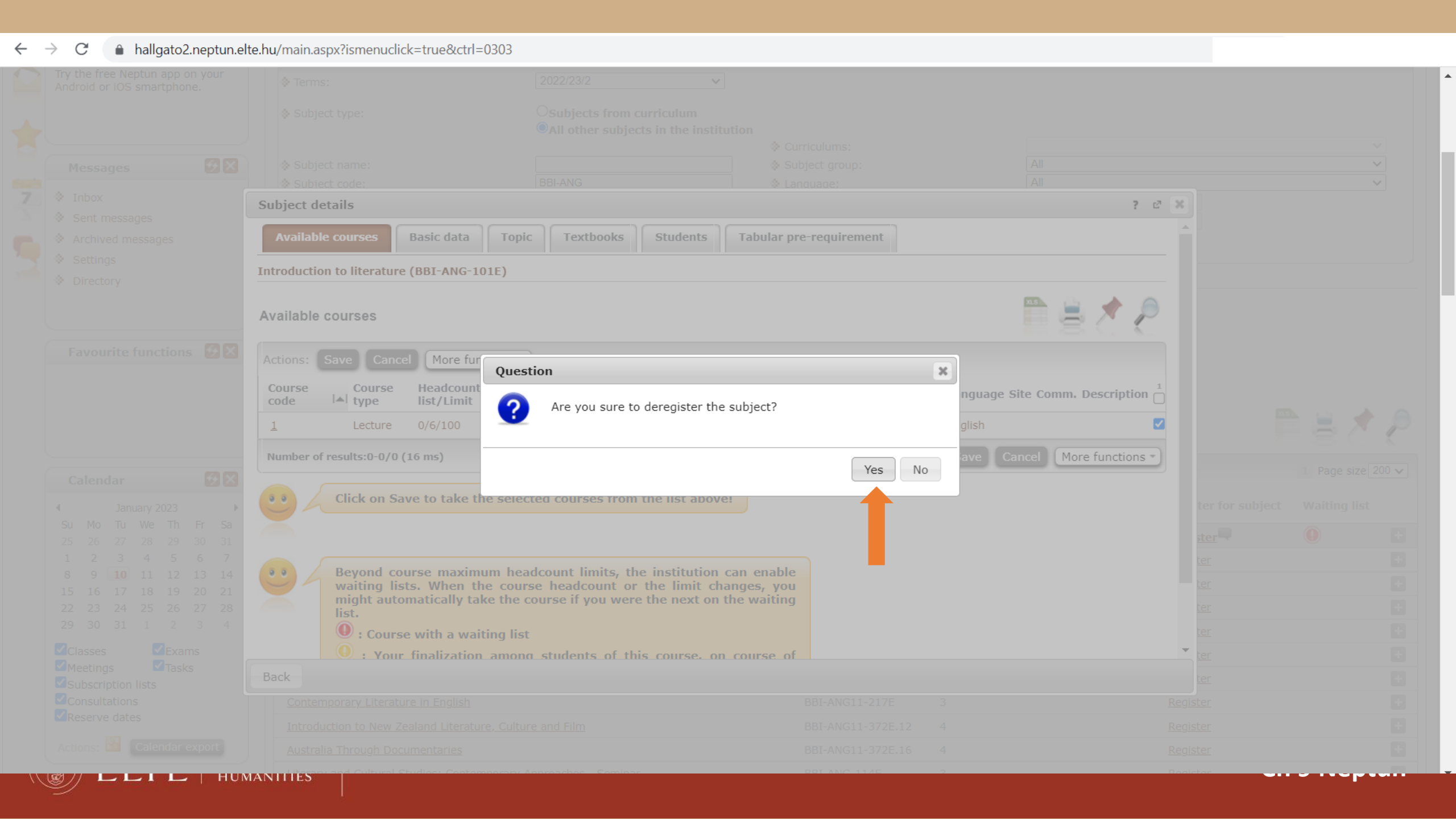
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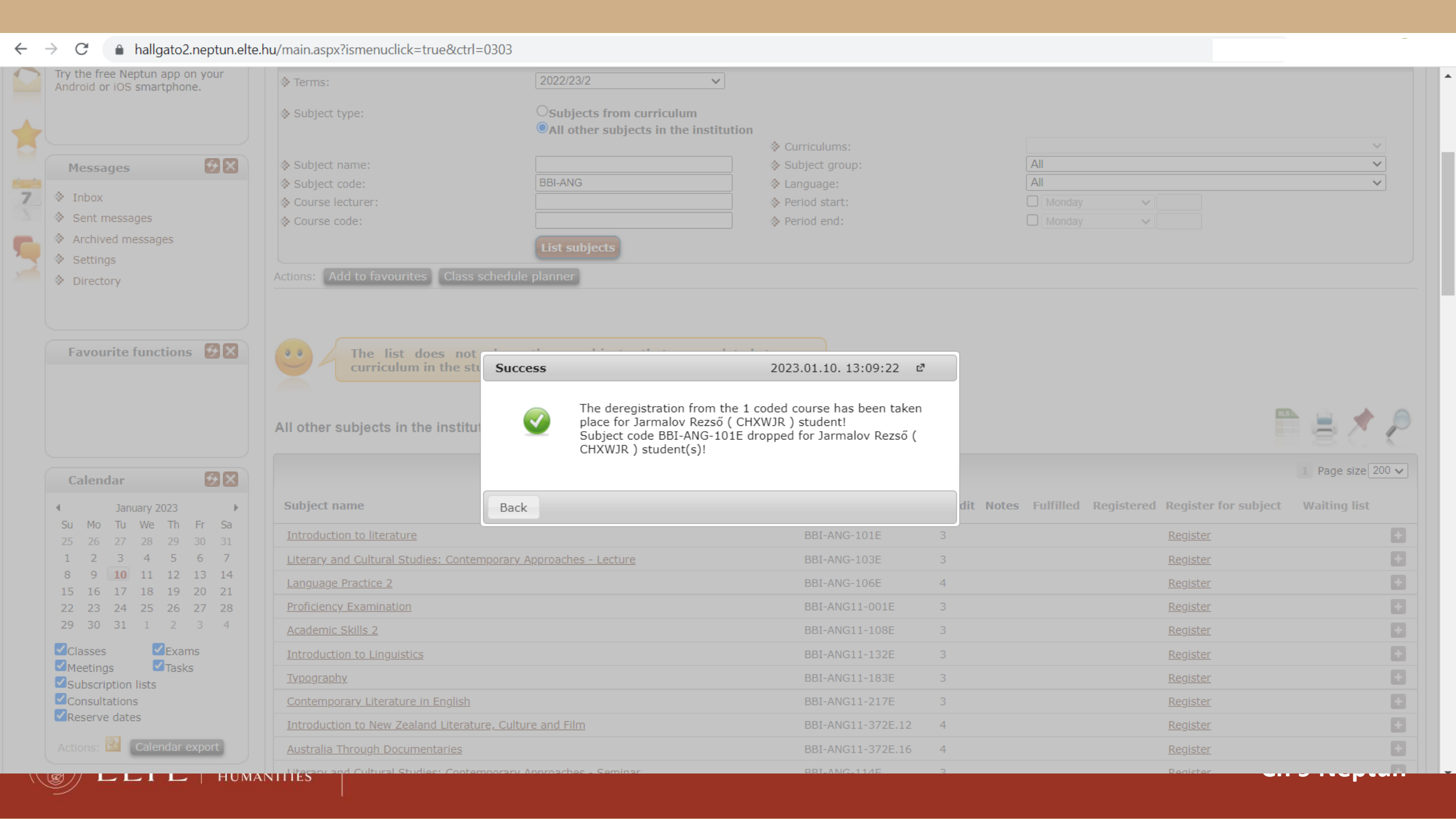
Subject details
Available courses
Basic data
Topic
Textbooks
Students
Tabular pre-requirement
Introduction to literature (BBI-ANG-101E)
Available courses
Actions:
Save
Cancel
Question
Are you sure to deregister the subject?
Yes
No
Click on Save to take the selected courses from the list above!
Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.
: Course with a waiting list
Back
HUMANITIES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2022/23/2
Subject type:
Subjects from curriculum
All other subjects in the institution
Subject name:
Subject code:
BBI-ANG
Course lecturer:
Course code:
Curriculums:
Subject group:
All
Language:
All
Period start:
Monday
Period end:
Monday
List subjects
Actions:
Add to favourites
Class schedule planner
Success
2023.01.10. 13:09:22
The deregistration from the 1 coded course has been taken place for Jarmalov Rezső (CHXWJR) student!
Subject code BBI-ANG-101E dropped for Jarmalov Rezső (CHXWJR) student(s)!
Back
All other subjects in the institut
Page size 200
Subject name
Notes
Fulfilled
Registered
Register for subject
Waiting list
Introduction to literature BBI-ANG-101E 3 Register
Literary and Cultural Studies: Contemporary Approaches - Lecture BBI-ANG-103E 3 Register
Language Practice 2 BBI-ANG-106E 4 Register
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Typography BBI-ANG11-183E 3 Register
Contemporary Literature in English BBI-ANG11-217E 3 Register
Introduction to New Zealand Literature, Culture and Film BBI-ANG11-372E.12 4 Register
Australia Through Documentaries BBI-ANG11-372E.16 4 Register
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Course registration periods

