ELTE | FACULTY OF HUMANITIES

# Neptun Training

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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

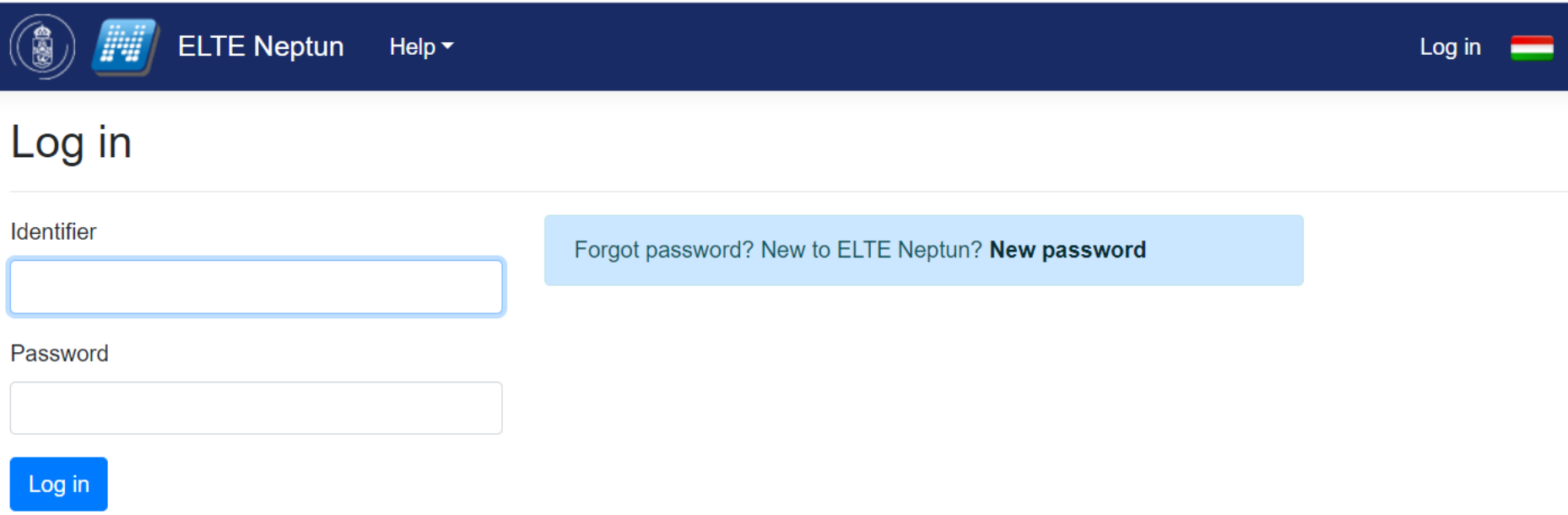
**Tájékoztató Lendület-pályázóknak**

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**

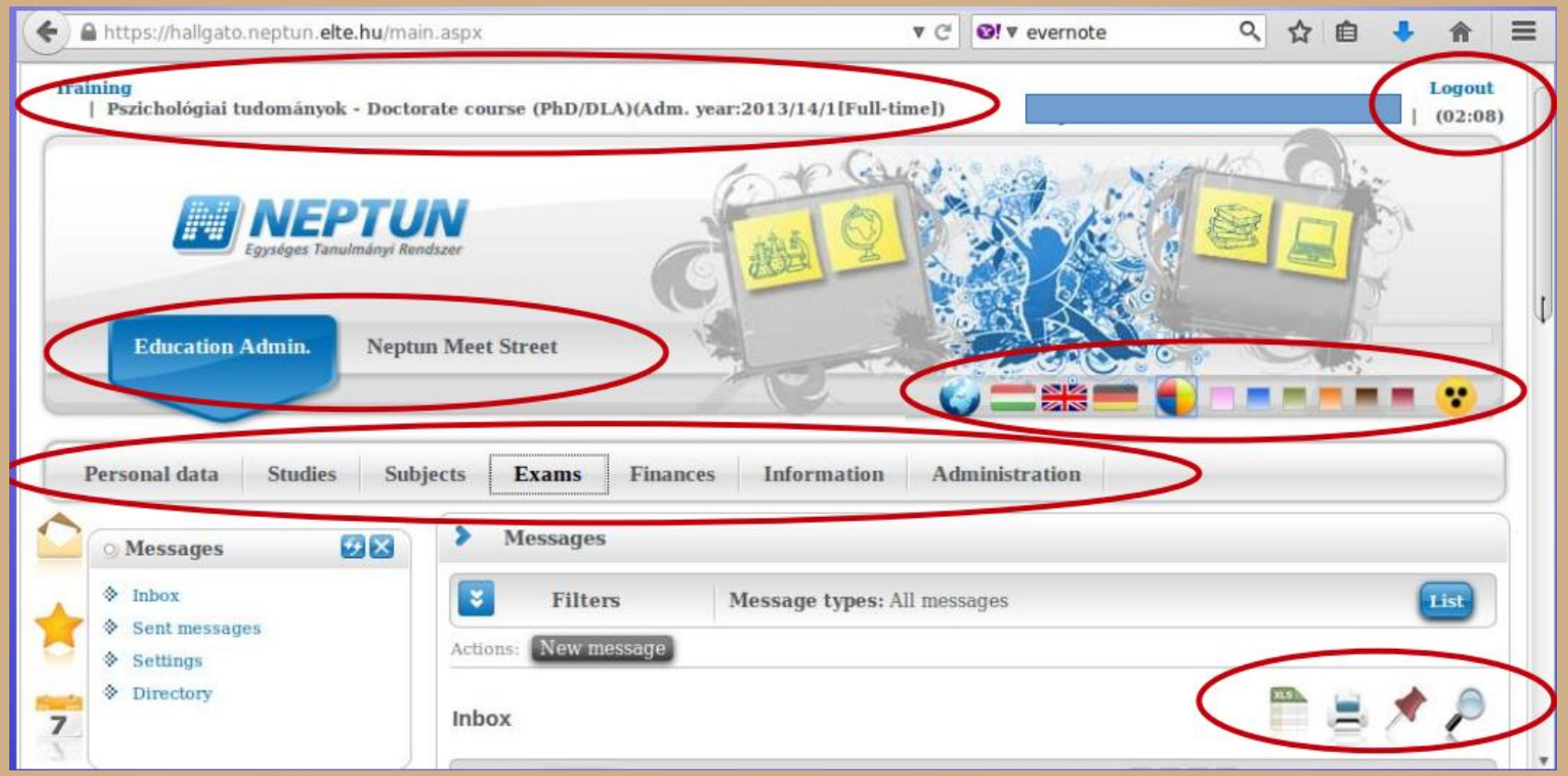
Ágnes Diána Ágai, 5 weeks ago

**ELTE PPK Library is partially open**

PPK Library of Faculty, 6 weeks ago

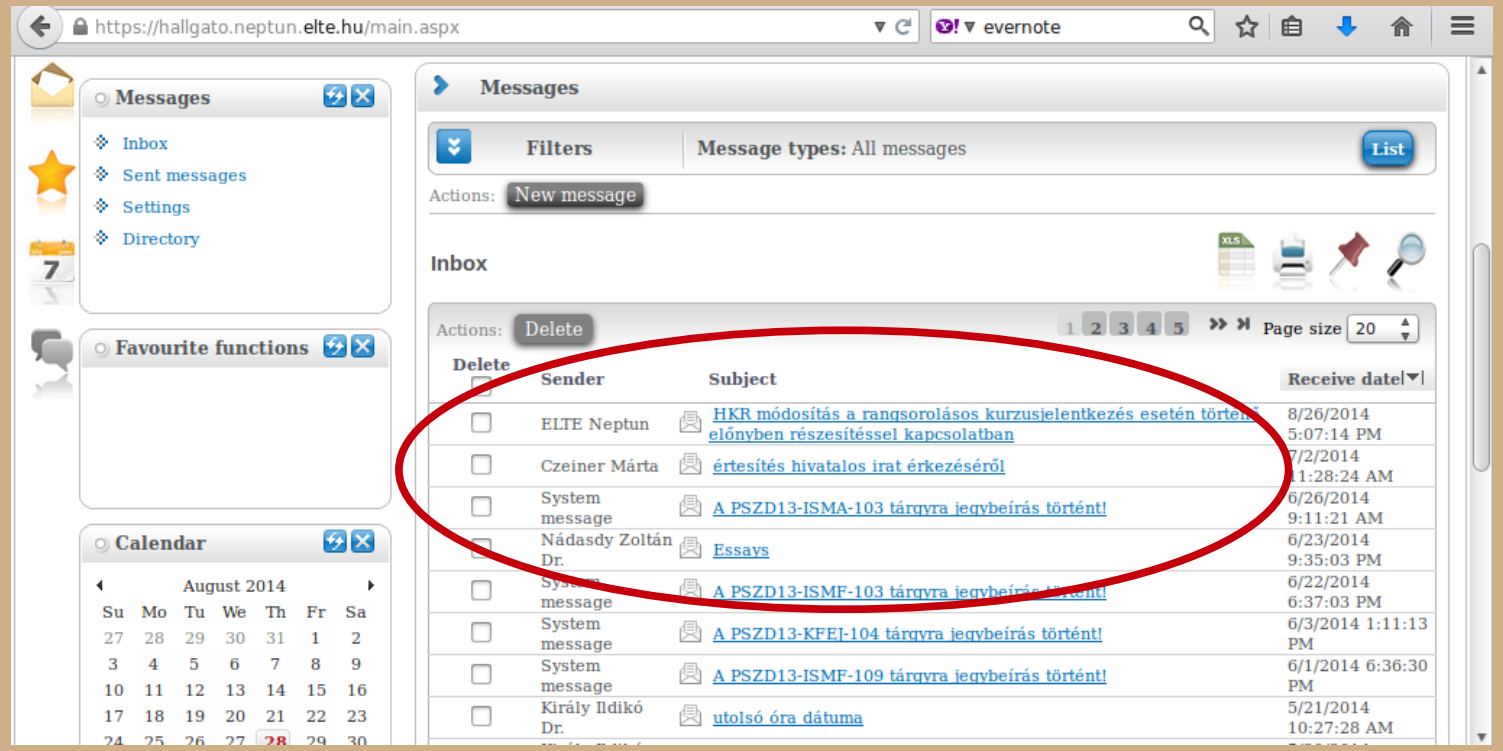
# Neptun Study System

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



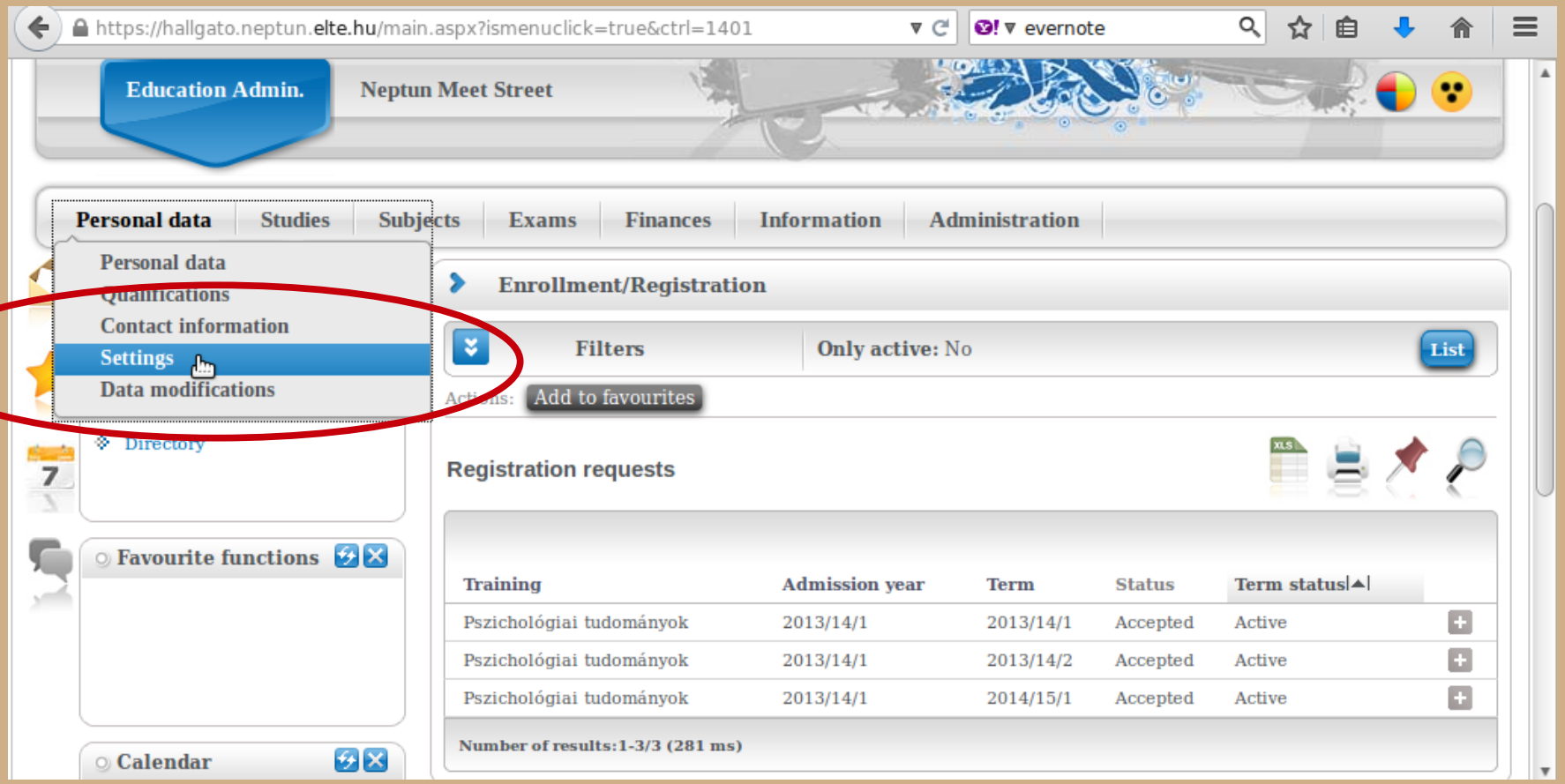
# Neptun Study System

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).



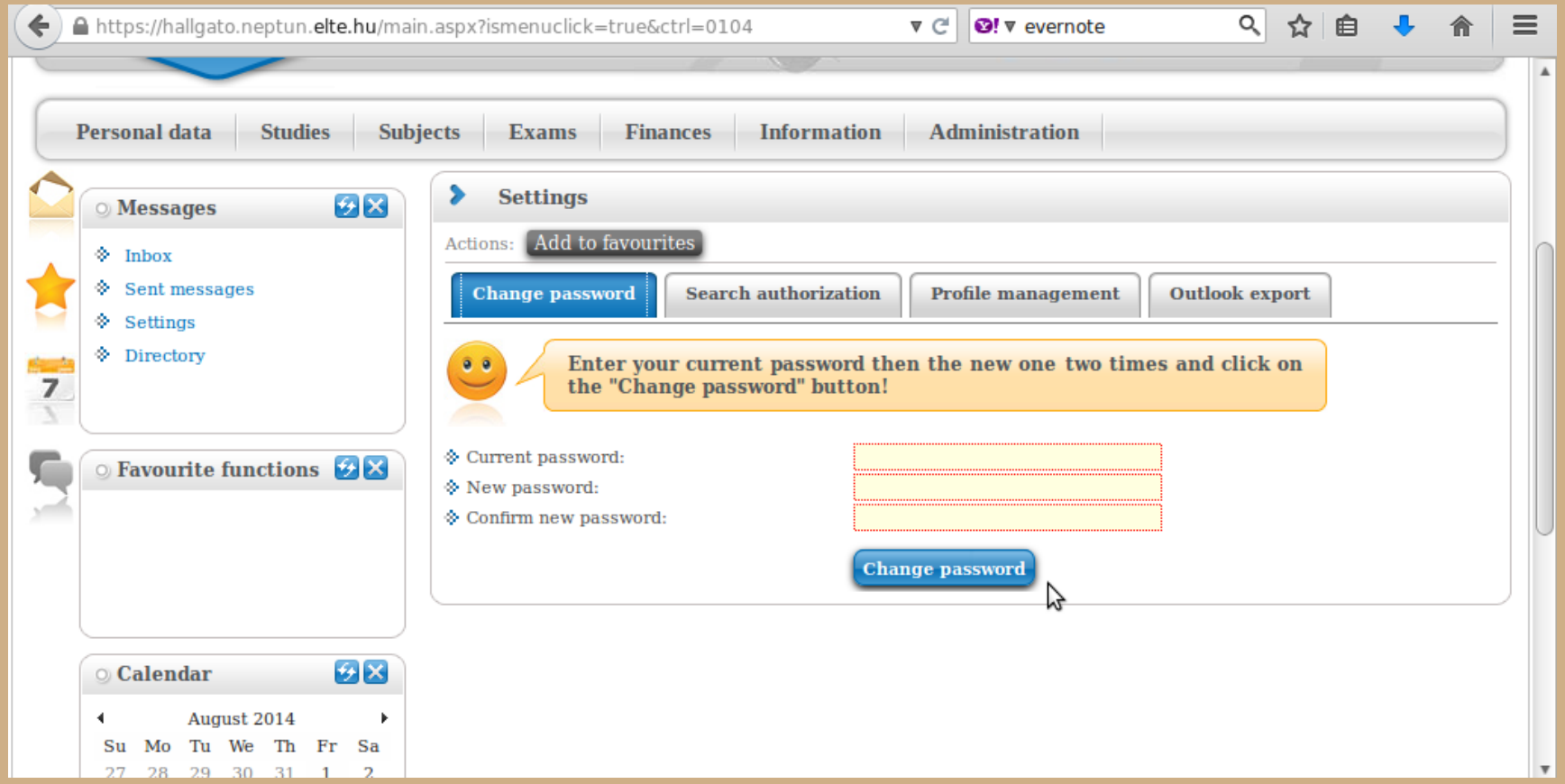
# Changing password

You can change your password anytime.



