Neptun Training



NEPTUN

Please mute your microphone, turn off your webcam

Neptun

This is where you manage your studies

- registration for
 - courses
 - exams
- payments
- check your progress
- Neptun Meet Street

neptun.elte.hu hallgato.neptun.elte.hu

On neptun.elte.hu switch to English.



On this page, you will see some current news always, and you can enter your Neptun from here.



If you click on "Help" you will find a file with the full Neptun documentation (guide).



Click on "ELTE Neptun" to log in your account.



This is the Log in page. Type in your identifier (Neptun-code), and then the password. After that "Log in".

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Log in			
Identifier		Forgot password? New to ELTE Neptun? New password	
Password			
The password is required.			
Log in			

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



This intermediate screen also shows some news. To enter the account, choose "Student web".



This is what Neptun looks like. You can change the theme and the language if you want to.

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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).

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Enrolment and semester activation

First of all, you need to check whether your registration for the semester is fine.



You can see the status for all semesters up until now. The "Term" column shows all the semesters, and the "Term status" column shows whether you are/were "active" during that semester.



Changing password

You can change your password anytime.



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

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Checking data

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



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



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

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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

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.

Semester

Registration (enrolment) period: 2021-02-01–2021-02-07 Study period: 2021-02-08–2021-05-16 Exam period: 2021-05-17–2021-07-04

Course registration period

Usually 3 parts of the registration. We have the last period:

First-come, first-served: 08:00 05-02-2021–16:00 12-02-2021

Exam registration period: ? – usually in May

Course registration always happens in Neptun. You must register for a course in order to attend and receive a grade.

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Courses you can choose

Though you can see all the available courses at ELTE, please register only for those that are available for exchange students, or you get permission from the professor.

Check the list here:

https://btk.elte.hu/en/content/course-cataloguefor-incoming-erasmus-students.t.3543?m=261

Choose the current semester (2020/21/2). Set "Subject type" to "All subjects", then click on "List subjects". It is recommended to check the settings before each search.

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You should see a list similar to the one below. You can sort in ascending or descending order by clicking on the title of the relevant column (e.g., "Subject code").

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This search will list all of ELTE's courses. Use the search icon ("magnifying glass") to search for course codes.

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You will see a search field and then you can search by course title (any word), course code and credits number.

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For example, sports courses code starts with VTN.

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Click on the title of a course to view its data.

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	Cognitive Psychology	PSYM09-103	4	Register	Ŧ
	Personality Psychology	PSYM09-104	4	Register	Ð
	Methodological Skills Training	PSYM09-106:2	2	Register	•
	Professional Issues and Ethical Problems in Psychology	PSYM09-107:2	3	Register	
	Communicational Skills Training	PSYM09-108	3	Register	•
	Multivariate Statistics	PSYM09-109	2	Register	E
	Introduction to Counselling and Clinical Psychology	PSYM09- CH-101:2	2	Register	
	Health Psychology in Social Context	PSYM09- CH-102:2	2	Register	•
	Health Psychophysiology	PSYM09- CH-103:2	2	Register	•
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Click on the number of a group to view its data.

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Here you can view the data of the group of a given course, for example, its teachers or who the other students attending this group are.

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& Code: 1	♦ Course type: Lecture	
Subject name: Cognitive Psychology	♦ Course price	
♦ Exam type Written;	Class schedule information:	
♦ Minimum headcount 0	Lecturers Király Ildikó Dr., Takács Ádám	
♦ Maximum headcount 999	Internet address	
♦ Max. number of waiting-list: 0	Preliminary requirement	
* Language English	♦ Course type identifier Normal	
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Days in Hungarian

Monday **Tuesday** Wednesday Thursday Friday **Saturday** Sunday

hétfő (H) kedd (K) szerda (Sze/Sz) csütörtök (Cs) péntek (P) szombat (Szo/Sz) vasárnap (V)

If you go back to where you can see the groups for the course, you can register by checking the box in the last column of the row and then clicking on "Save".

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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.	U,								

The popup window will tell you whether you have successfully registered.



This is another example with a course with 4 groups. You can see the course title, but also the groups, their teachers, the place limit, how many people have signed up etc.

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Choose one, then check the box next to it and click on "Save". During the course registration period you can change for another group or drop the course.

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The popup window will tell you whether registration was successful.

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	Health Psychophysiology	PSYM09- CH-103:2	2	Register	
	Addictive Behaviours	PSYM09- CH-105:2	2	Register	
1	Health Psychophysiology and Psychoneuroimmunology	PSYM09-CH-106	2	Register	÷,

In order to see the list of courses for which you have signed up, go to "Registered subjects" in the "Subjects" menu.



Choose the relevant semester and then click on "List".

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Here you can see a list of courses you are now registered for, as well as how many credits you have signed up for in total.

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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 <u>Transcript of Records.</u>

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.

This case, contact your faculty admin coordinator.

You must list these subjects on the <u>Guest Student</u> <u>Application form</u>.

If you go back to the course's information, you can also sign off from the course by clicking on the "Drop subject" option.

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A popup window in order to confirm your choice.

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Another popup window to confirm that you have been successful.



You can also sign off from a course from the list of "Registrated subjects". Click on the "+" sign and then click on "Deregister subject".

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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 around the middle of May.



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

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

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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".



You will see a list like this one.

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Payments in Neptun

All HUF payments can be done by credit/debit card or via bank transfer in Neptun. Any unpaid fee with a passed deadline will block Neptun, and you will not be able to register for anything.



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.

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

Click here for payment description.

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