- **Pre-course registration period:** Closed on 30th August, 4 PM
- **„Ranking period”:** From 30th August, 8 PM until 5th September 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 on 7th late evening! or 8th September 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:** 6th September 8 AM – 13th September 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.

- https://www.btk.elte.hu/academic-calendar
- 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
6th September 8 AM – 13th September 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

Seminar:

- 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

- Pre-requisite:

  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 October 2024.

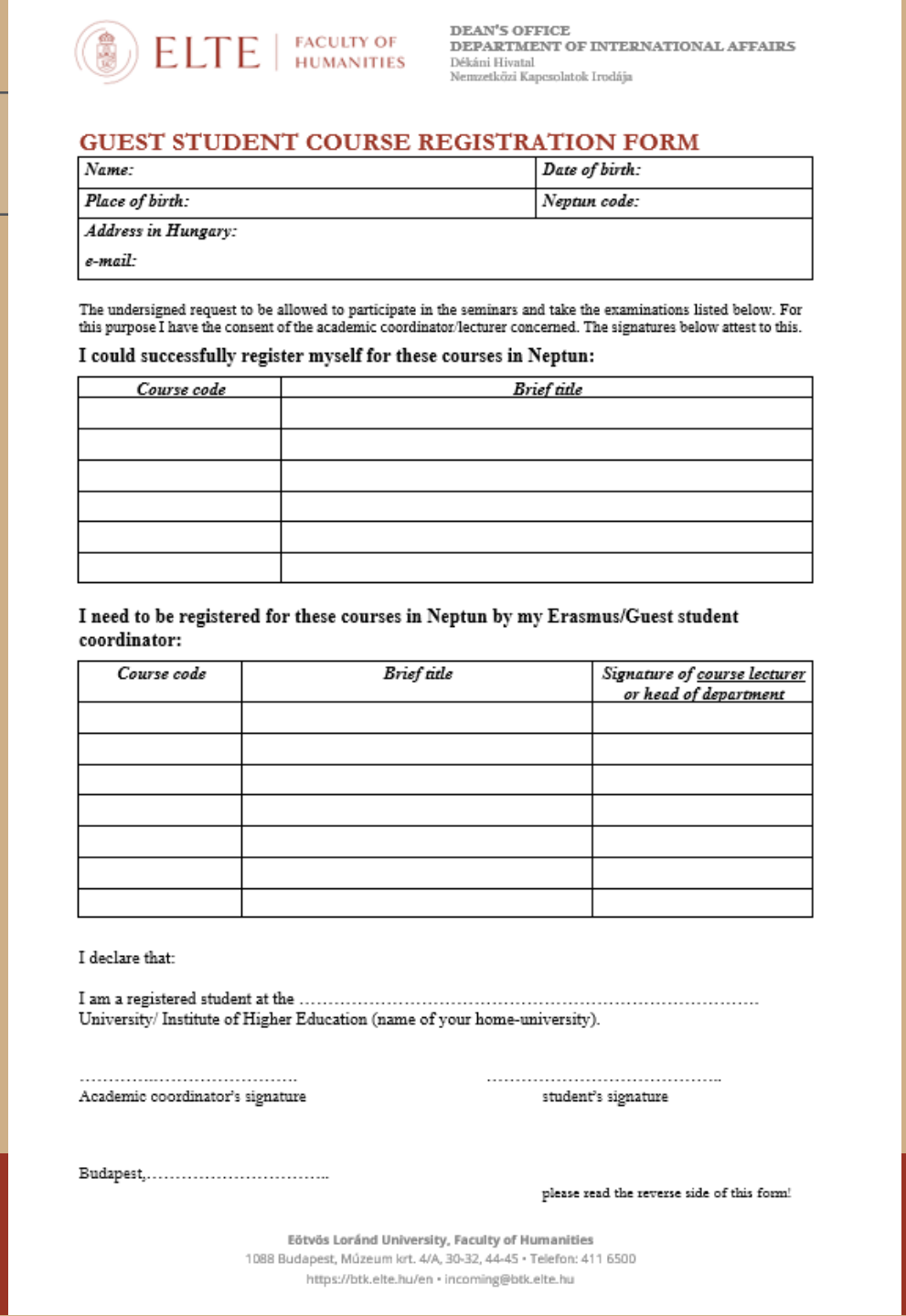
Guest Student Course Registration Form

Course registration starts on 6th September.

Form Submit at office until:

1st October

(the sooner-the better!)



ELTE | FACULTY OF HUMANITIES

DEAN'S OFFICE
DEPARTMENT OF INTERNATIONAL AFFAIRS
Dékáni Hivatal
Nemzetközi Kapcsolatok Irodája

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 course lecturer or head of department*

I declare that:

I am a registered student at the ……
University/ Institute of Higher Education (name of your home-university).

…… ……
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: **GUEST STUDENT FORM** 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.
- The approval should be requested by you from the teacher. 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 October!