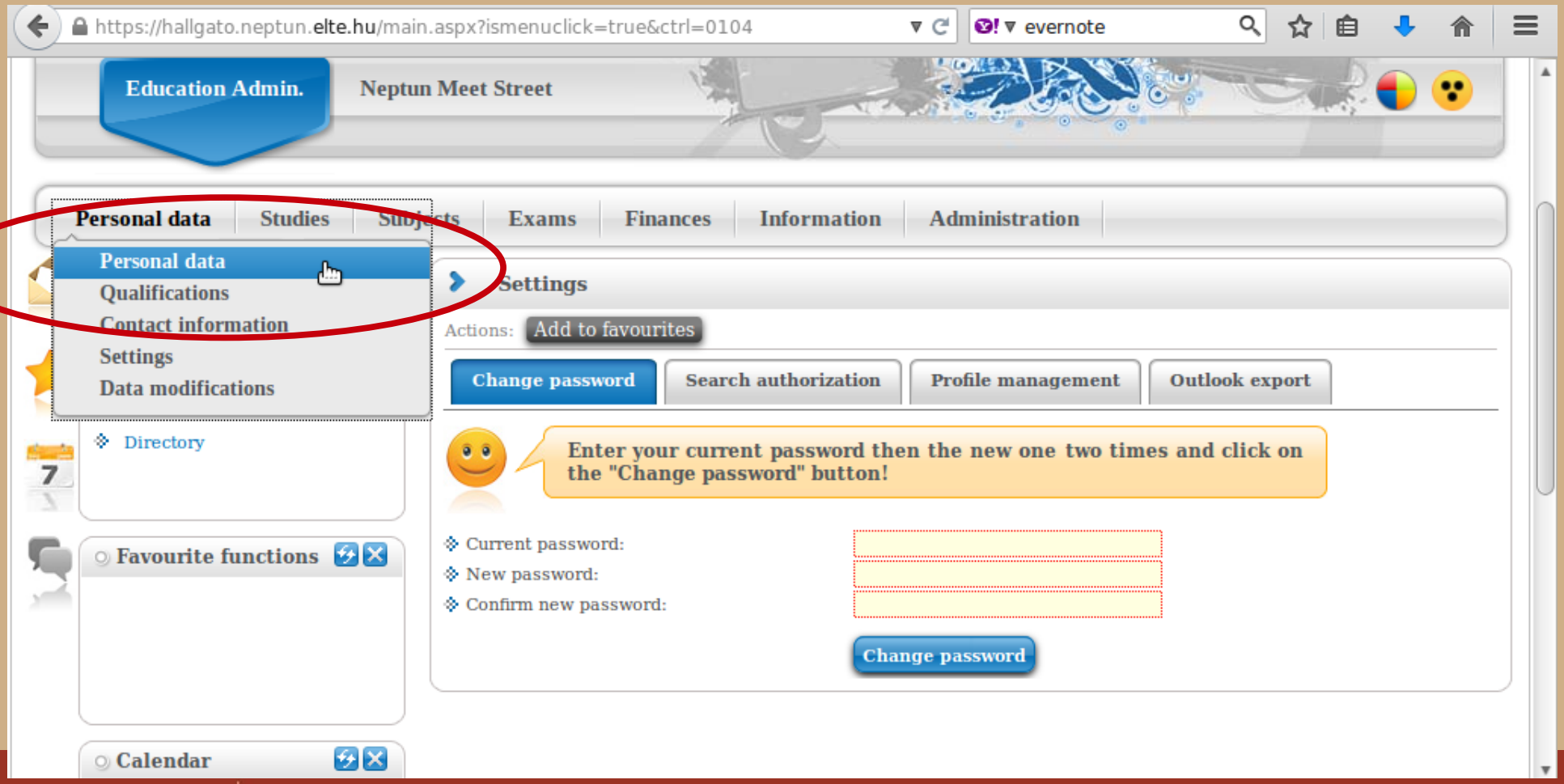
# Changing password

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



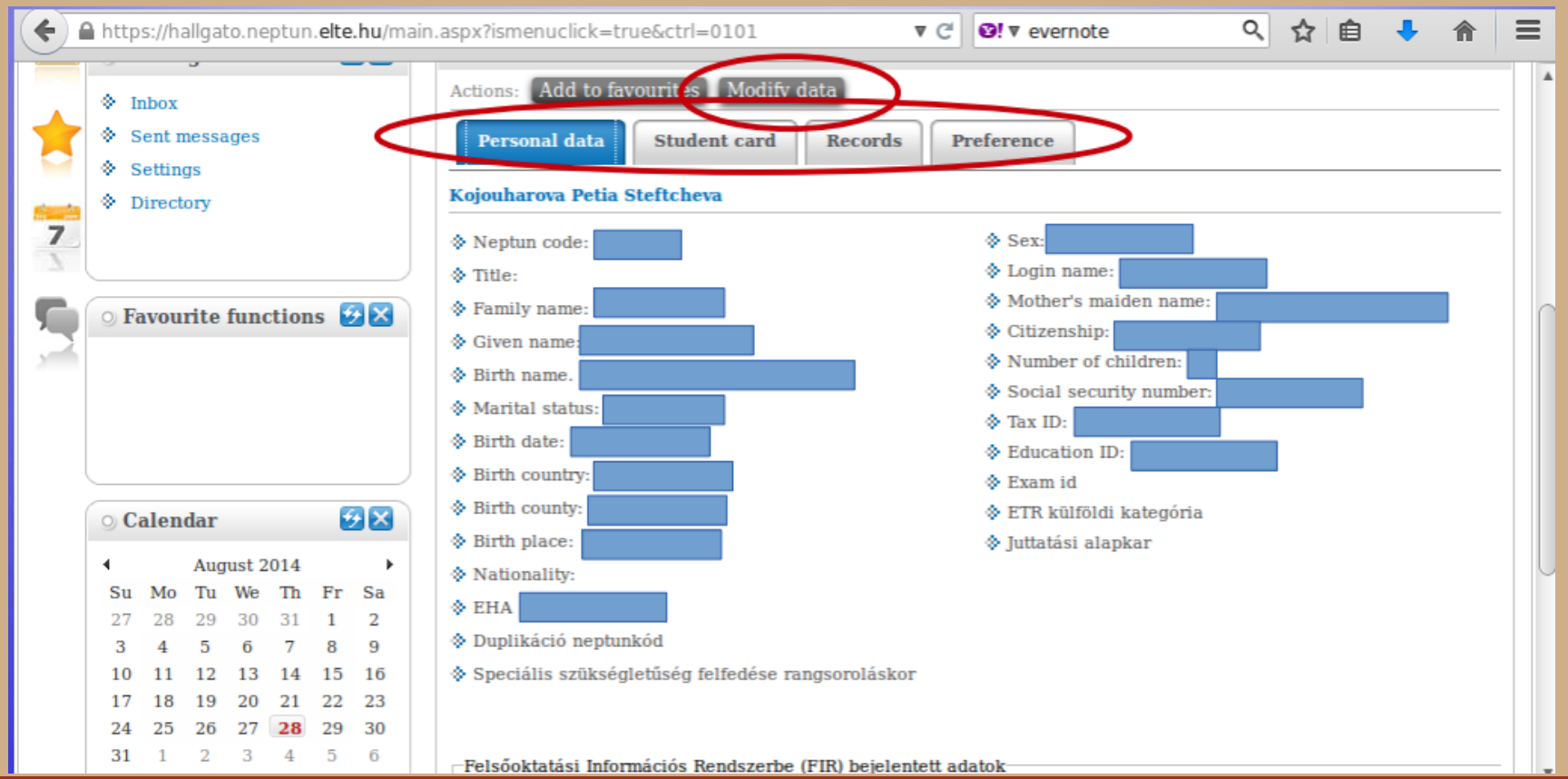
# Checking data

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



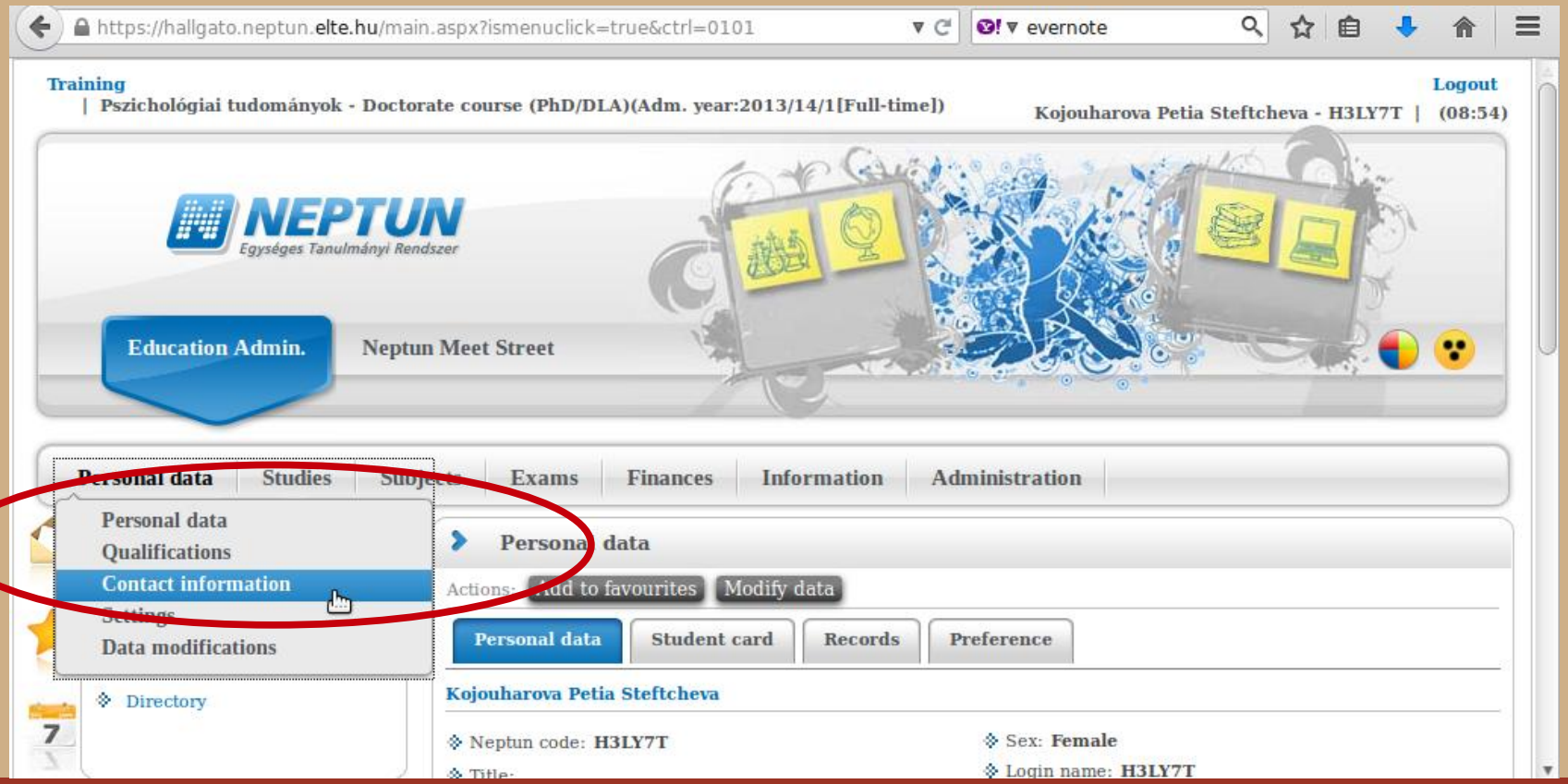
# Checking data

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



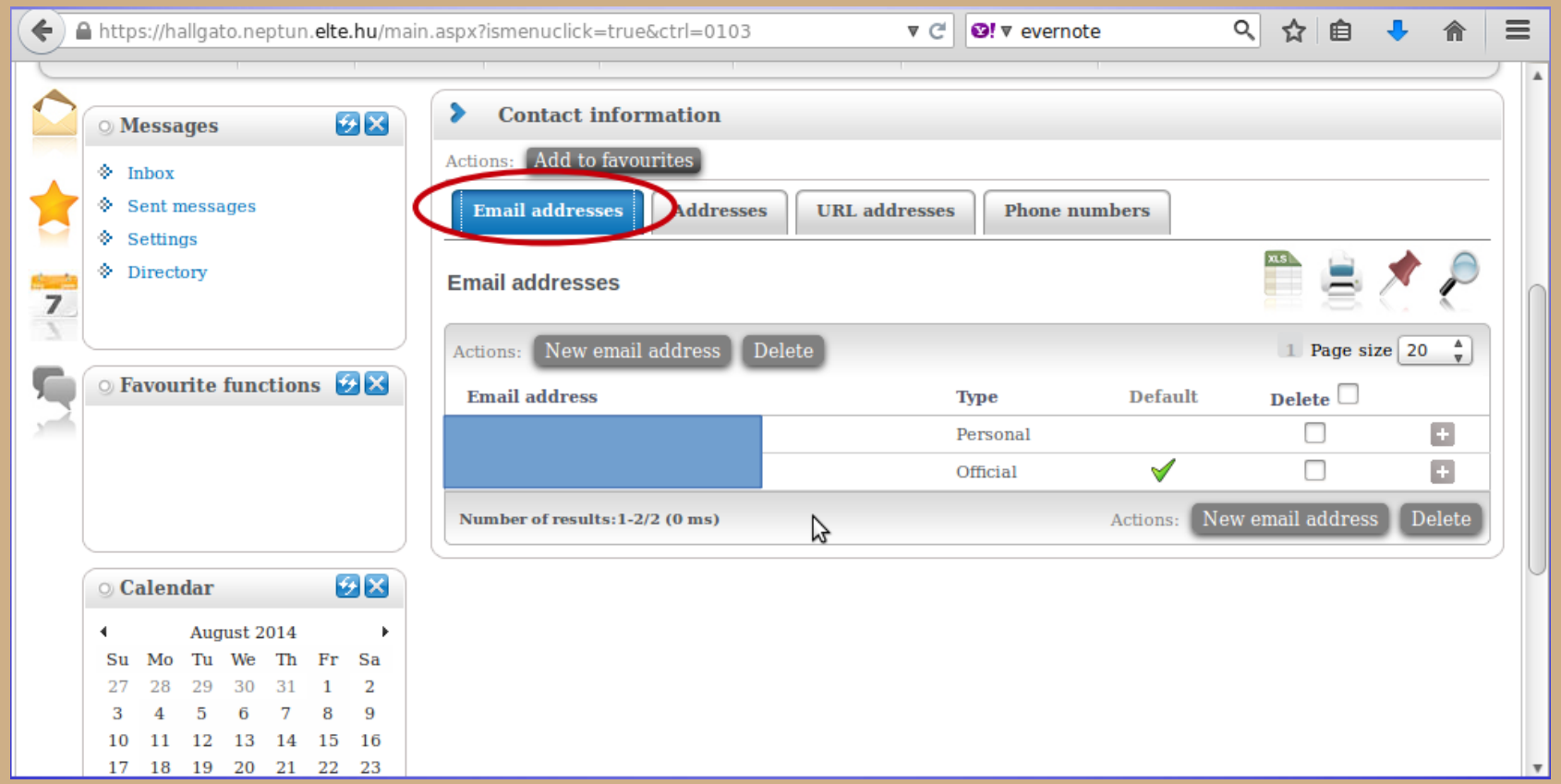
# Checking data

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



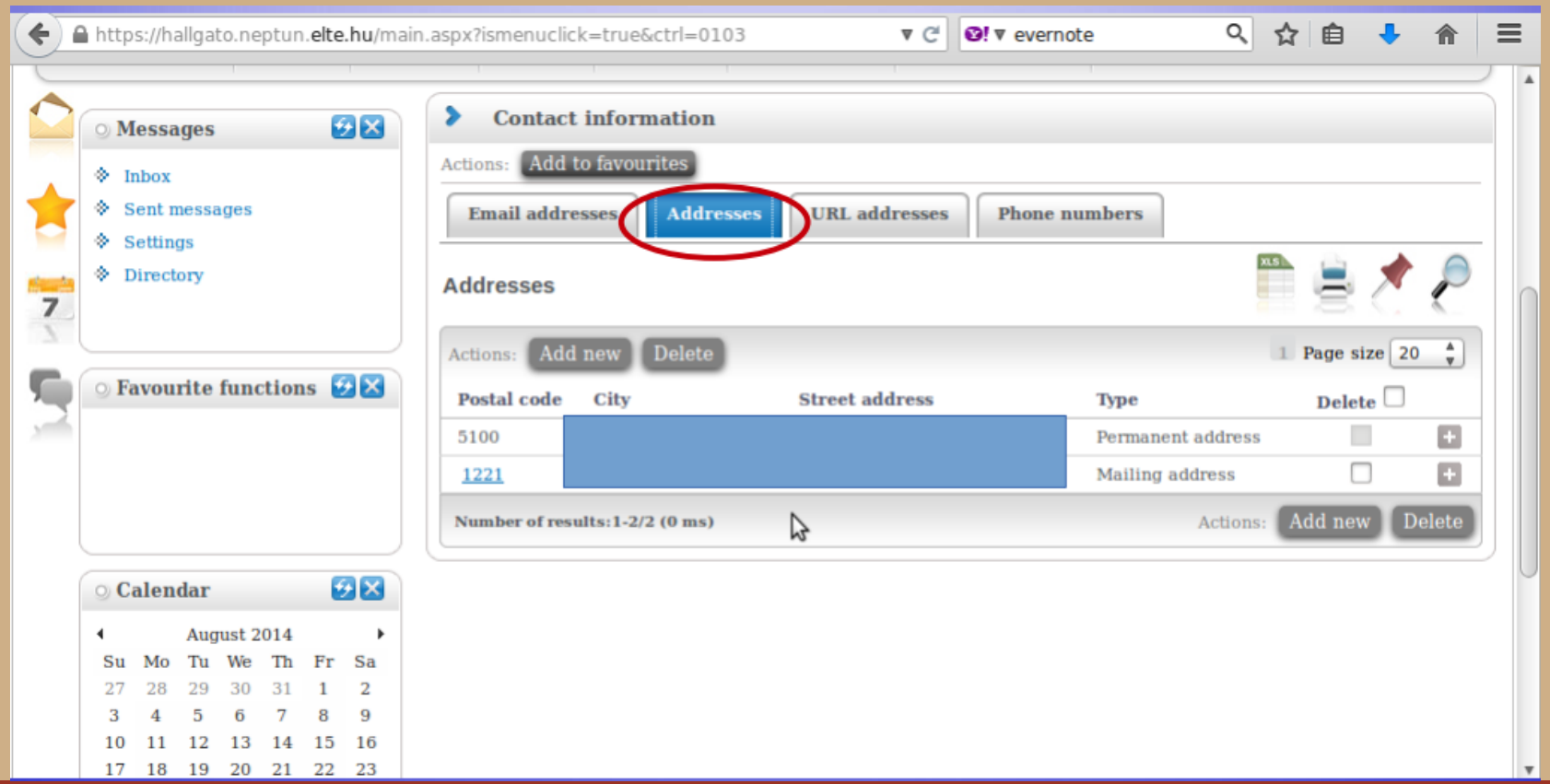
# Checking data

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.



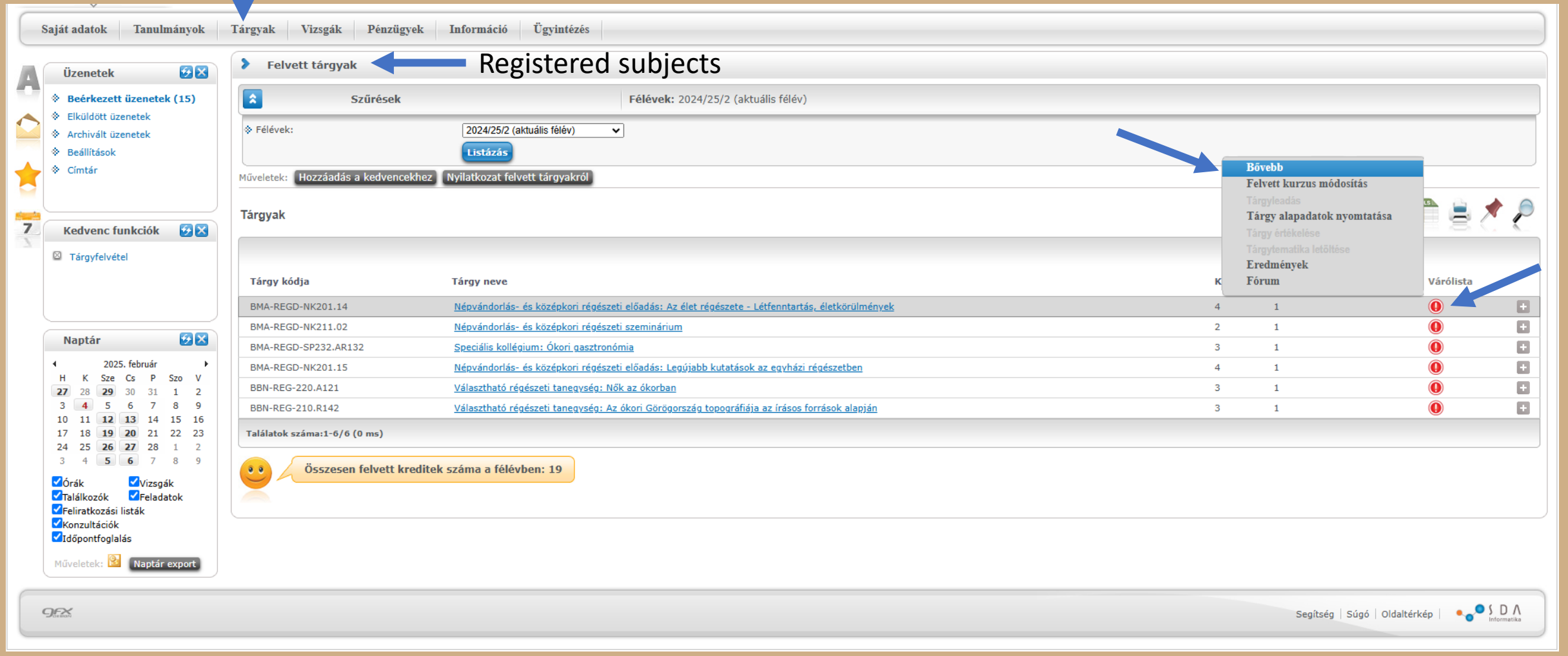
# Course registration periods

1. **Pre-course registration** – 15 December 2024, 5:00 PM –31 January 2025, 4:00 PM
2. **Ranking period** –31 January, 8:00 AM – 06 February 2025. 5:00 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!
3. **First-come-first-served period** – 07 February, 8:00 AM – 14 February 2025, 4:00 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.

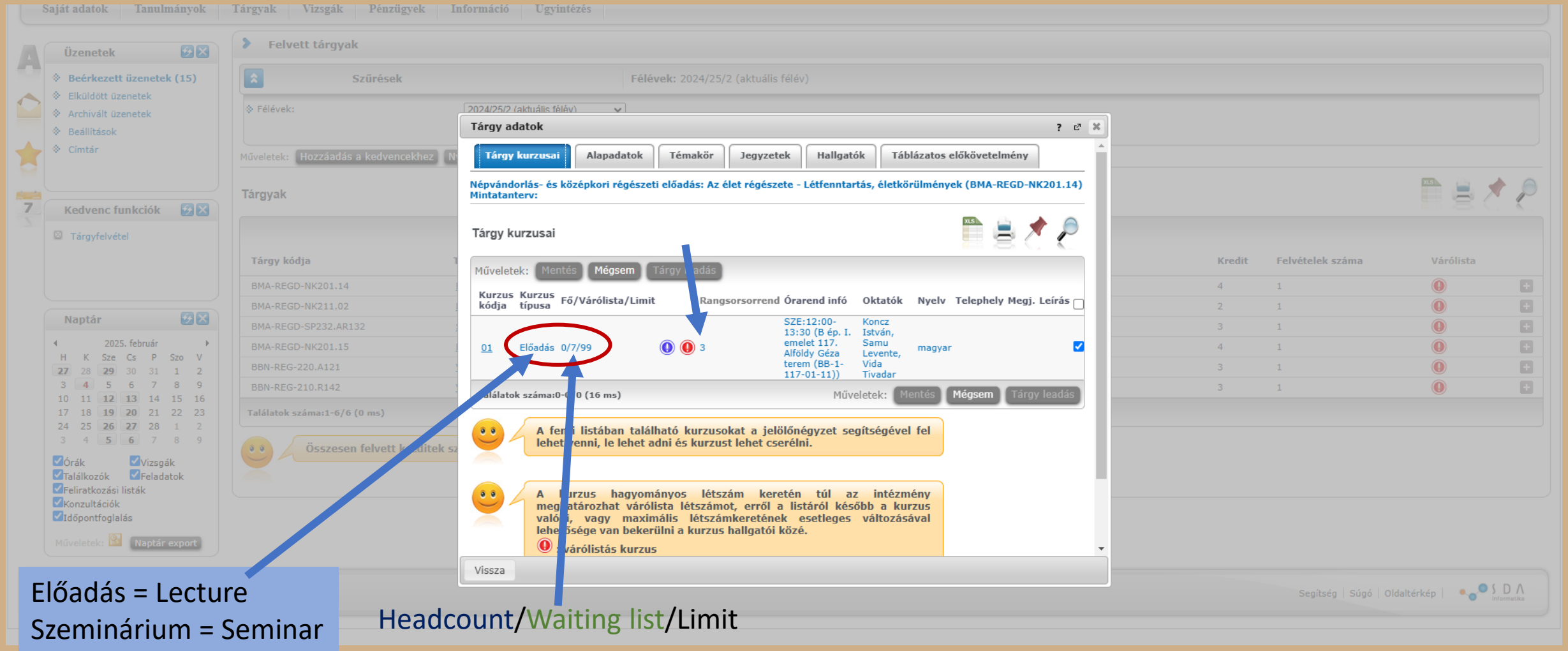
- https://www.btk.elte.hu/academic-calendar
- It may happen that there is a pre-requisite at a course – Guest Form after arrival