→ 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

canvas

NEPTUN

moodle

zoom

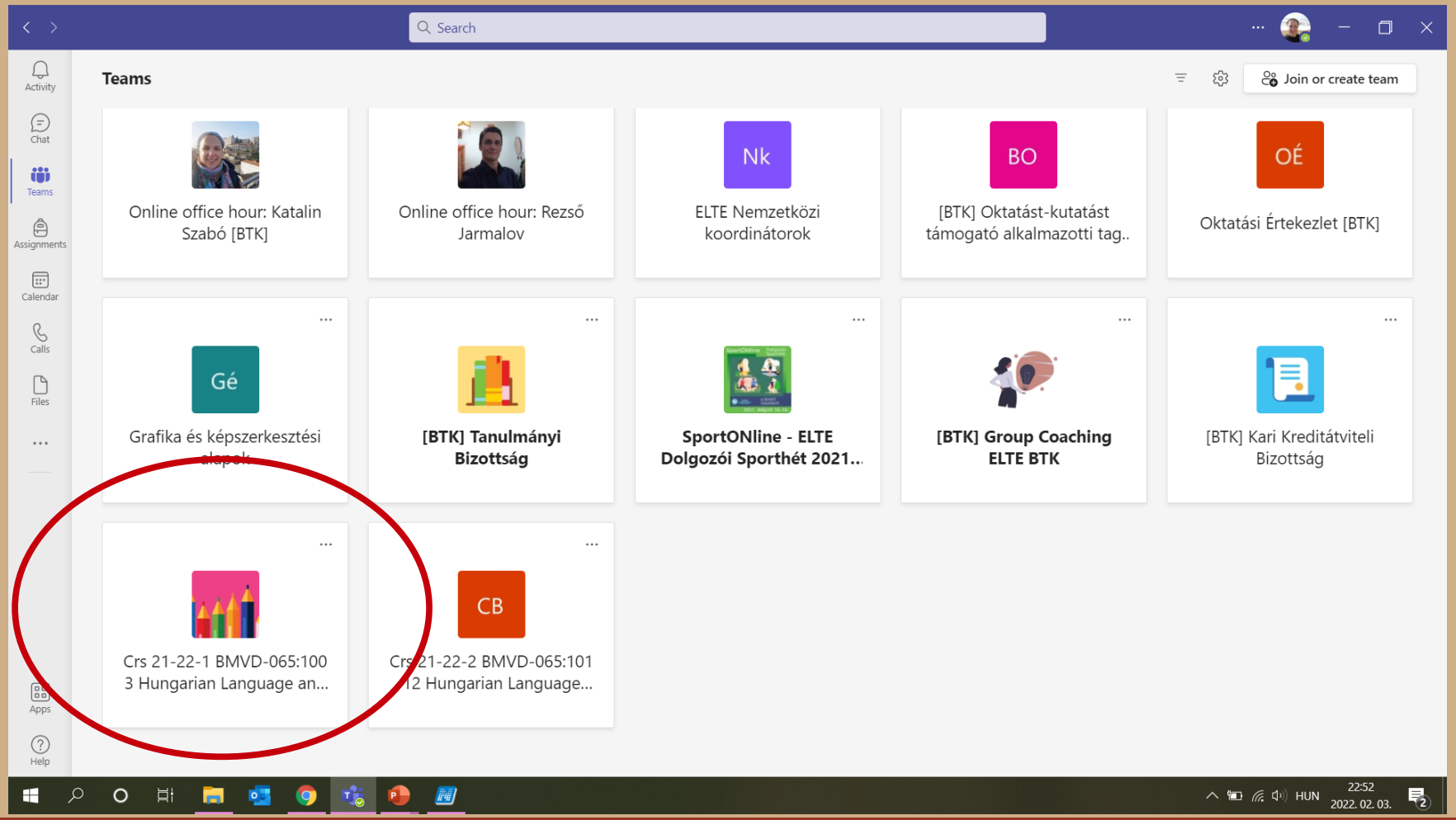
Online education

- 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

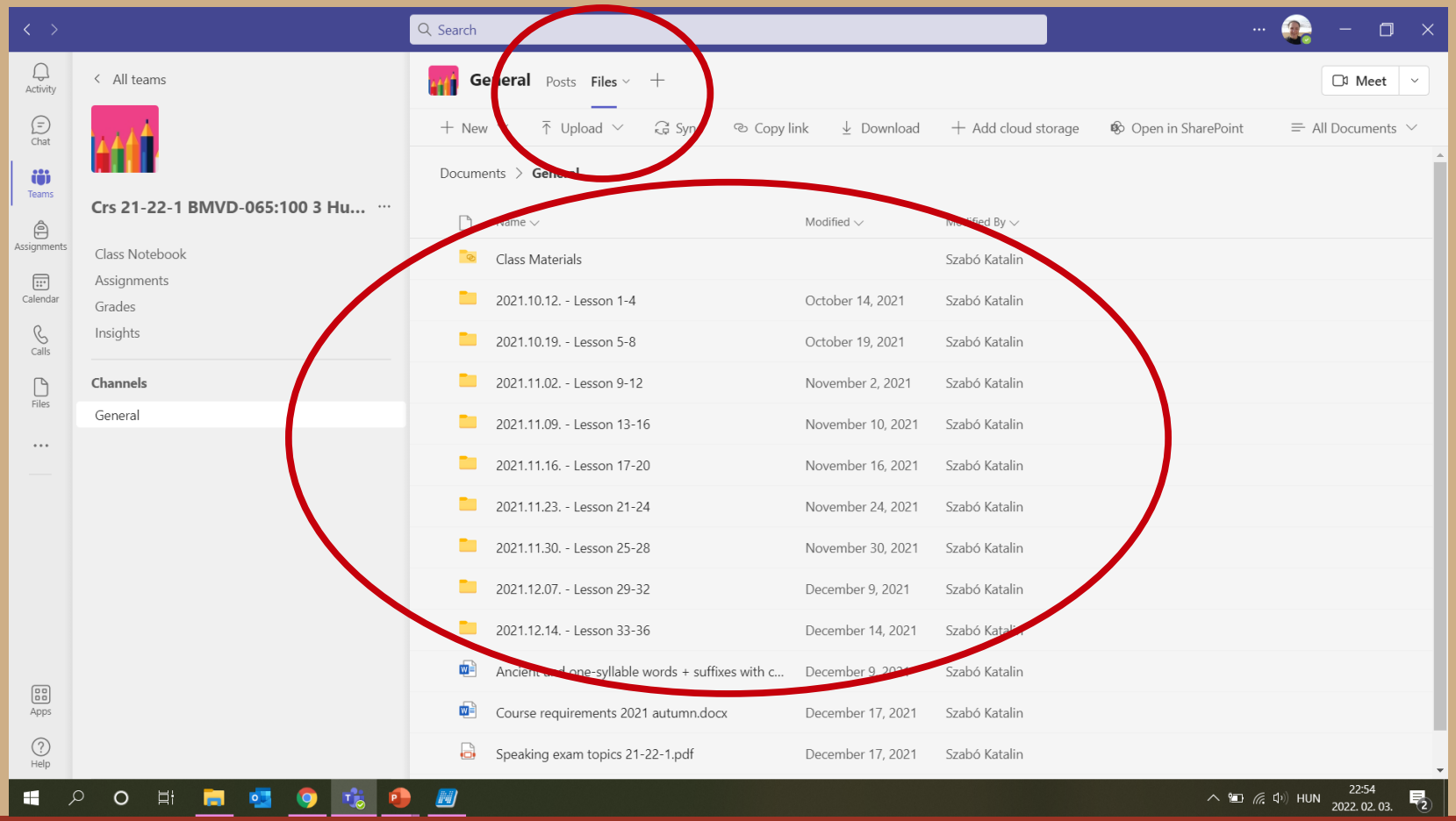
- Use Teams with your ELTE email address.
- After successful course registration, you should see the group of the class in Teams within 24 hours.
- If not, contact the teacher of the class to add you manually to the group.
- Join the online classes.
- Download the materials from the shared space of the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