# Ranking period

Subjects



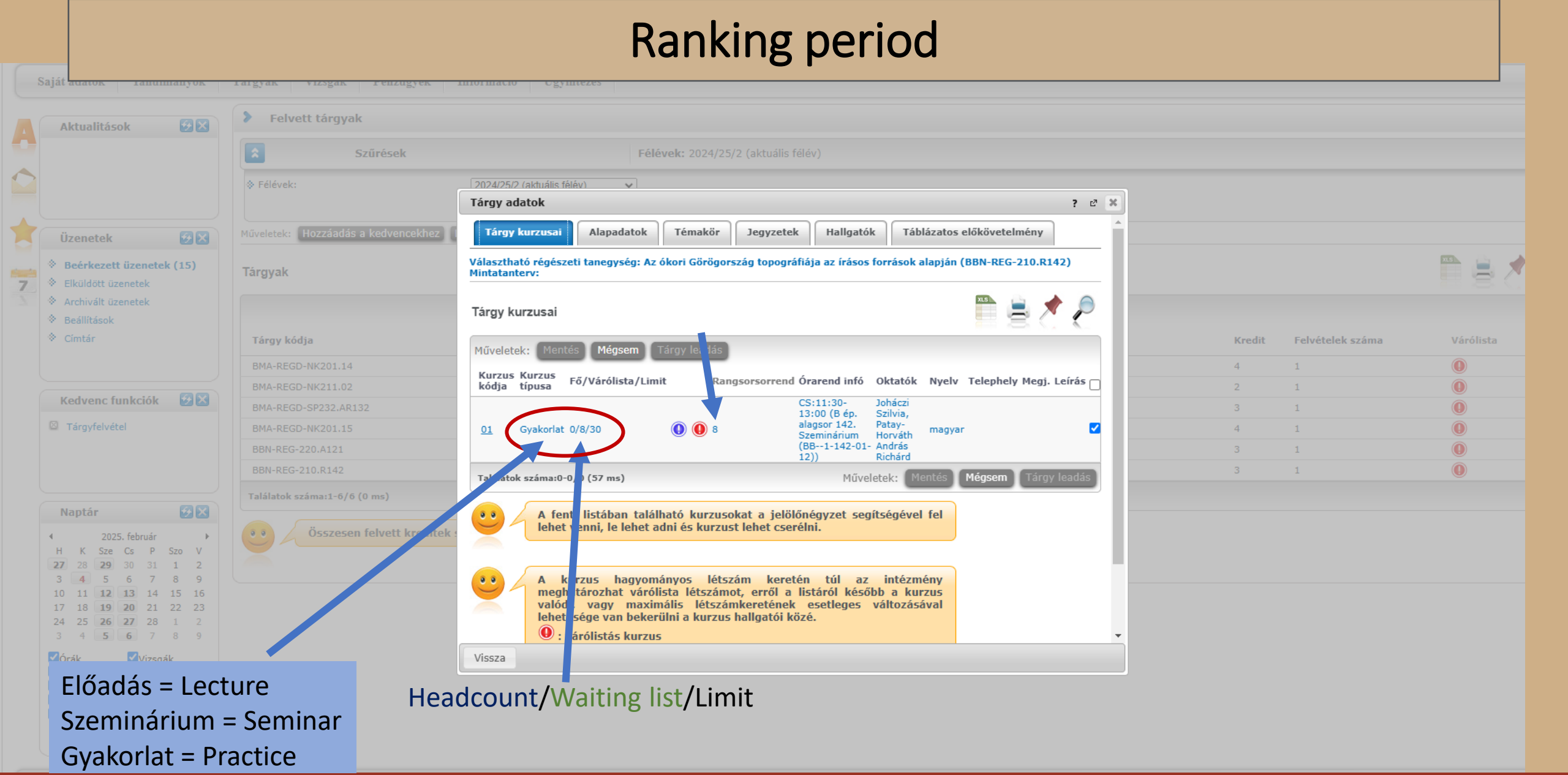
# Ranking period




Előadás = Lecture
Szeminárium = Seminar

Headcount/Waiting list/Limit

# Ranking period




Előadás = Lecture
Szeminárium = Seminar
Gyakorlat = Practice

Headcount/Waiting list/Limit

# 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) |

# Neptun / course registration

**First come first serve course registration period**
**07 February 8 AM – 14 February 2025 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.**

Neptun.Net ELTE_HW1

hallgato1.neptun.elte.hu/main.aspx?ctrl=c_messages

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) Logout

NEPTUN
Egységes Tanulmányi Rendszer

Education Admin. Neptun Meet Street

My data | Studies | Subjects | Exams | Finances | Information | Administration

Registered subjects
Taken courses
Register for subject
Tasks
Offered grades

Neptun news

Neptun mobile

Try the free Neptun app
Android or iOS smartpho

Messages

- Inbox (34)
- Sent messages
- Archived messages
- Settings
- Directory

Favourite functions

Filters | Message types: All messages

ge types:

- Personal messages
- System messages
- All messages

List

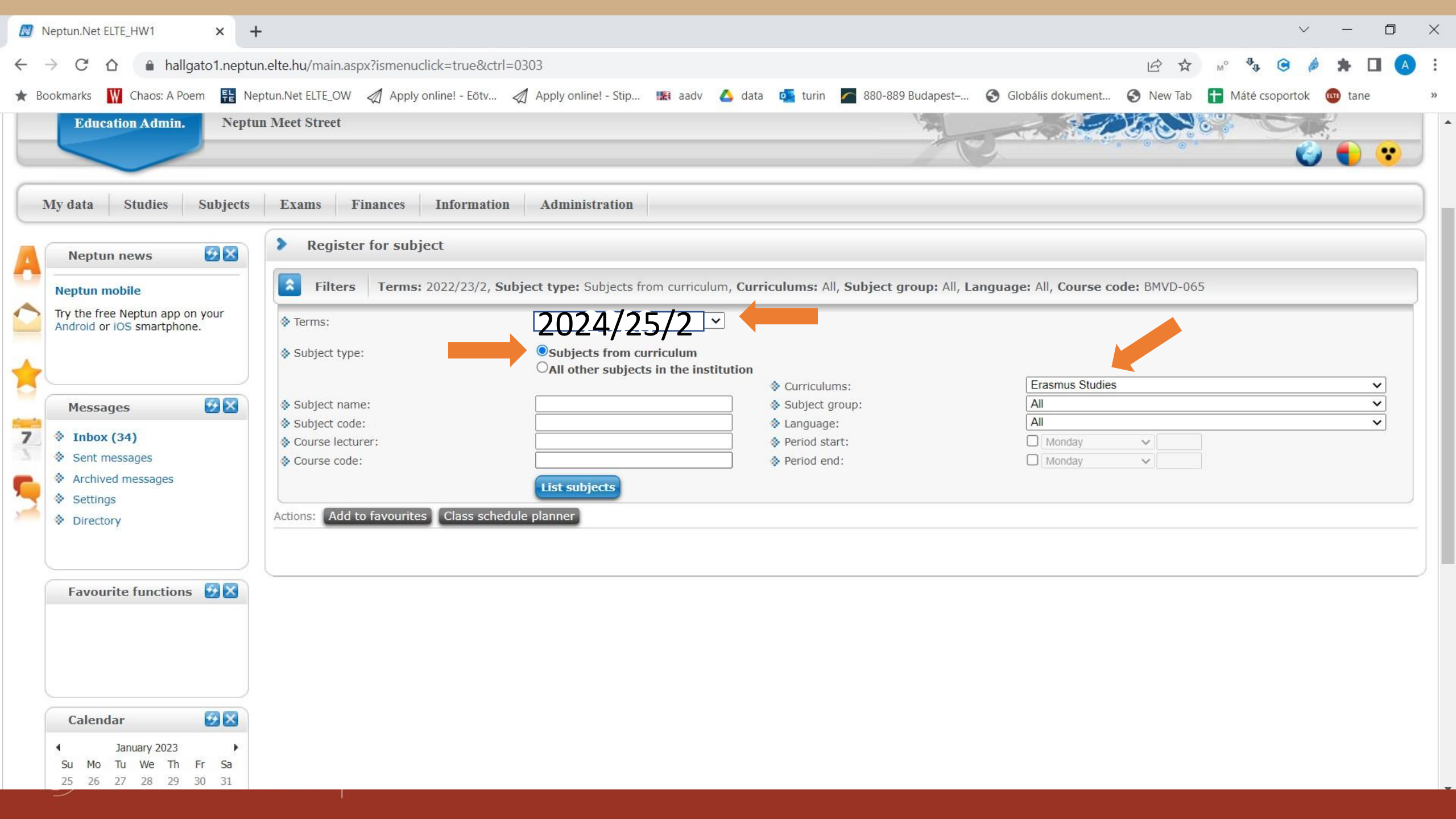
Actions: New message

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 |


Neptun.Net ELTE_HW1
hallgato1.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0303
Education Admin.
Neptun Meet Street
My data
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Subjects
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Neptun mobile
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Calendar
January 2023
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:
2024/25/2
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

Education Admin. Neptun Meet Street

My data | Studies | Subjects | Exams | Finances | Information | Administration

## Neptun news

**Neptun mobile**

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## Messages

- Inbox (34)
- Sent messages
- Archived messages
- Settings
- Directory

## Favourite functions

## Calendar

January 2023

| 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:** Erasmus Studies, **Subject group:** All, **Language:** All

Terms: 2024/25/2

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

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

Education Admin. Neptun Meet Street

My data | Studies | Subjects | Exams | Finances | Information | Administration

## Neptun news

**Neptun mobile**

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## Messages

- Inbox (34)
- Sent messages
- Archived messages
- Settings
- Directory

## Favourite functions

## Calendar

January 2023

| 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: 2024/25/2

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

https://hallgato1.neptun.elte.hu/main.aspx?ctrl=h_addsubjects

My data | Studies | Subjects | Exams | Finances | Information | Administration

**Neptun news**

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**Messages**

- Inbox (33)
- Sent messages
- Archived messages
- Settings
- Directory

**Favourite functions**

**Calendar**

January 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|---|---|---|---|---|---|---|
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 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: 2024/25/2

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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Egységes Tanulmányi Rendszer

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My data | Studies | Subjects | Exams | Finances | Information | Administration

**Neptun news**

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**Messages**

- Inbox
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- Directory

**Favourite functions**

## Register for subject

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

Terms: 2024/25/2

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

Archived messages
Settings
Directory

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.