Microsoft Teams



Microsoft Teams

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



Zoom

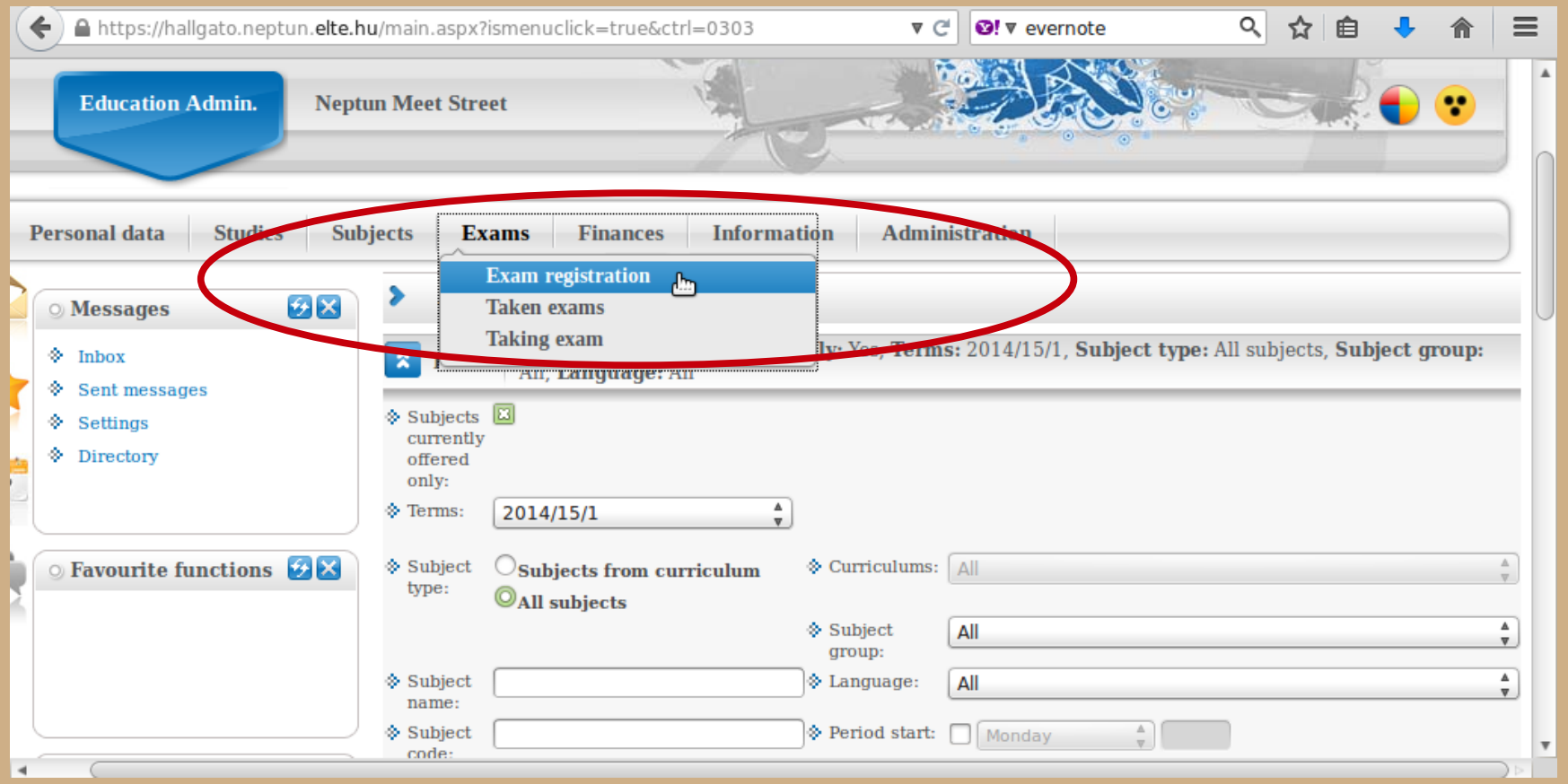
- Zoom is not integrated into Neptun.
- If the teacher has the class via Zoom, you should get a link to the meeting.
- Click on the link and join the meeting.

First week

- 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.

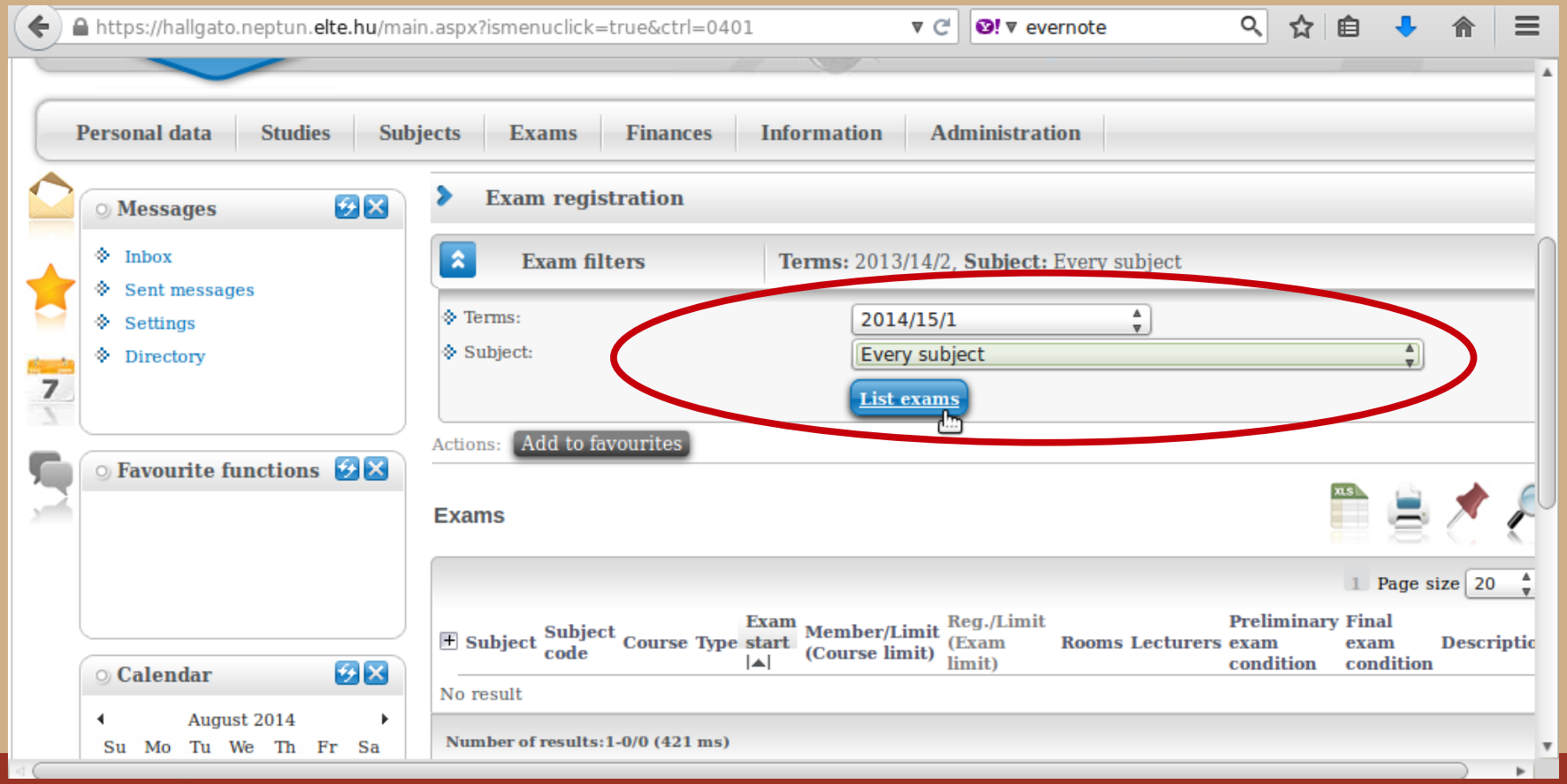
Exam registration

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.