**Calendar**

January 2023

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

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

Actions: Calendar export

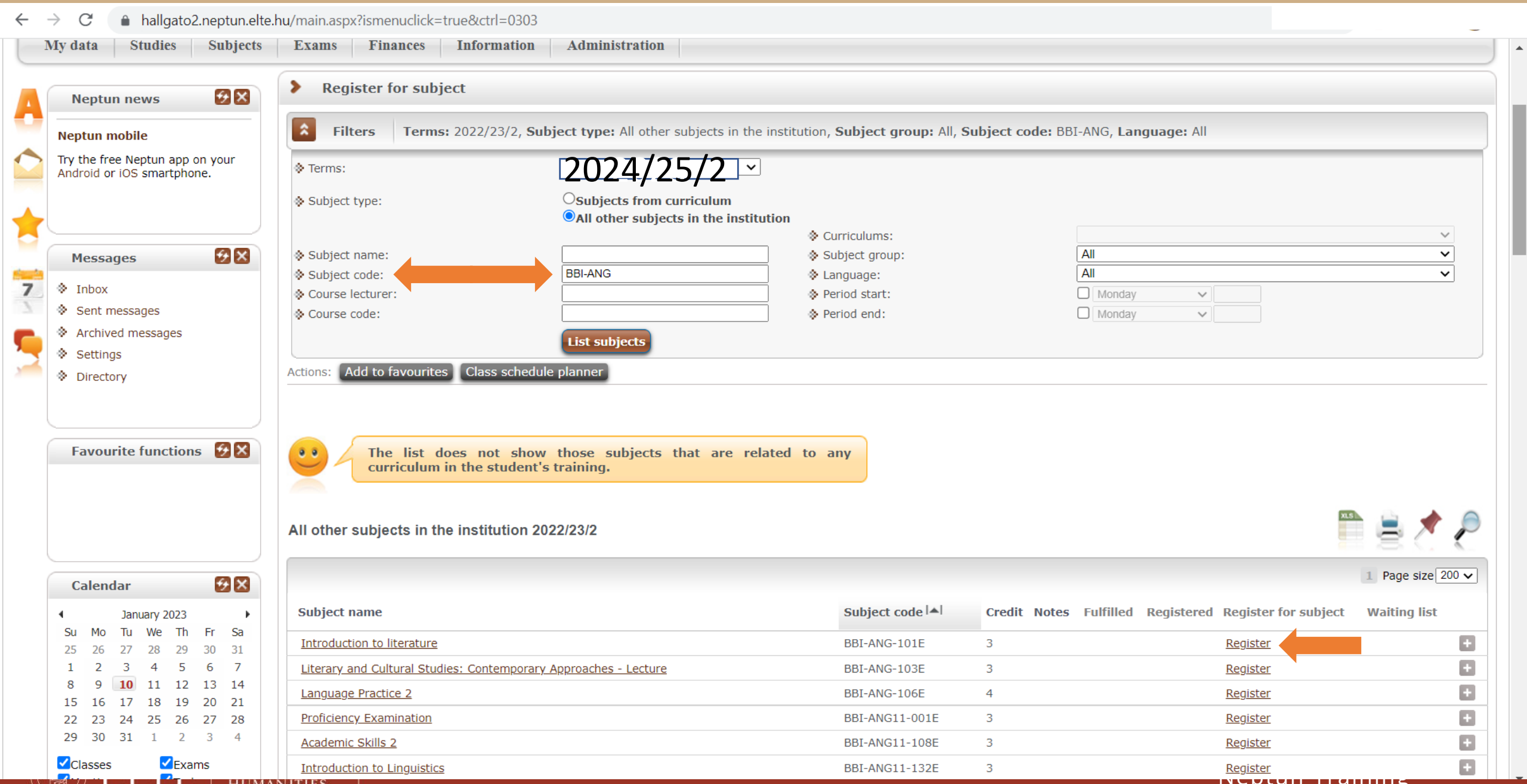
**Favourite forums**

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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January 2023
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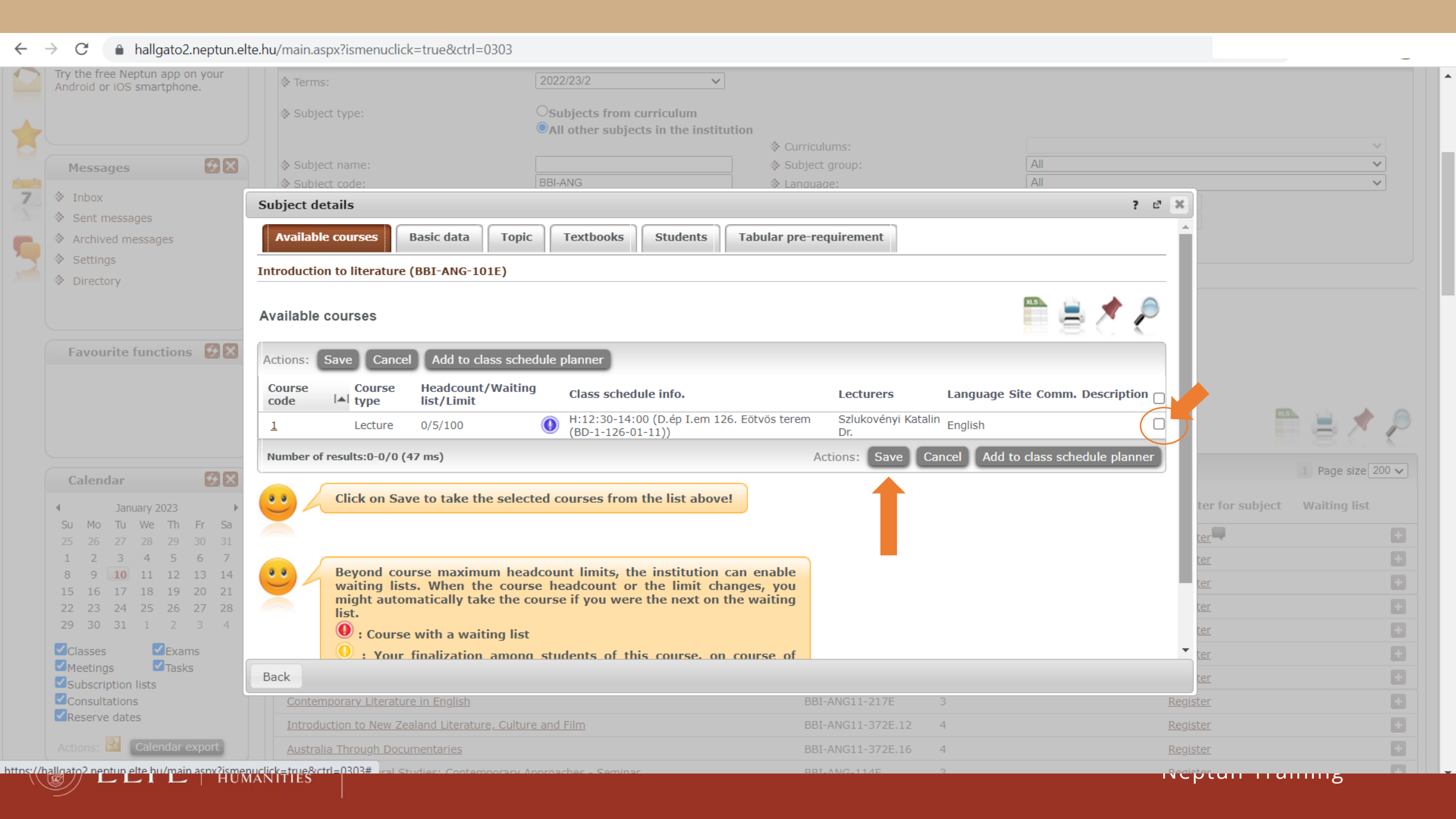
Register for subject
Filters
Terms: 2022/23/2, Subject type: All other subjects in the institution, Subject group: All, Subject code: BBI-ANG, Language: All
Terms:
2024/25/2
Subject type:
Subjects from curriculum
All other subjects in the institution
Subject name:
Subject code:
BBI-ANG
Course lecturer:
Course code:
Curriculums:
Subject group:
All
Language:
All
Period start:
Monday
Period end:
Monday
List subjects
Actions:
Add to favourites
Class schedule planner
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
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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Messages
Inbox
Sent messages
Archived messages
Settings
Directory
Favourite functions
Calendar
January 2023
Classes
Exams
Meetings
Tasks
Subscription lists
Consultations
Reserve dates
Calendar export
Terms: 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 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
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
ELTE HUMANITIES
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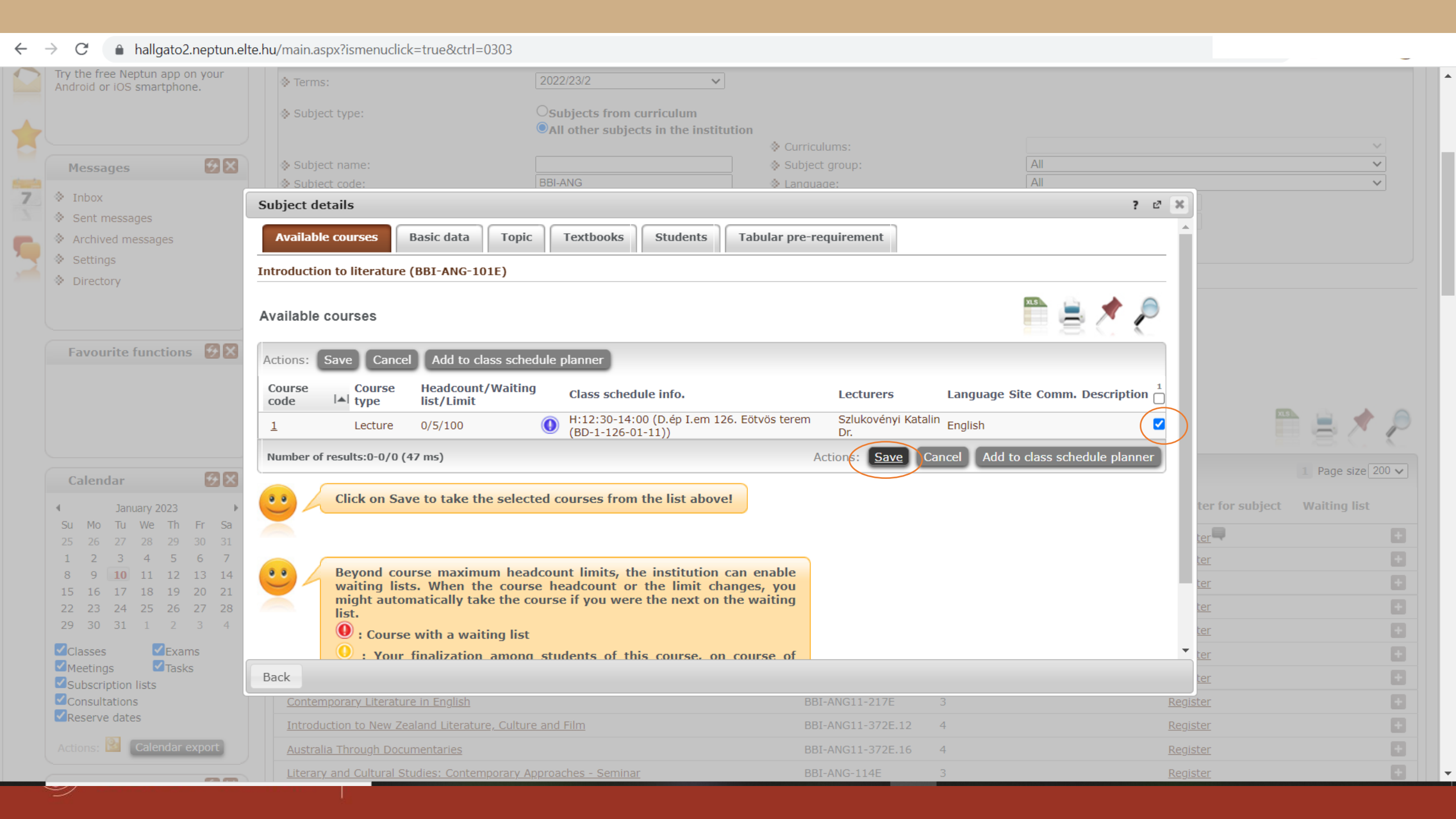
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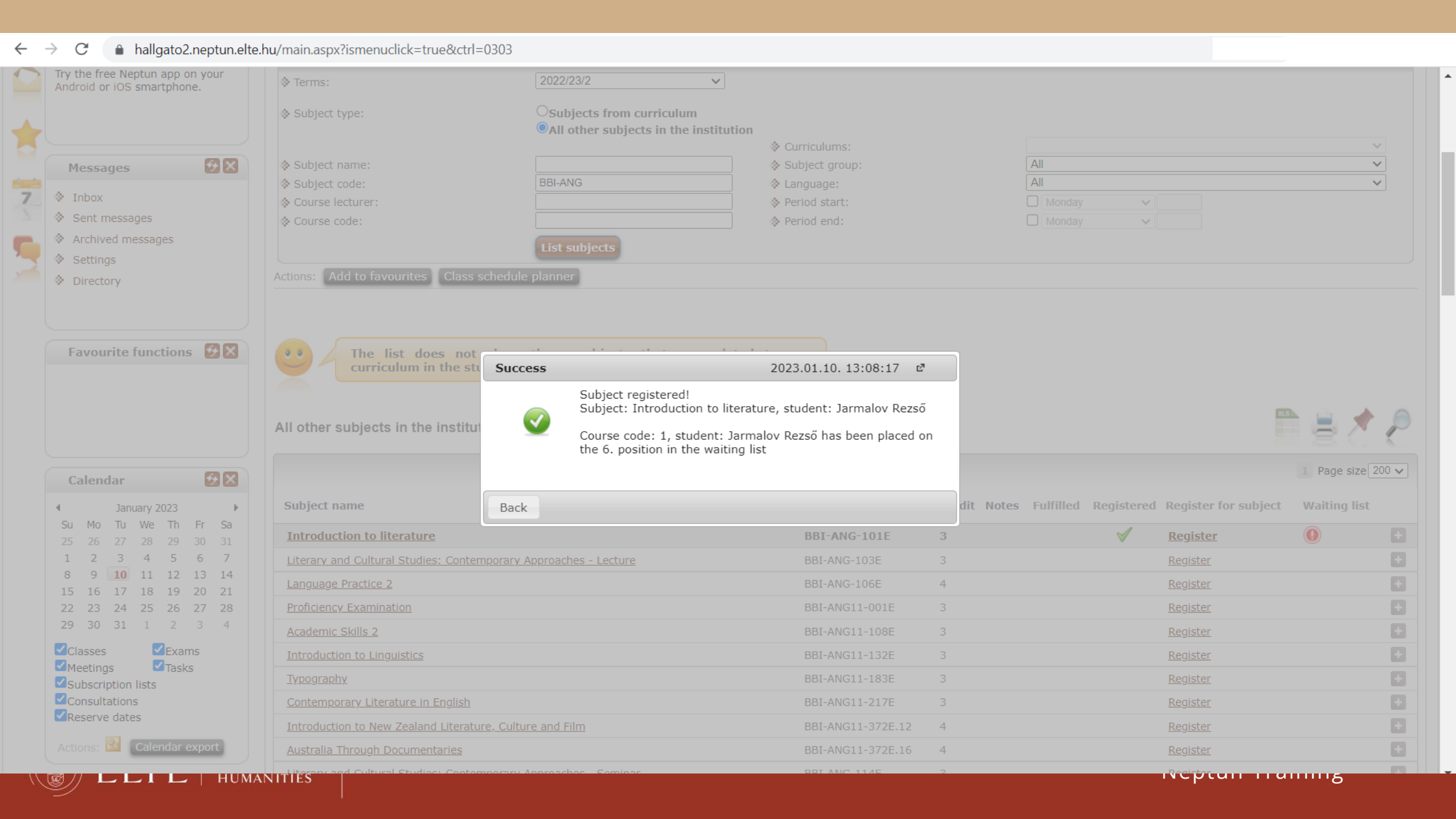
Subject type:
Subjects from curriculum
All other subjects in the institution
Subject name:
Subject code:
BBI-ANG
Curriculums:
Subject group:
All
Language:
All
Subject details
Available courses
Basic data
Topic
Textbooks
Students
Tabular pre-requirement
Introduction to literature (BBI-ANG-101E)
Available courses
Actions:
Save
Cancel
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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Consultations
Reserve dates
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:
Period end:
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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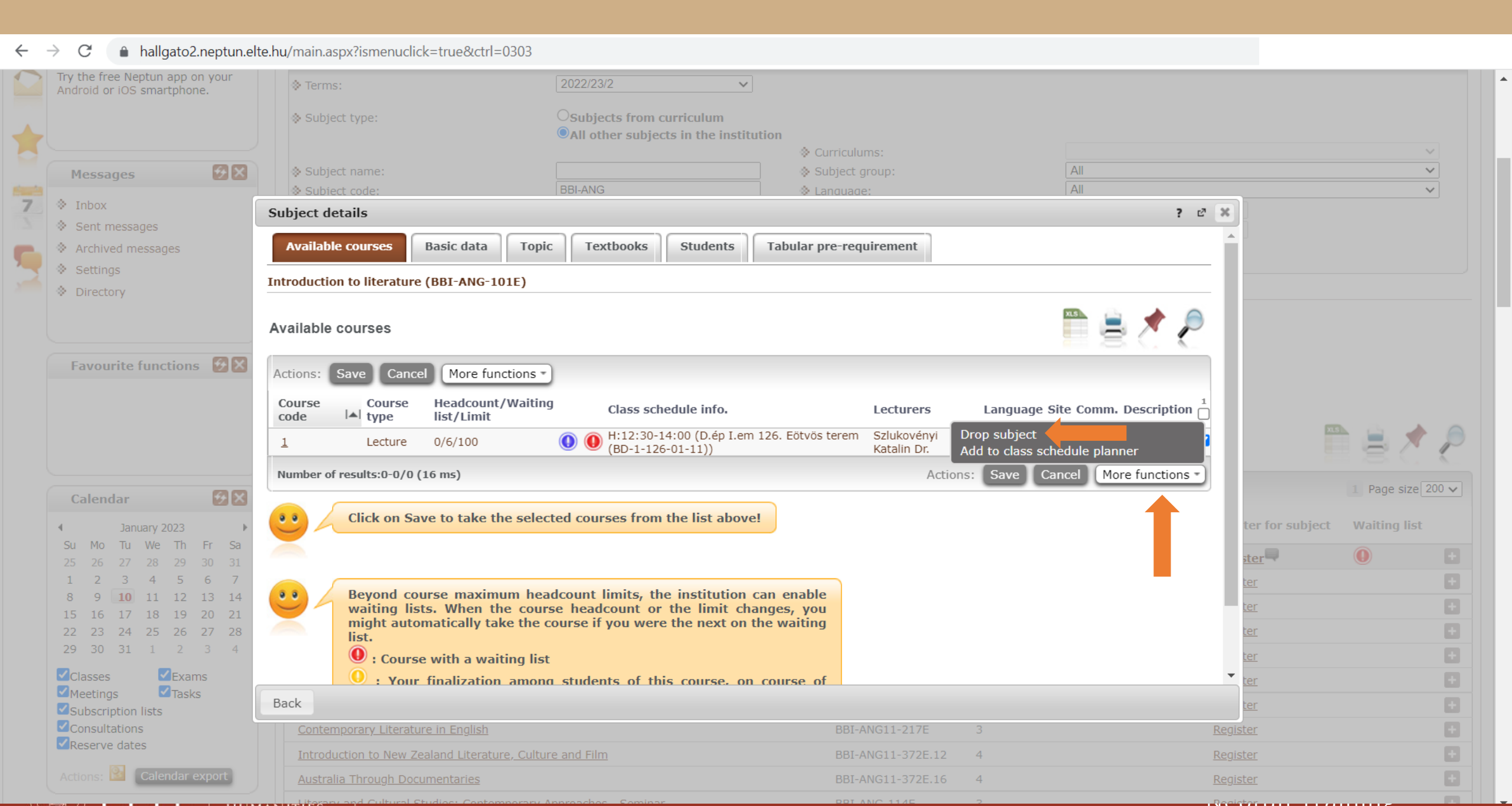
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Settings
Directory
Favourite functions
Calendar
January 2023
Classes
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Meetings
Tasks
Subscription lists
Consultations
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2022/23/2
Subject type:
Subjects 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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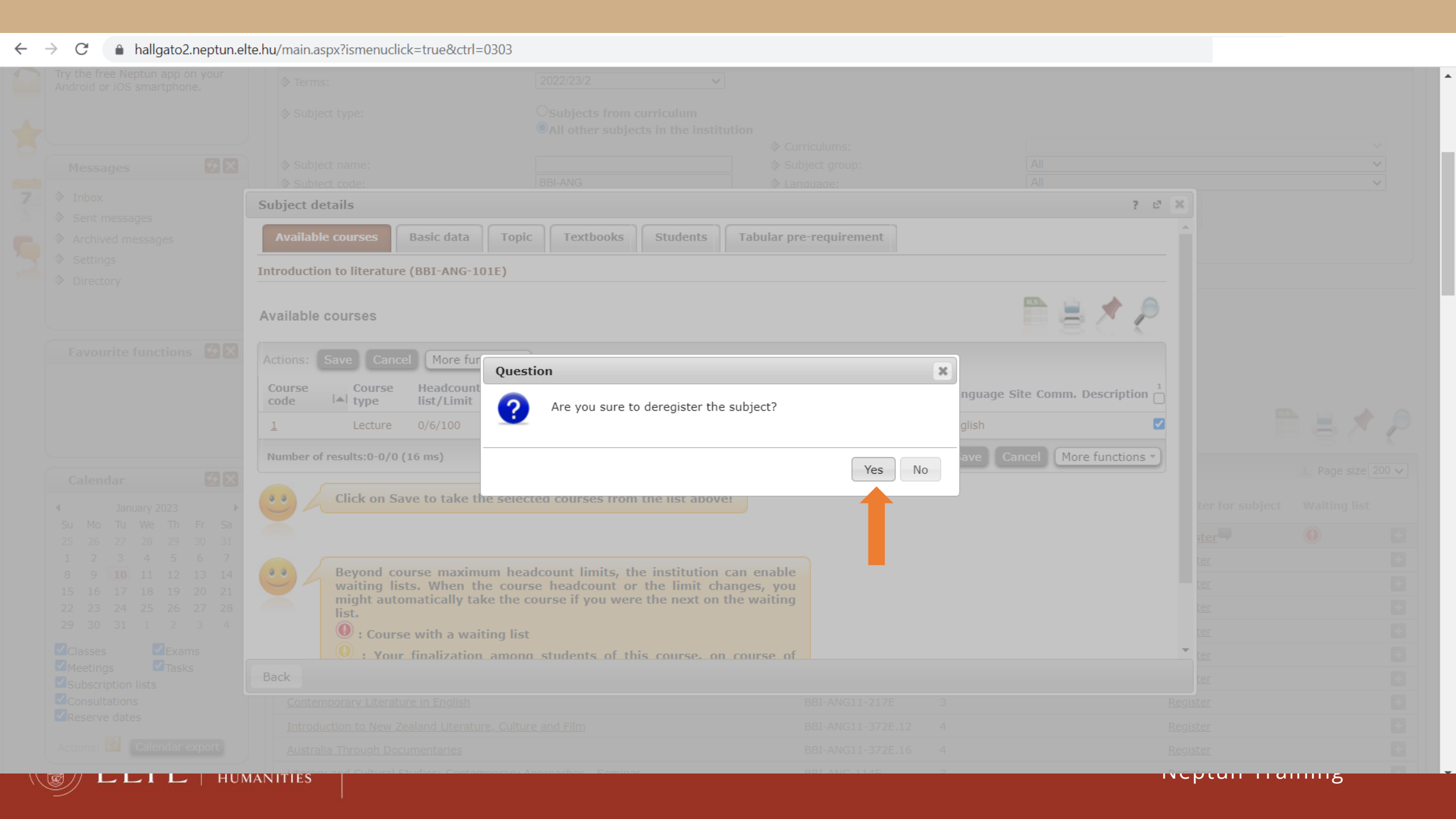
Neptun Training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Subject details
Available courses
Basic data
Topic
Textbooks
Students
Tabular pre-requirement
Introduction to literature (BBI-ANG-101E)
Available courses
Actions:
Save
Cancel
Question
Are you sure to deregister the subject?
Yes
No
Click 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
Contemporary Literature in English
Introduction to New Zealand Literature, Culture and Film
Australia Through Documentaries
Register
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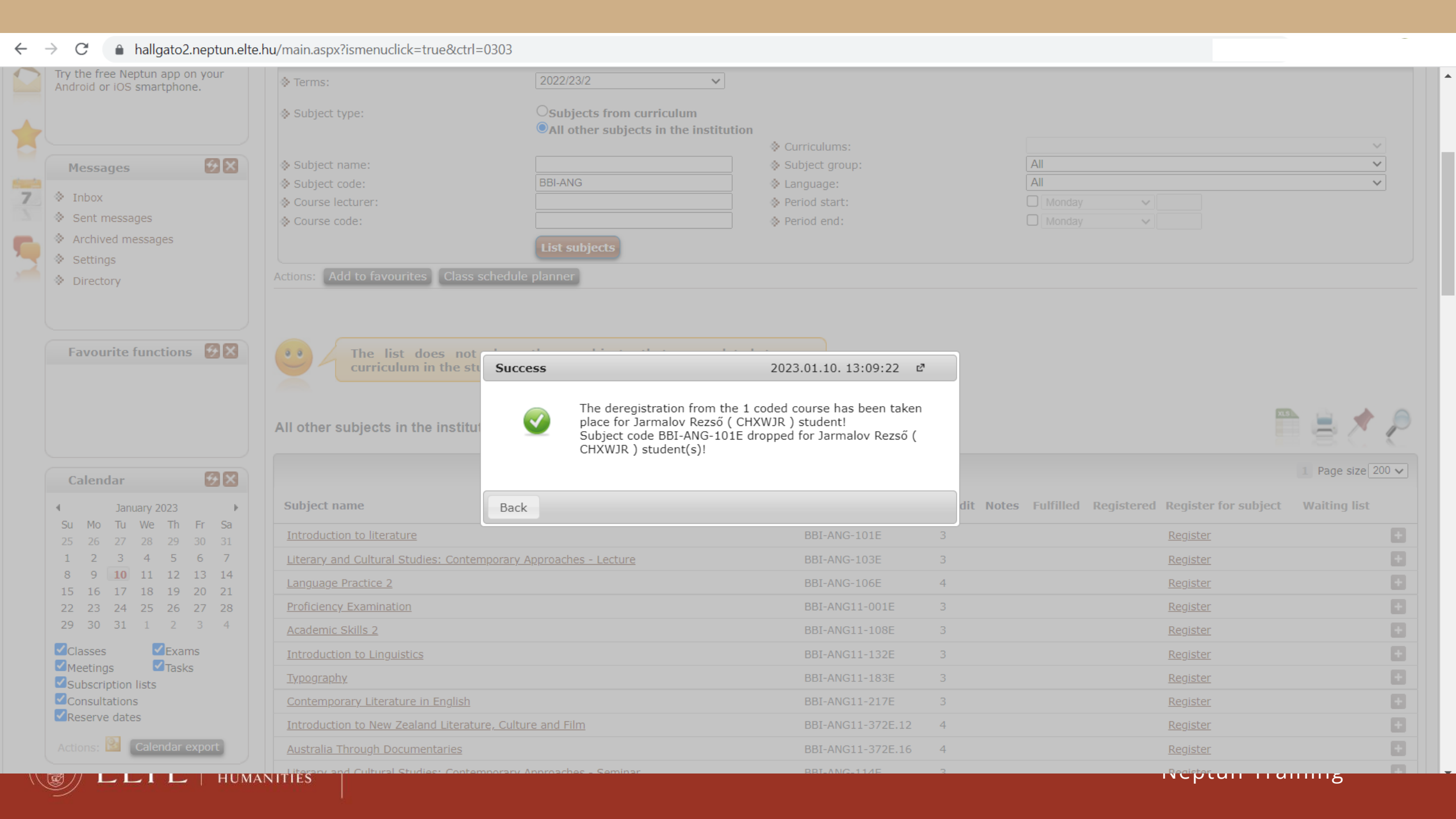
Neptun Training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Tasks
Subscription lists
Consultations
Reserve dates
Actions:
Calendar export
Terms:
2022/23/2
Subject type:
Subjects from curriculum
All other subjects in the institution
Subject name:
Subject code:
BBI-ANG
Course lecturer:
Course code:
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. 13:09:22
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
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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# 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 28 February 2025.

# Guest Student Course Registration Form

**First come first served course registration starts on 7th February.**

**Form Submit at office until:**

28th February

(the sooner-the better!)