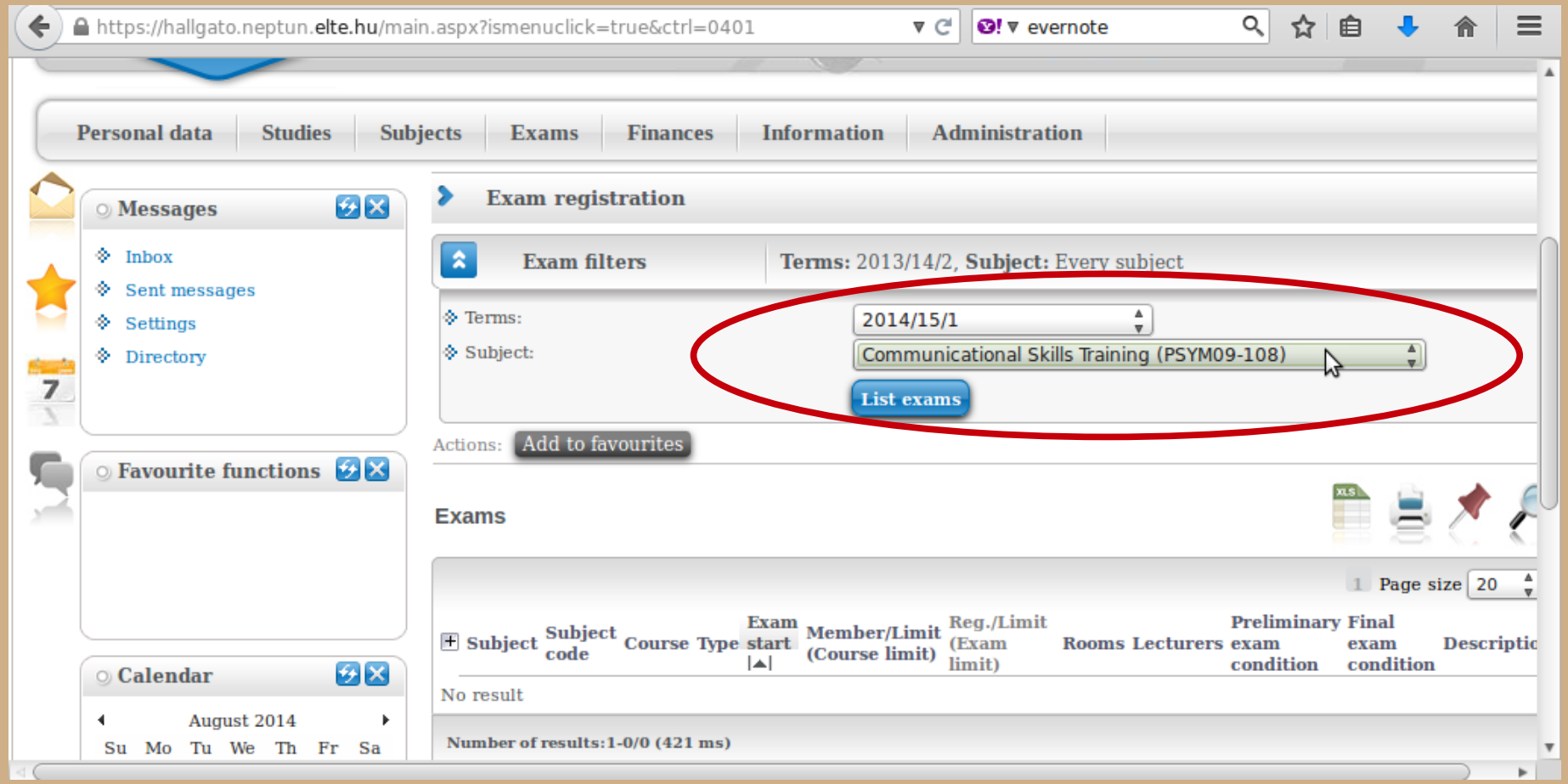
Exam registration

This is when you can look for exam dates, once they are uploaded. You can list all dates or only dates for one course.



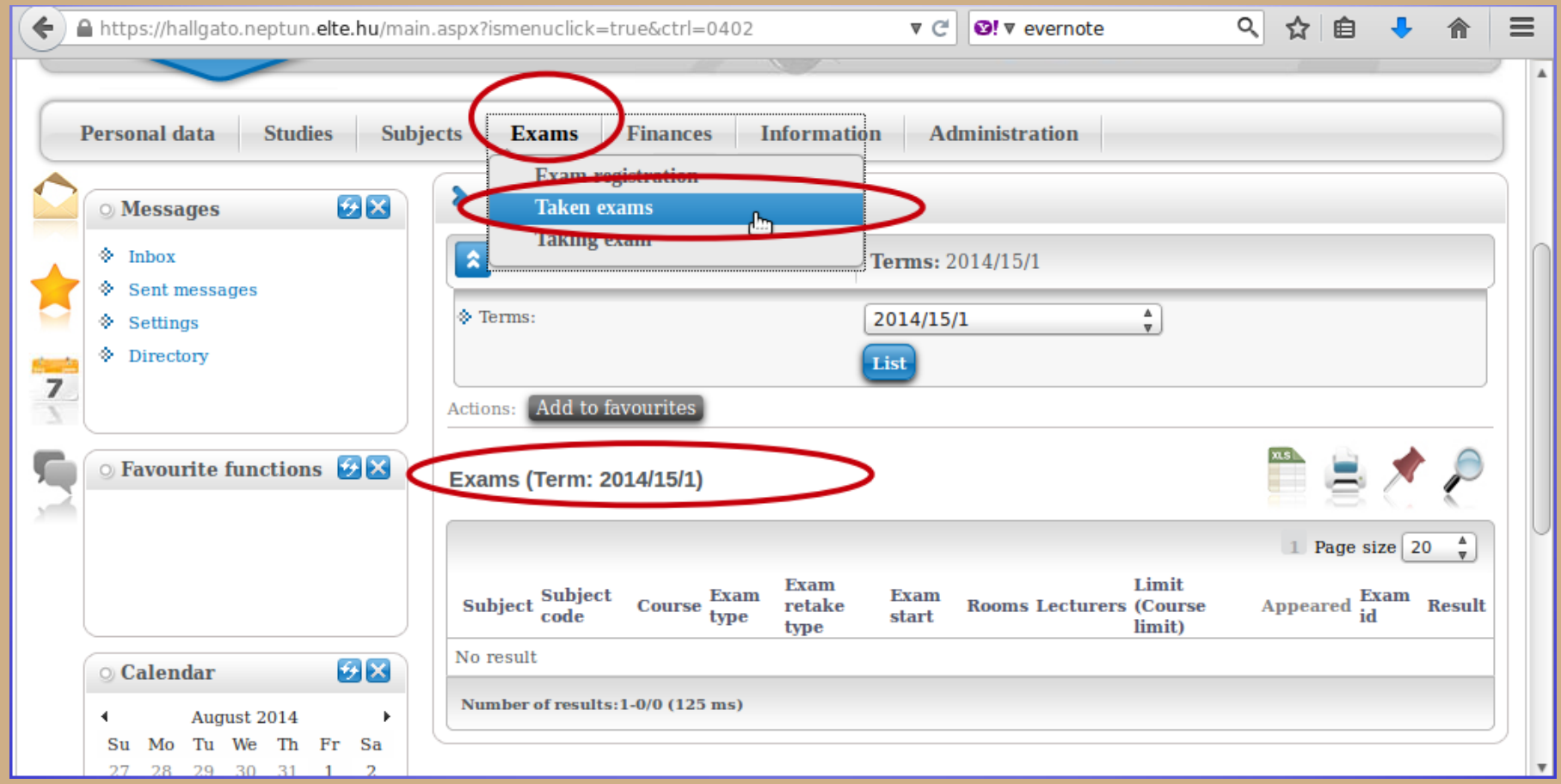
Exam registration

This is an example when you want to see the dates for only one course.