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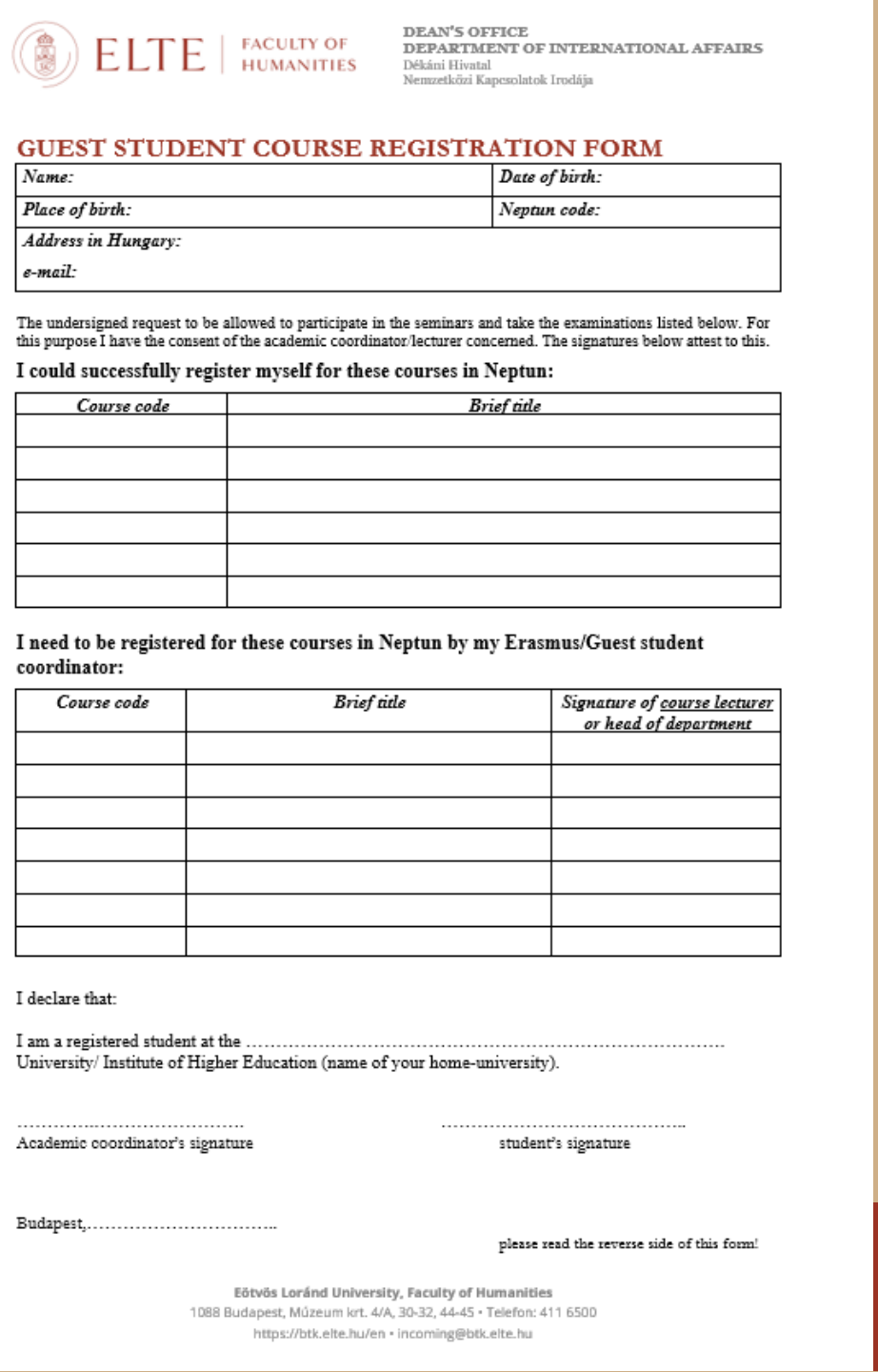

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DEAN'S OFFICE
DEPARTMENT OF INTERNATIONAL AFFAIRS
Dékáni Hivatal
Nemzetközi Kapcsolatok Irodája

## GUEST STUDENT COURSE REGISTRATION FORM

| | |
|---|---|
| *Name:* | *Date of birth:* |
| *Place of birth:* | *Neptun code:* |
| *Address in Hungary:*<br>*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 7th February), 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: 28th February!

→ 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.

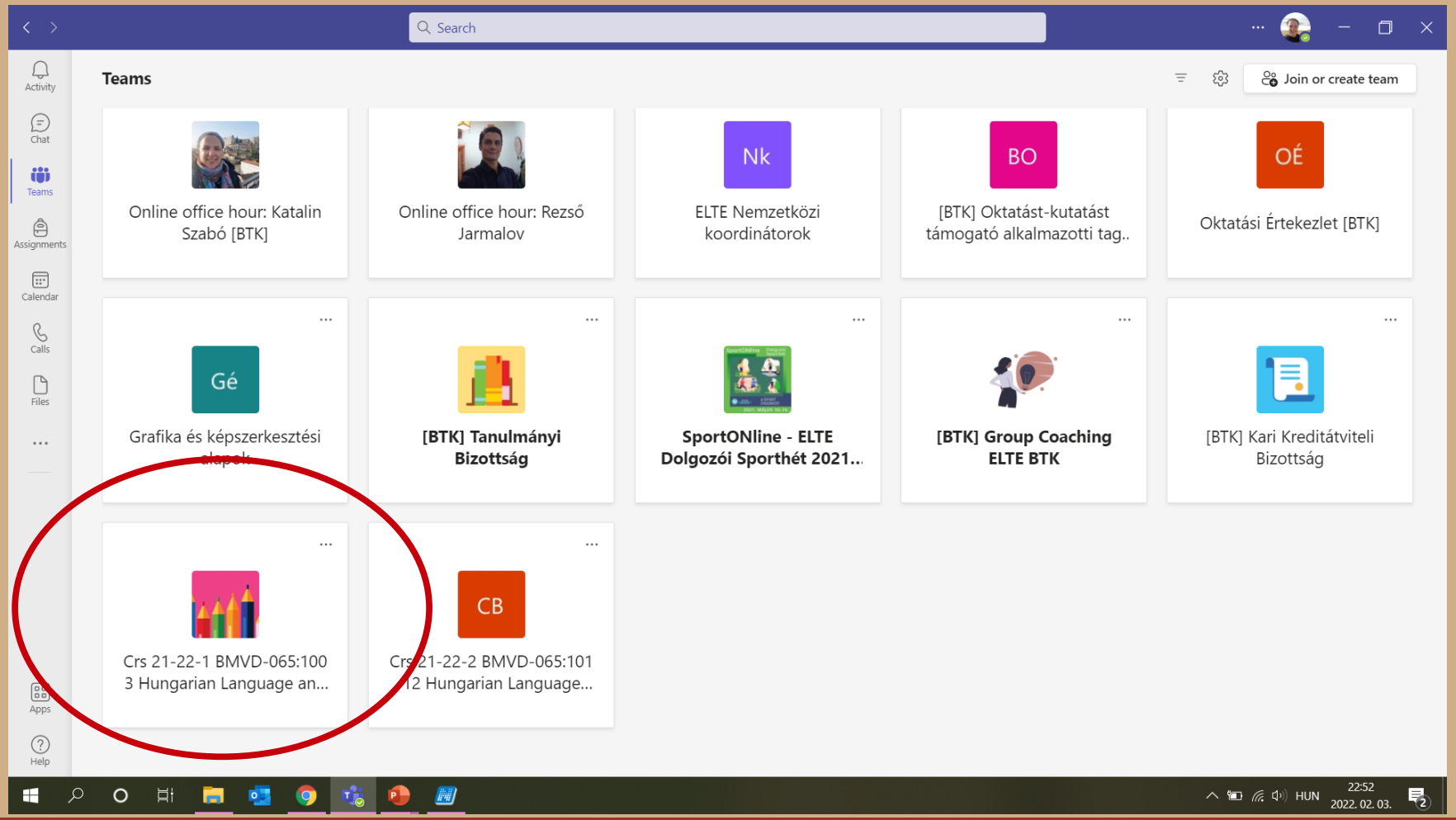
# After course registration

# ONLINE PLATFORMS DURING STUDIES

# Microsoft Teams

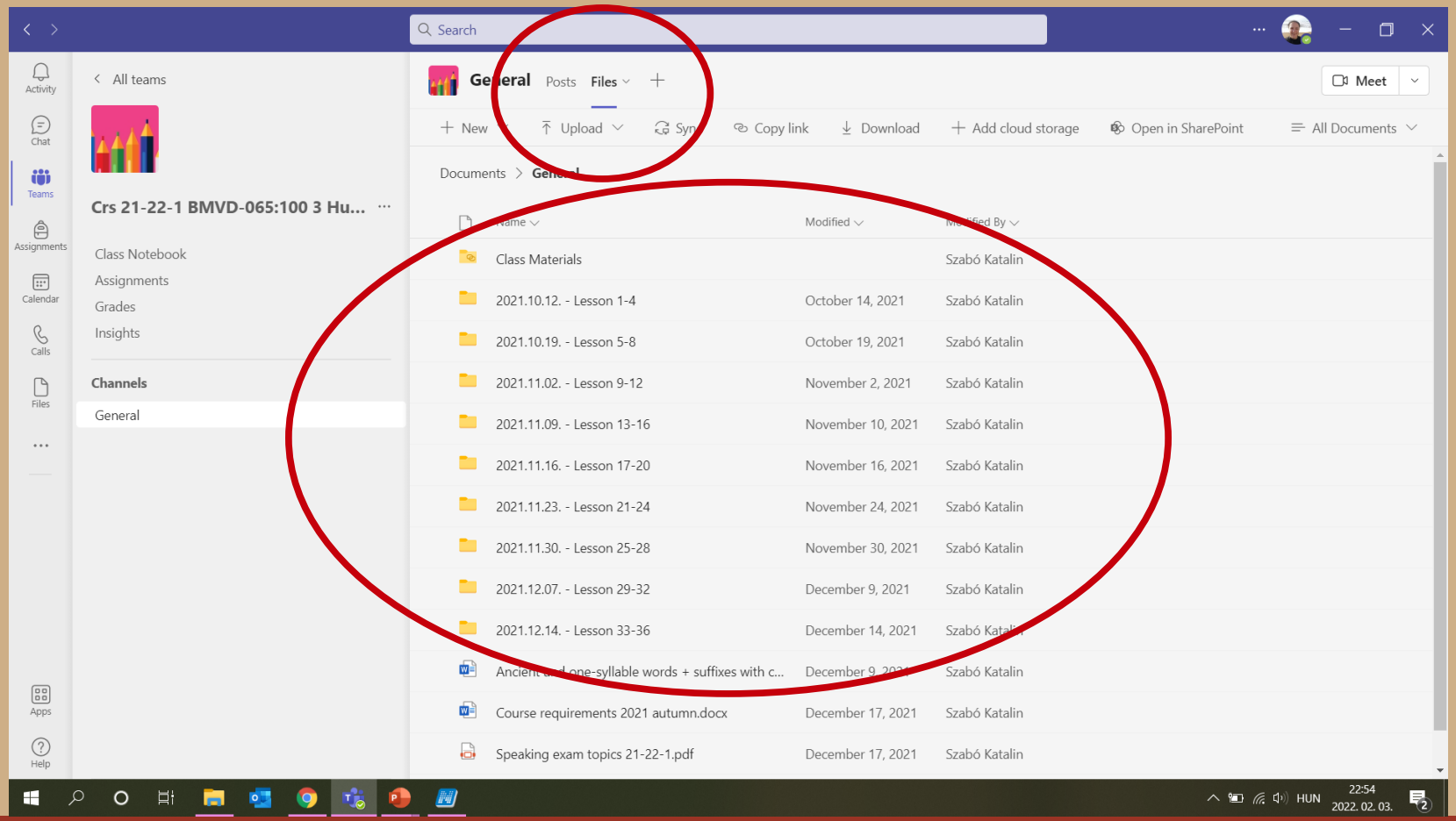
- Use Teams with your ELTE email address.
- After successful course registration, you should see the group of the class in Teams within 24 hours.
- If not, contact the teacher of the class to add you manually to the group.
- Join the online classes.
- Download the materials from the shared space of the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

# Microsoft Teams



# Microsoft Teams

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



# Zoom

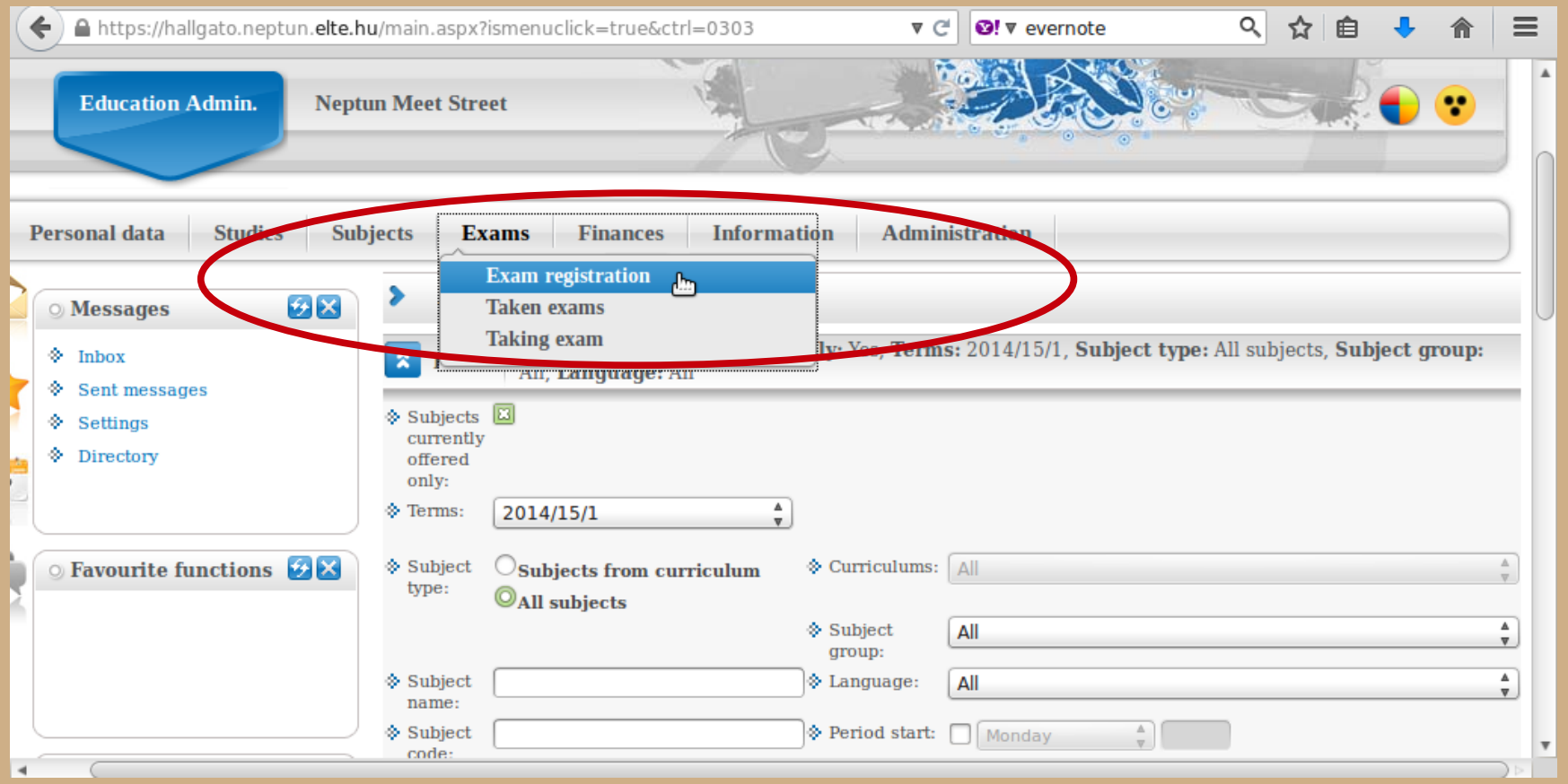
- Zoom is not integrated into Neptun.
- If the teacher has the class via Zoom, you should get a link to the meeting.
- Click on the link and join the meeting.