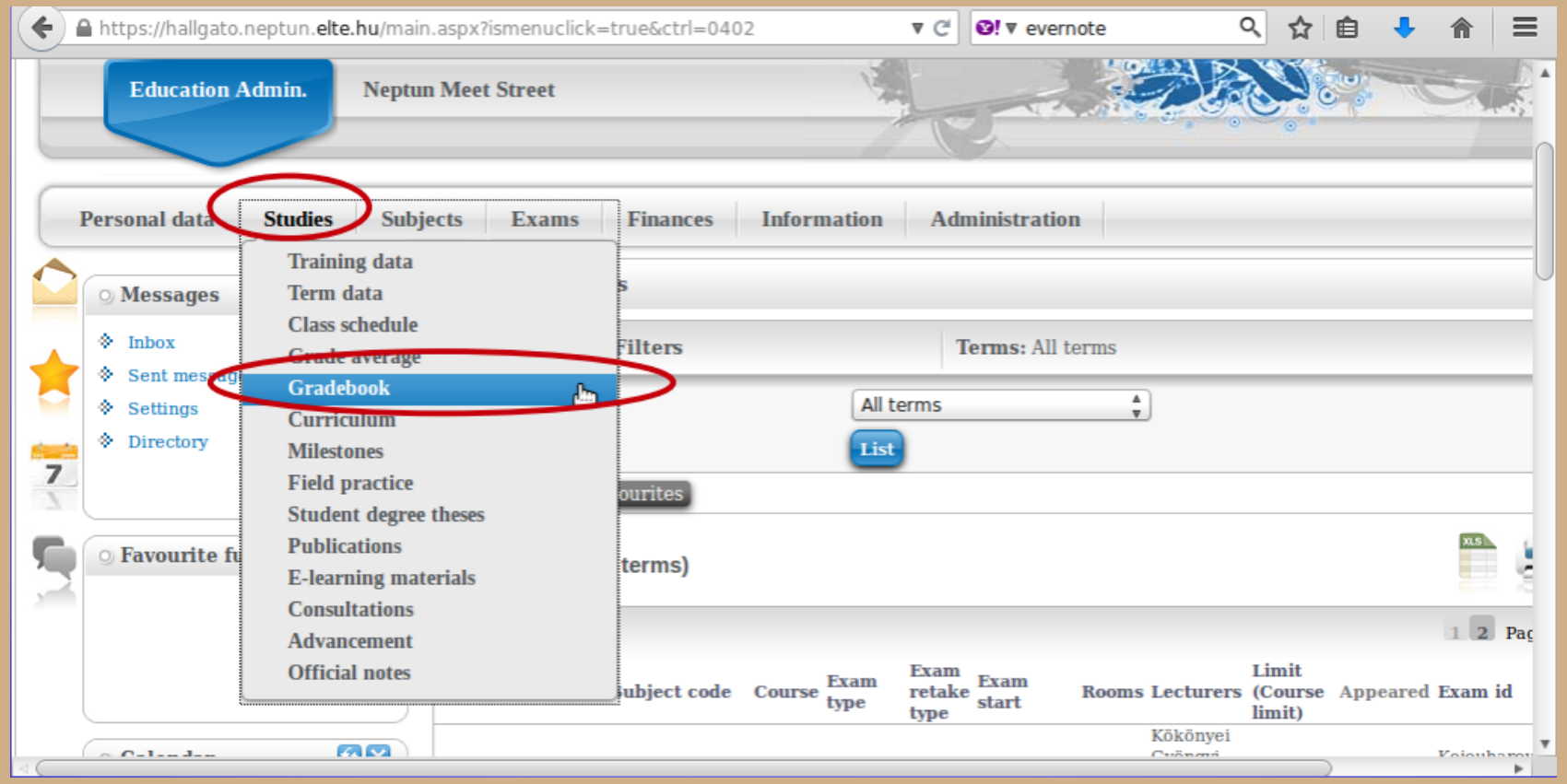
Exam registration

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



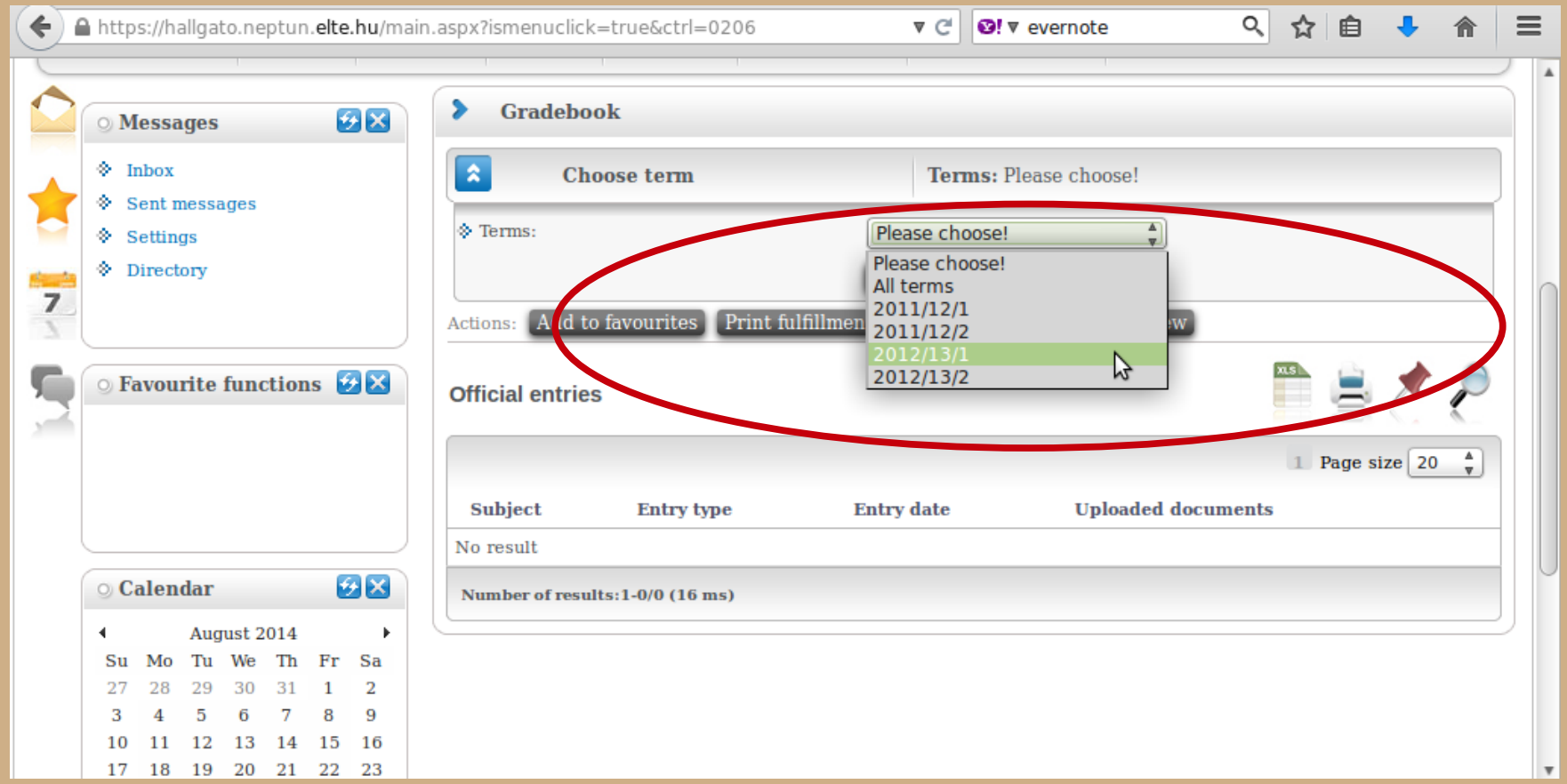
Check your progress