# 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.

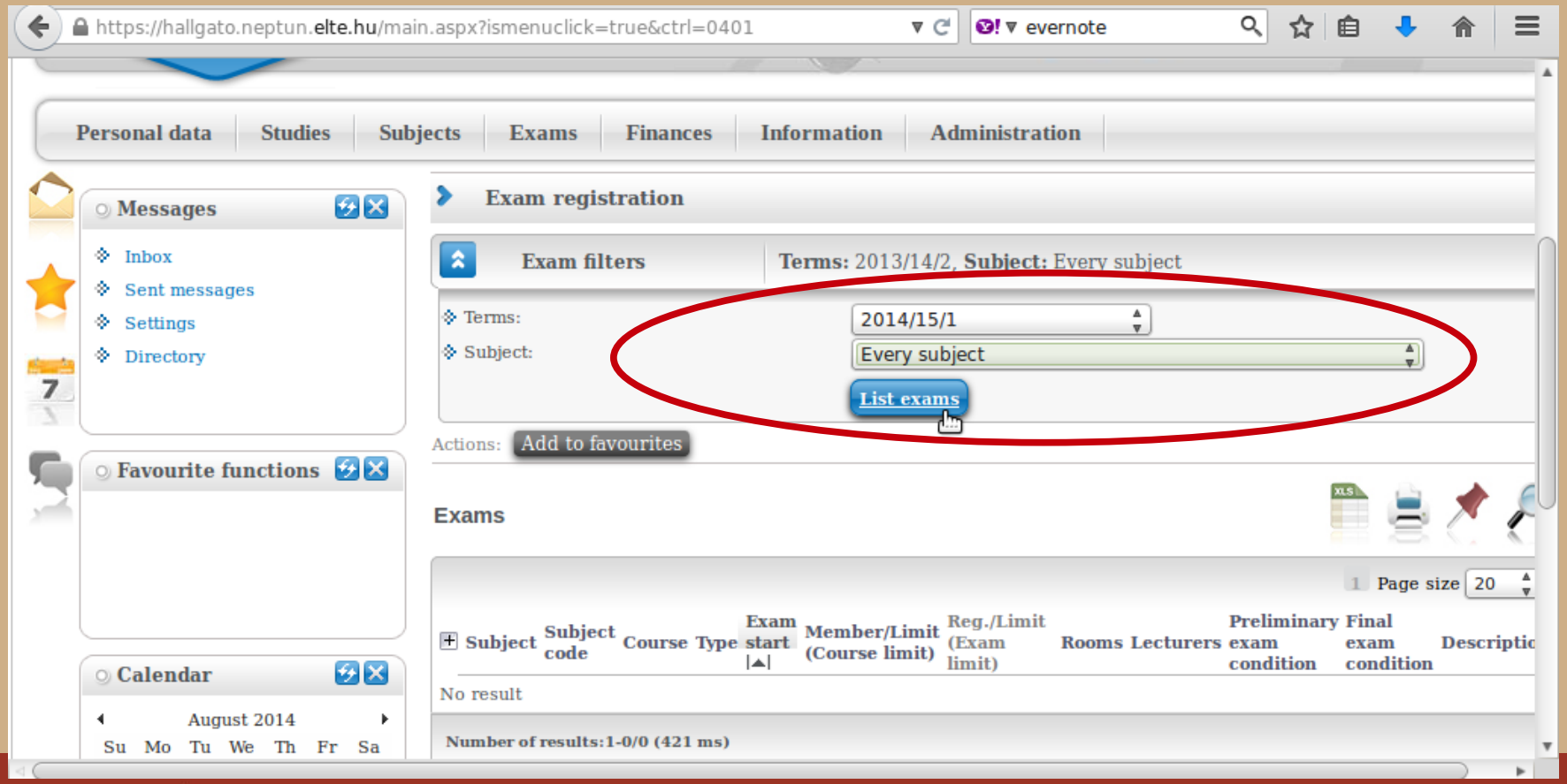
# Exam registration

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.