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



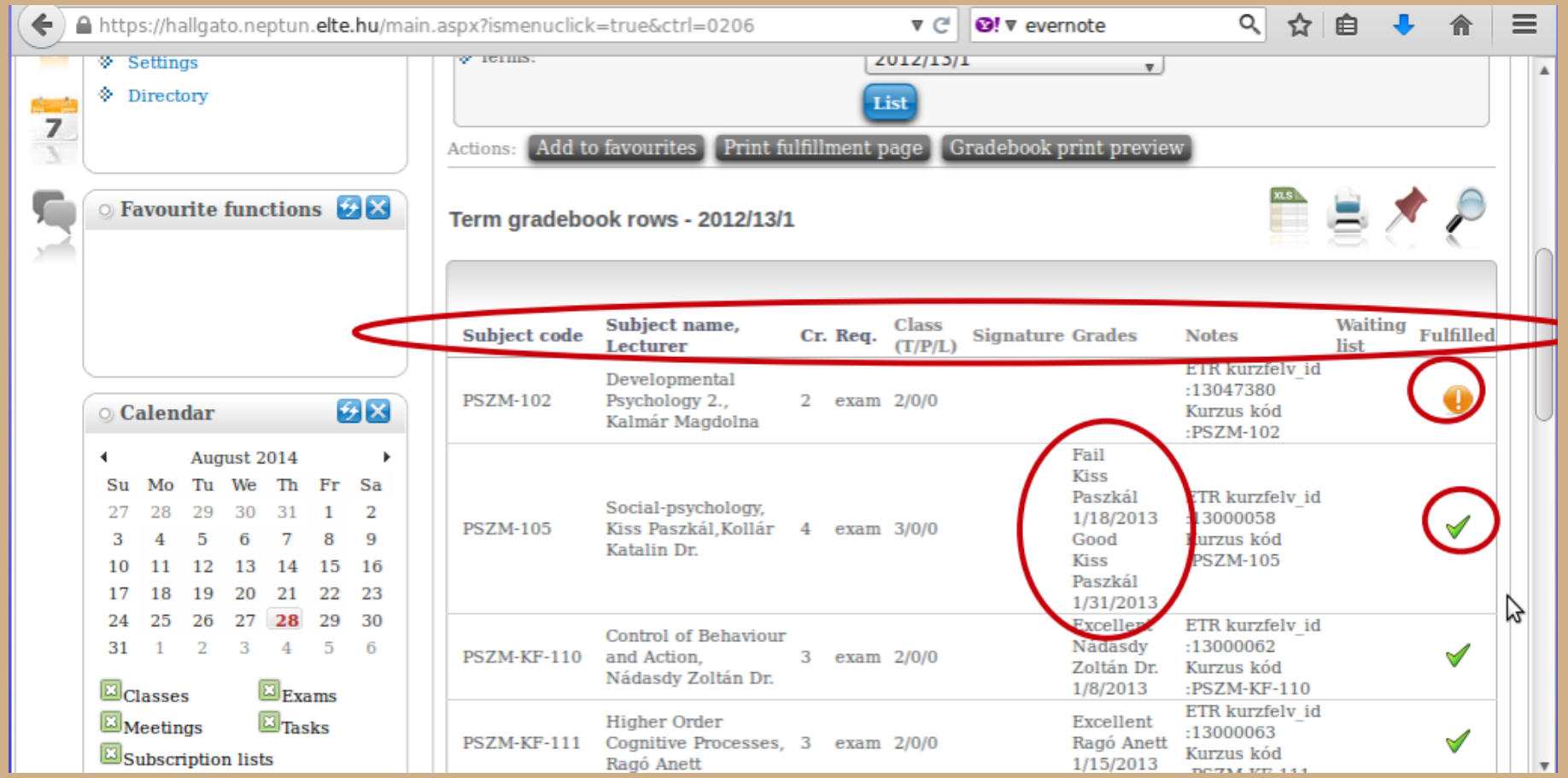
Exam registration

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



Exam registration

You will see a list like this one.



PAYMENTS

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

In Neptun study system

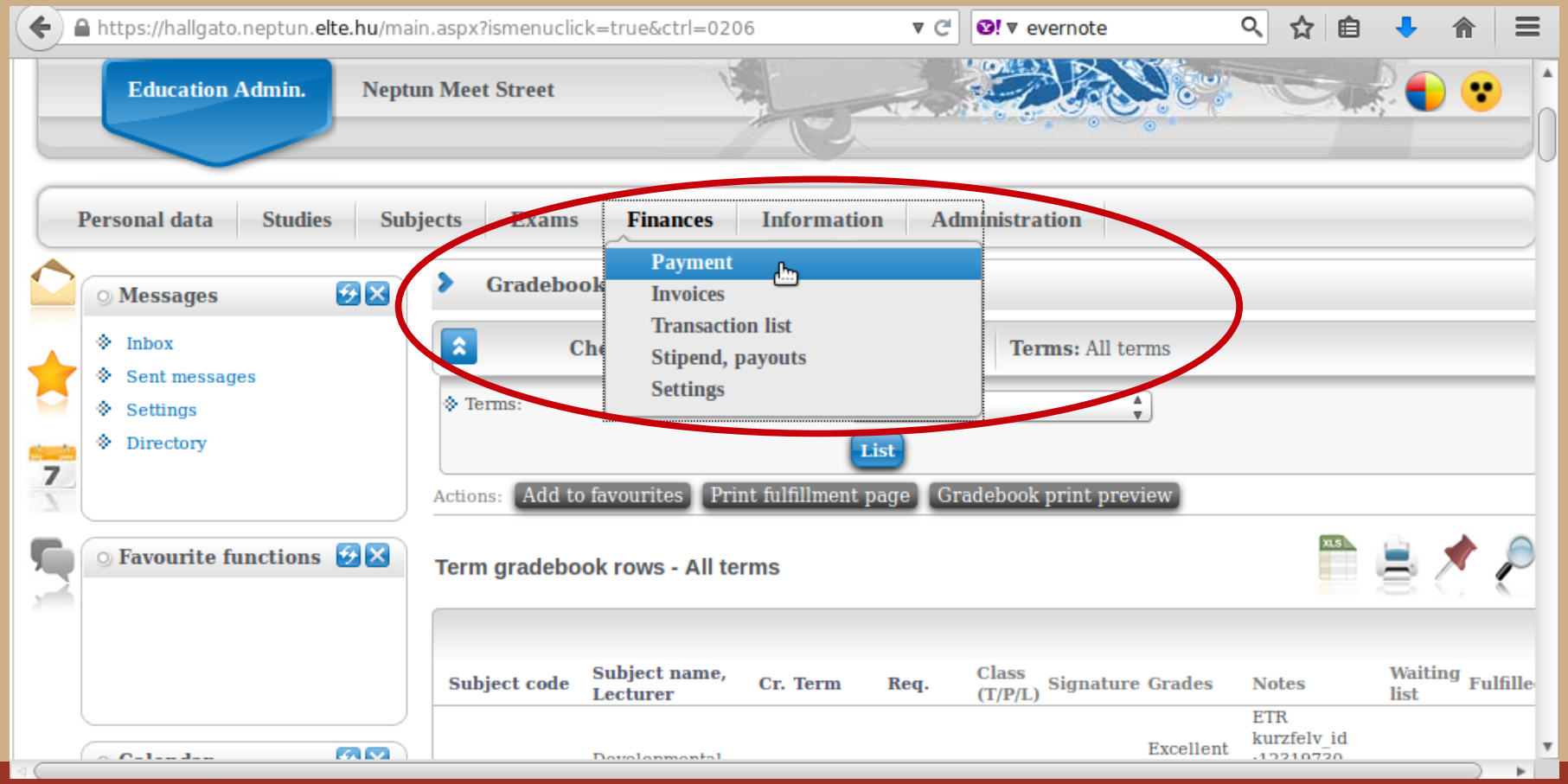
by bank card

by money transfer

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

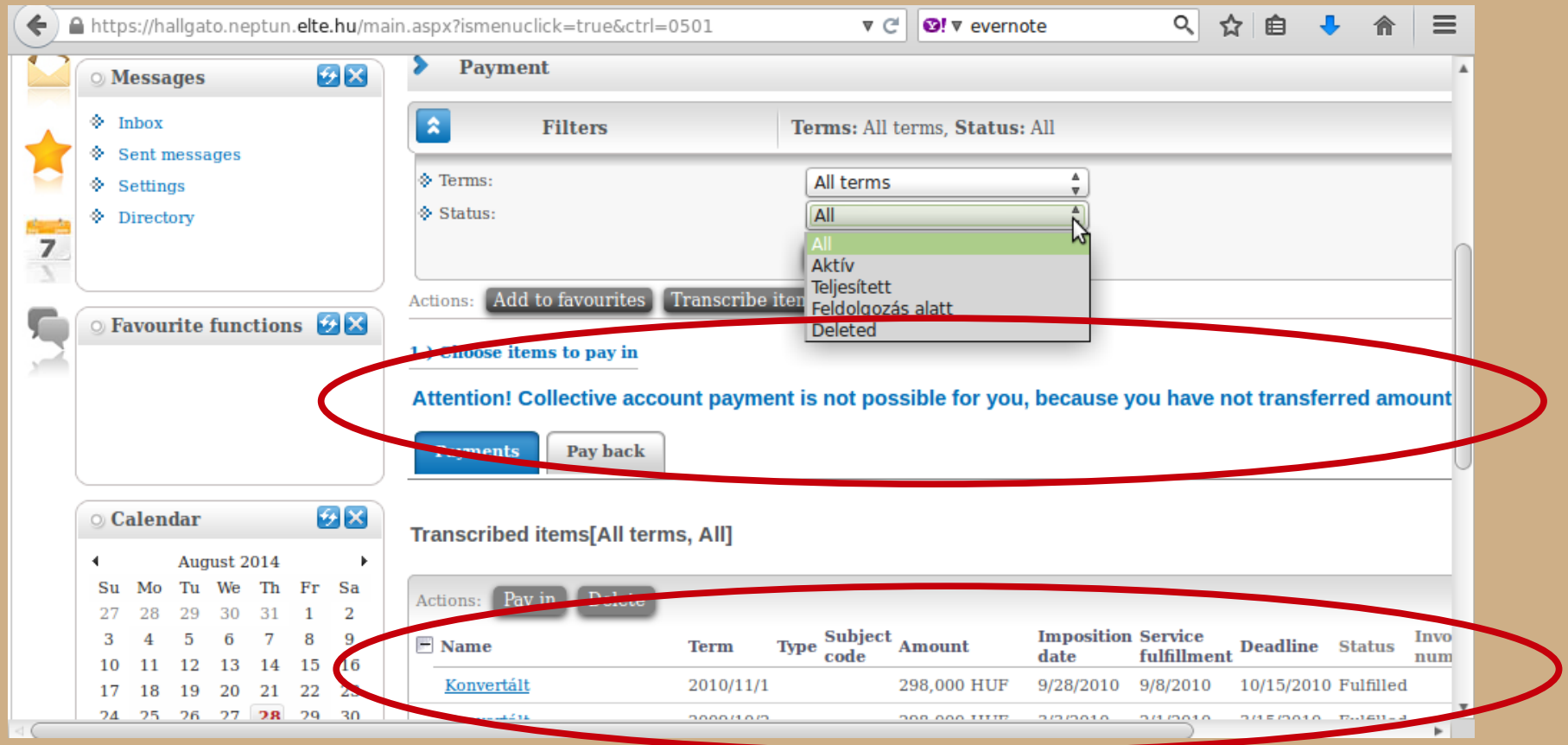
Payments in Neptun

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



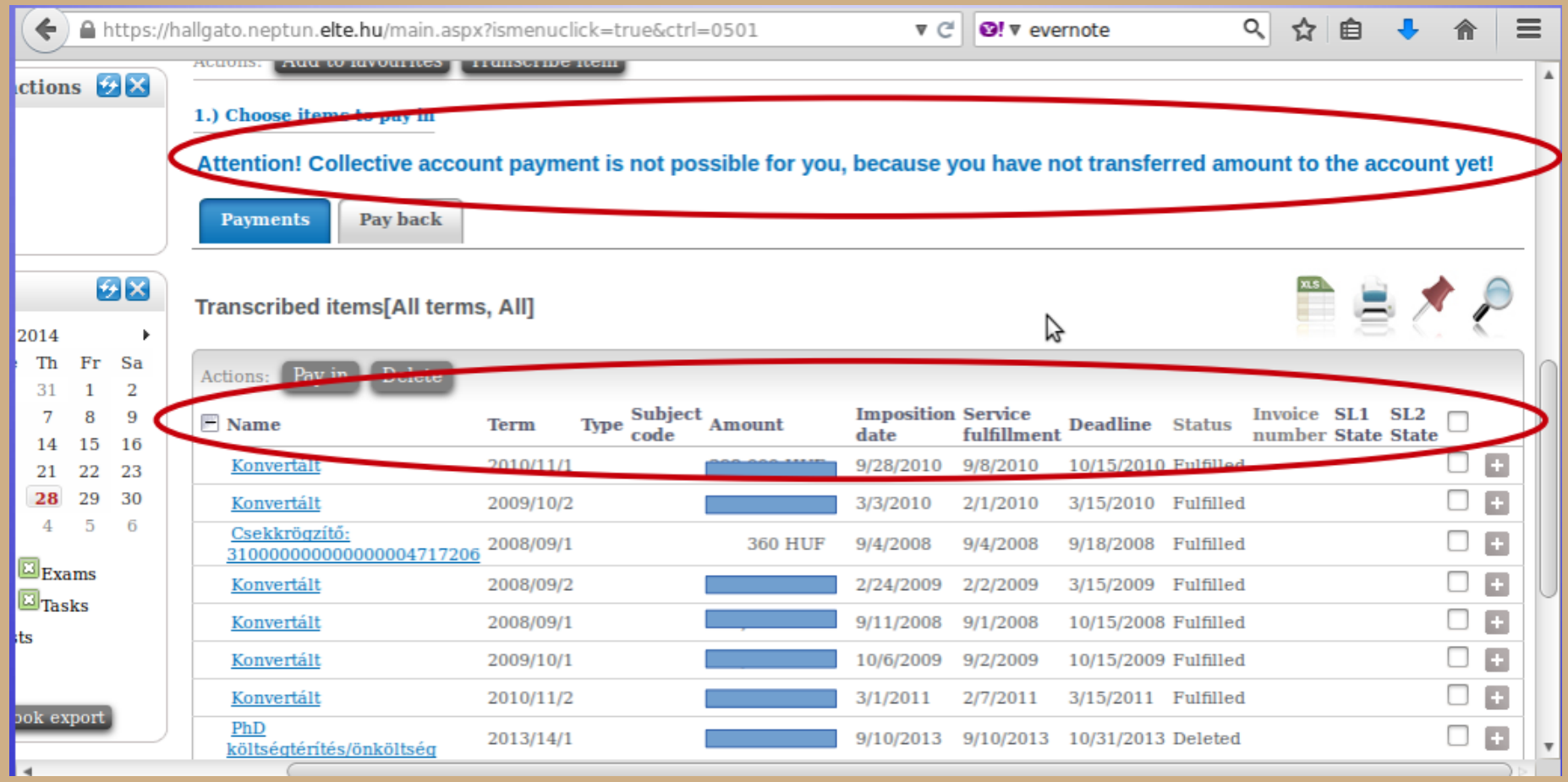
Payments in Neptun

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.



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.

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

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.

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