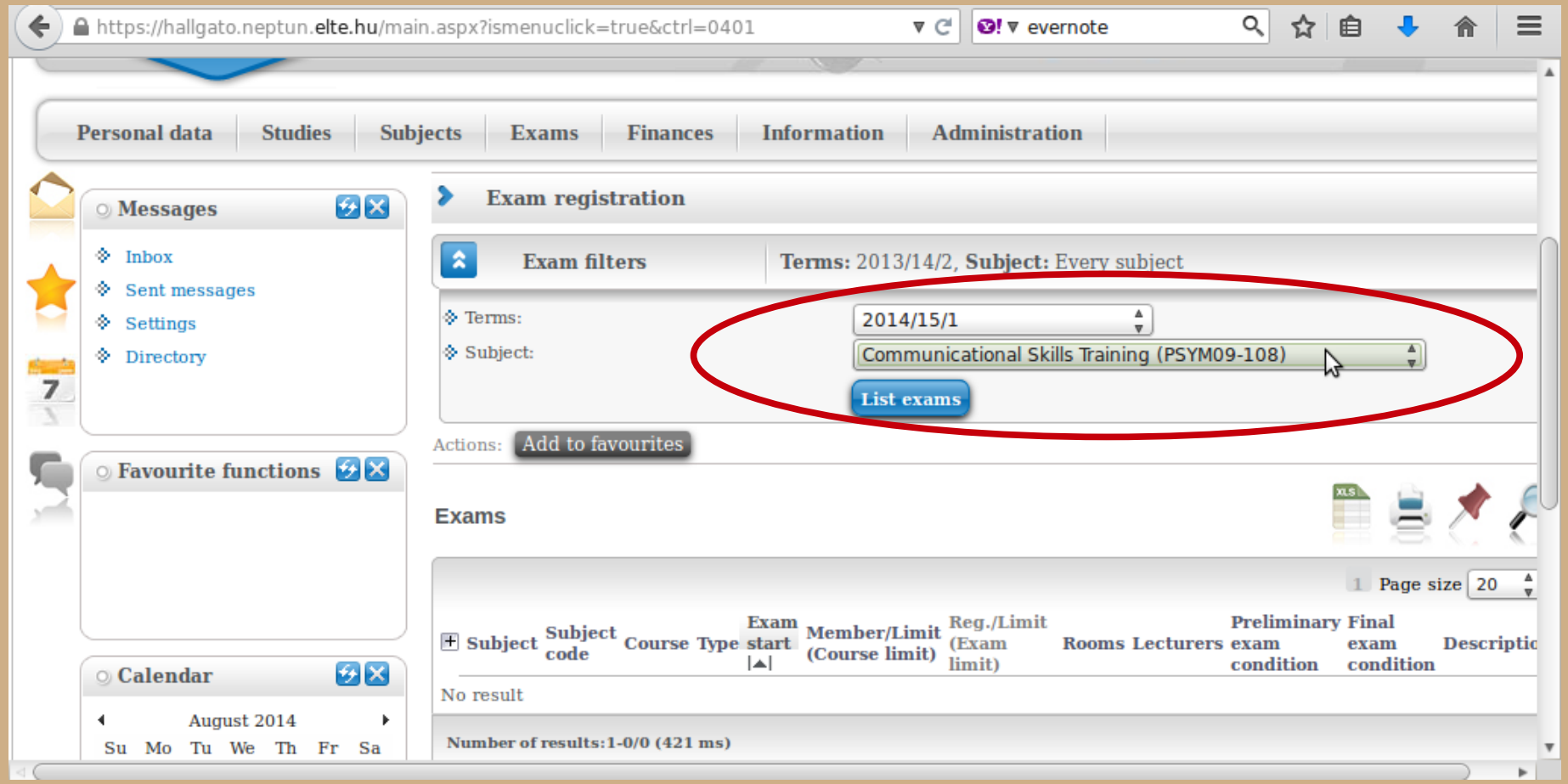
# Exam registration

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



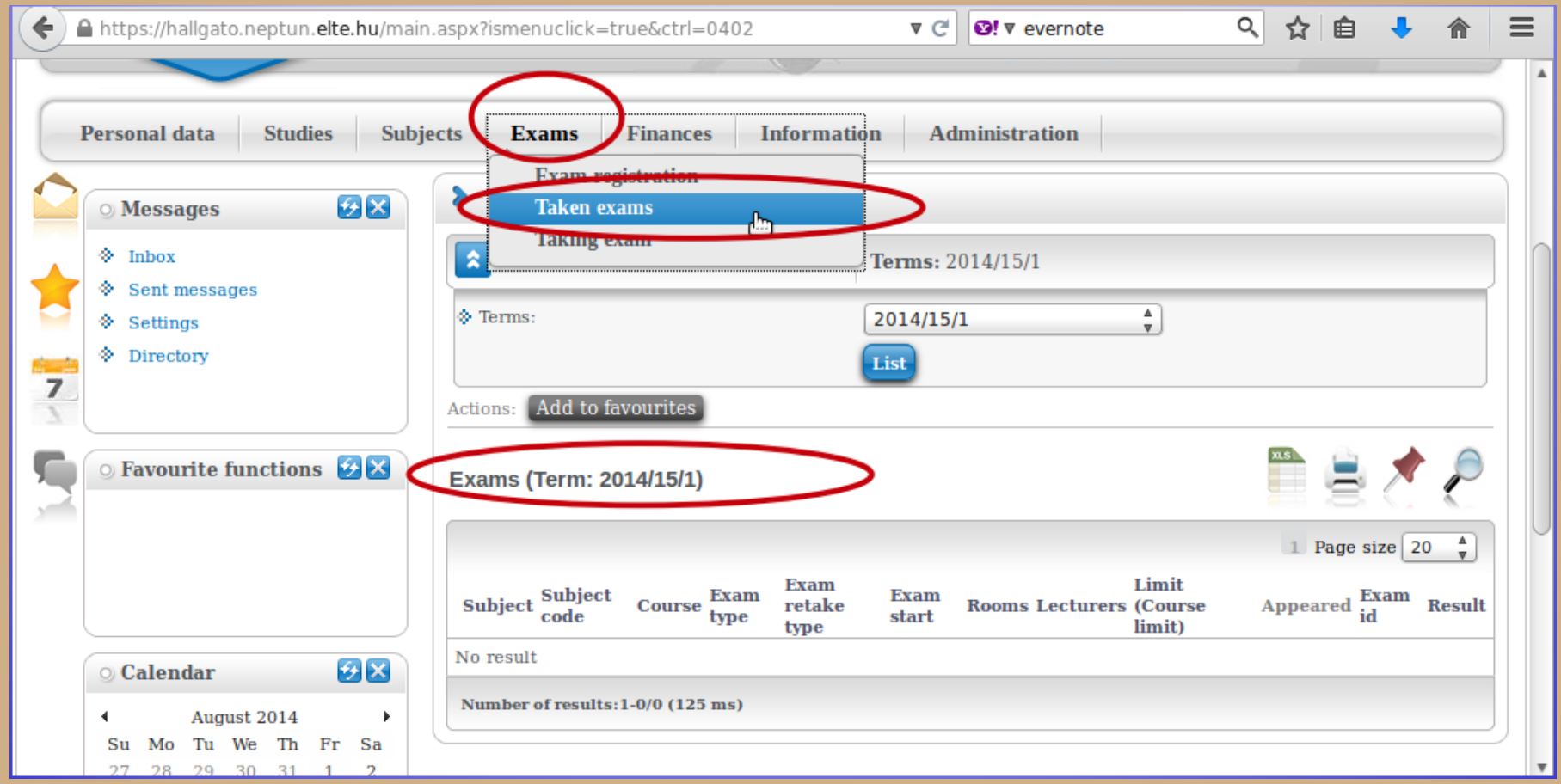
# Exam registration

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



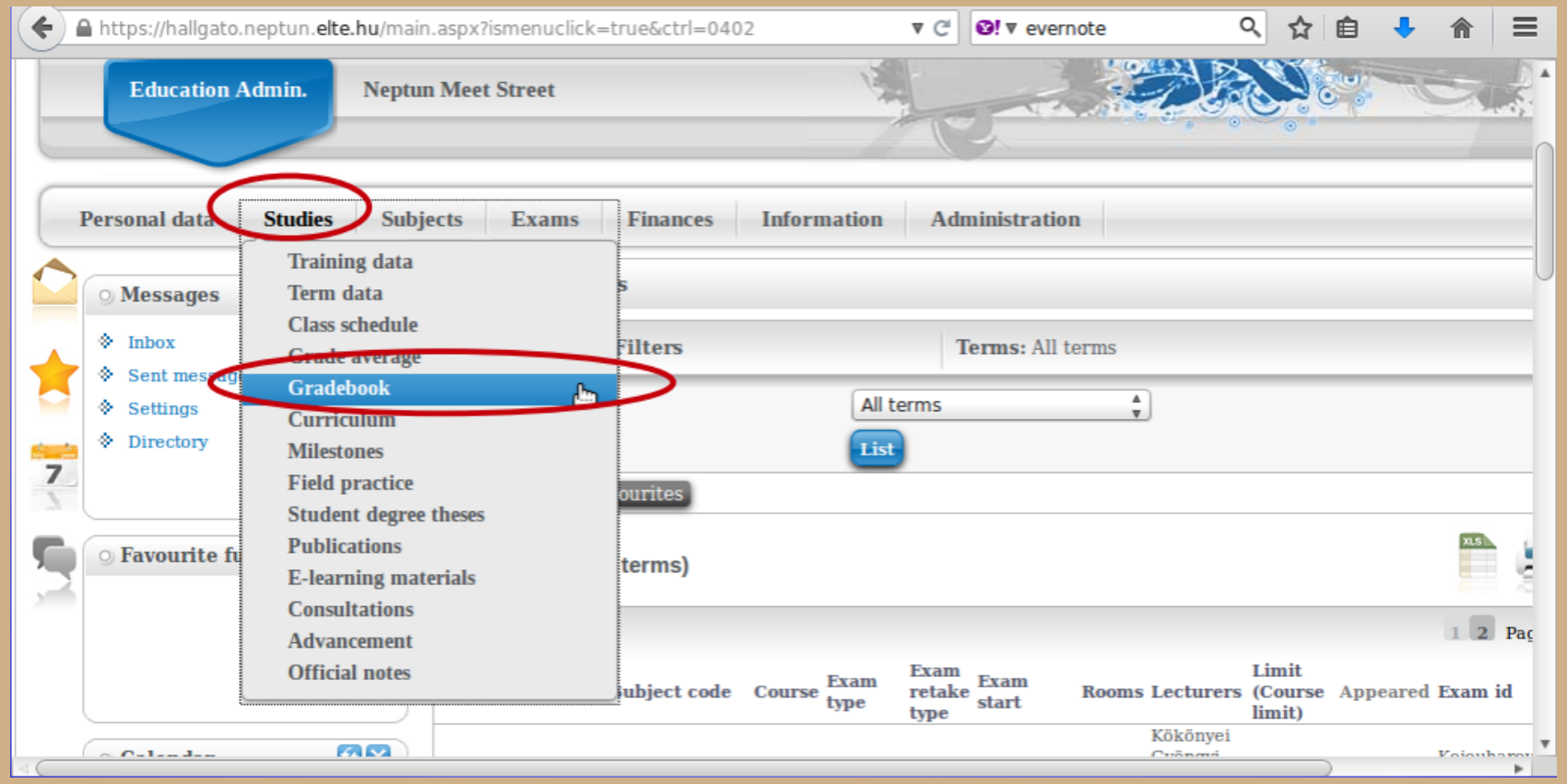
# Exam registration

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



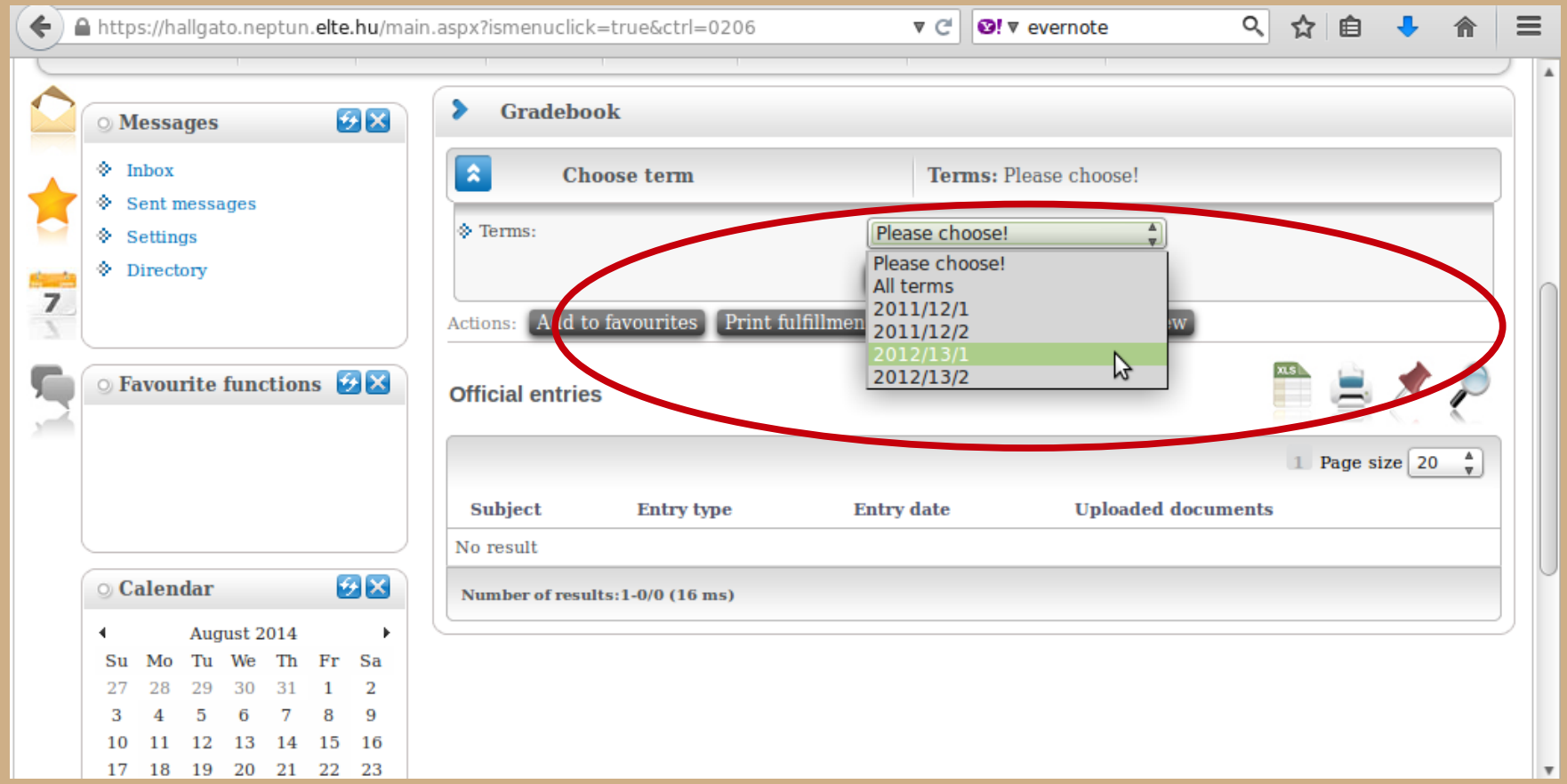
# Check your progress

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



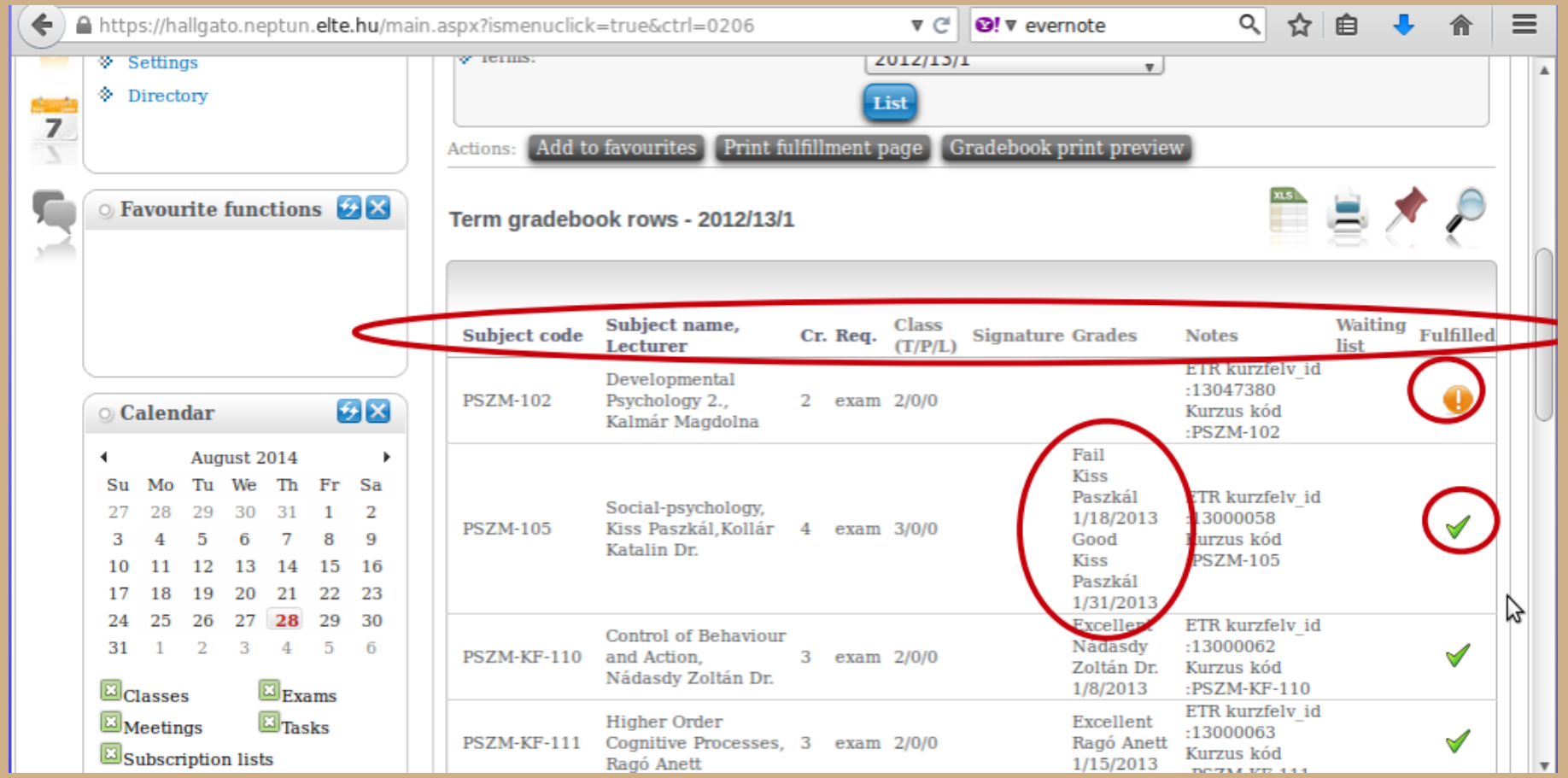
# Exam registration

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**

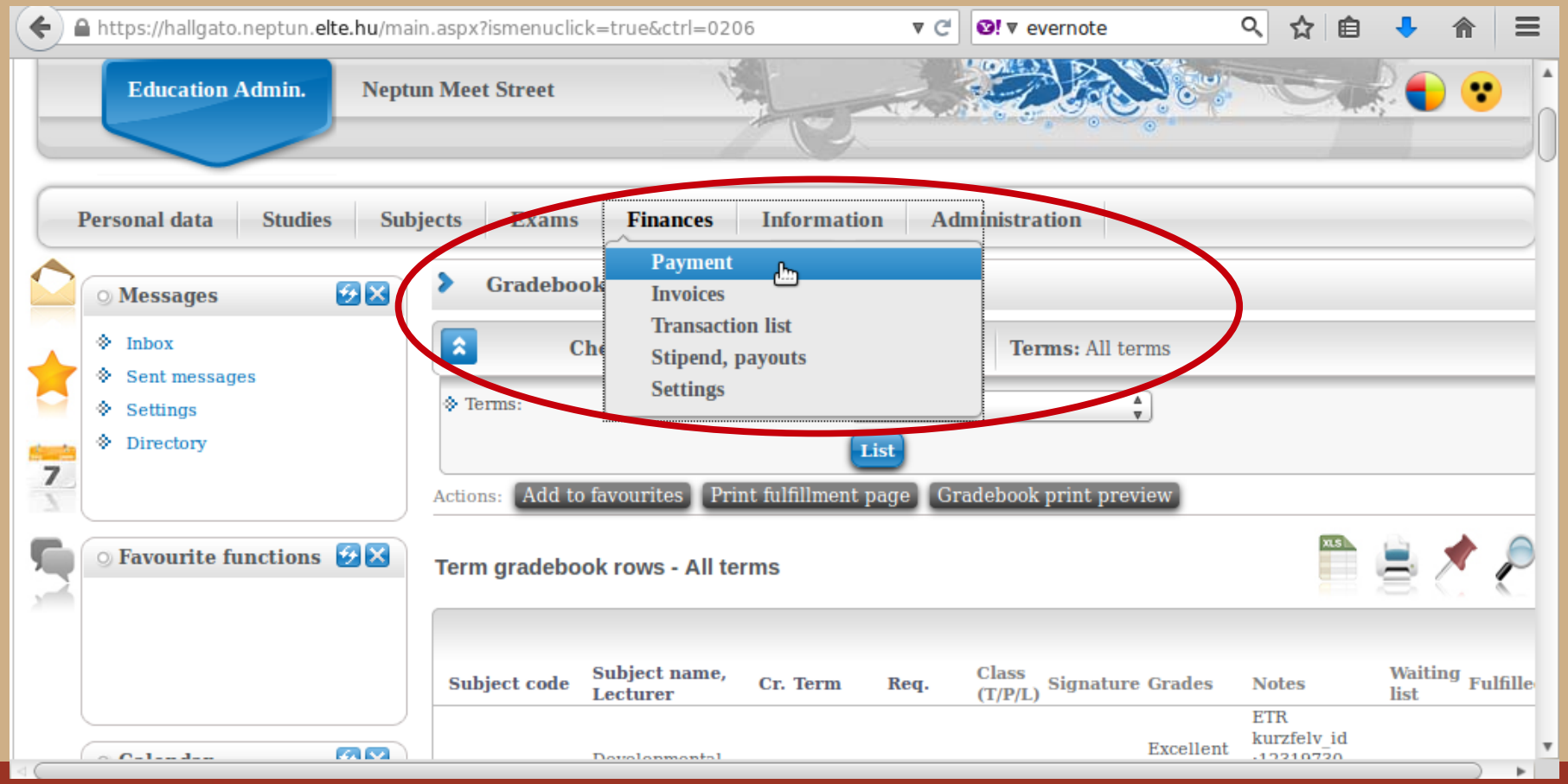
by bank card

by money transfer

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

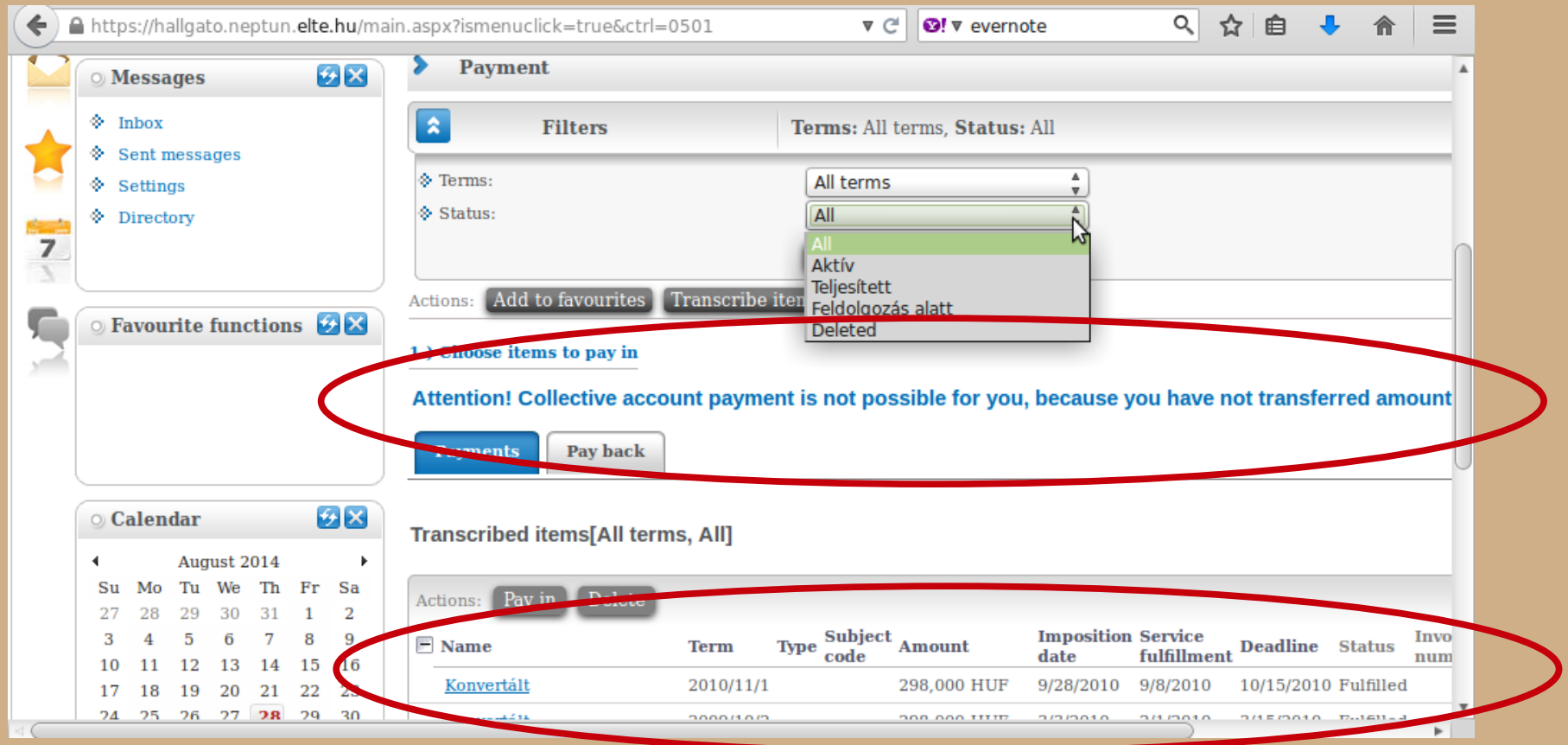
# Payments in Neptun

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



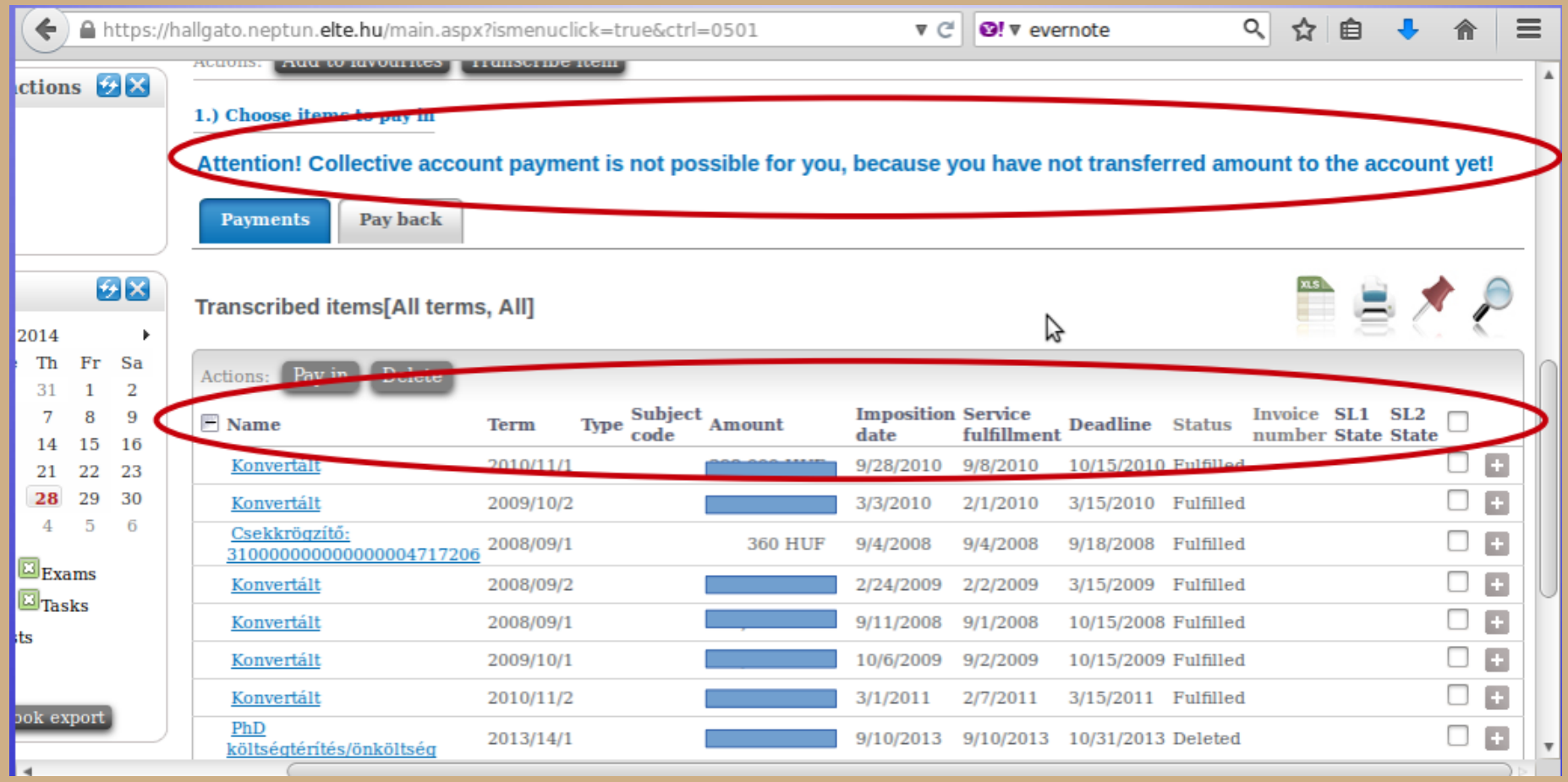
# Payments in Neptun

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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