



ELTE

FACULTY OF
HUMANITIES

NEPTUN TRAINING

Faculty of Humanities,
Department of International Affairs

Today's agenda

<u>Neptun</u>	3	<u>Problems</u>	34
<u>(First) login, Basics</u>	4	<u>Online platforms</u>	42
<u>Changing your password</u>	11	<u>Microsoft Teams</u>	43
<u>Checking your data</u>	12	<u>Zoom</u>	46
<u>Course registration</u>	16	<u>Exam period</u>	48
<u>Preliminary period</u>	23	<u>Exam registration</u>	48
<u>Ranking period</u>	30	<u>Advancement</u>	52
<u>First-come, first-served period</u>	32	<u>Payments</u>	53

How to use Neptun?



TO LOG IN

You got a **Neptun code**: combination of 6 digits/letters. To be able to log in, **generate your own password** on the website of our **Quaestura** Information Office.



NEPTUN CODE E-MAIL

It is essential to **generate a new password** and **enter the system before you register for the university**. Please, read the instructions in the Neptun code email!



NEW PASSWORD

For generating a new password, you will need: 1) **your mother's birth name** (Hungarian format: family name first); 2) **zip code** of your **permanent address**; 3) **passport number** (or ID number, if you don't have passport)

Entering Neptun



Switch to English by clicking on the Union Jack icon.

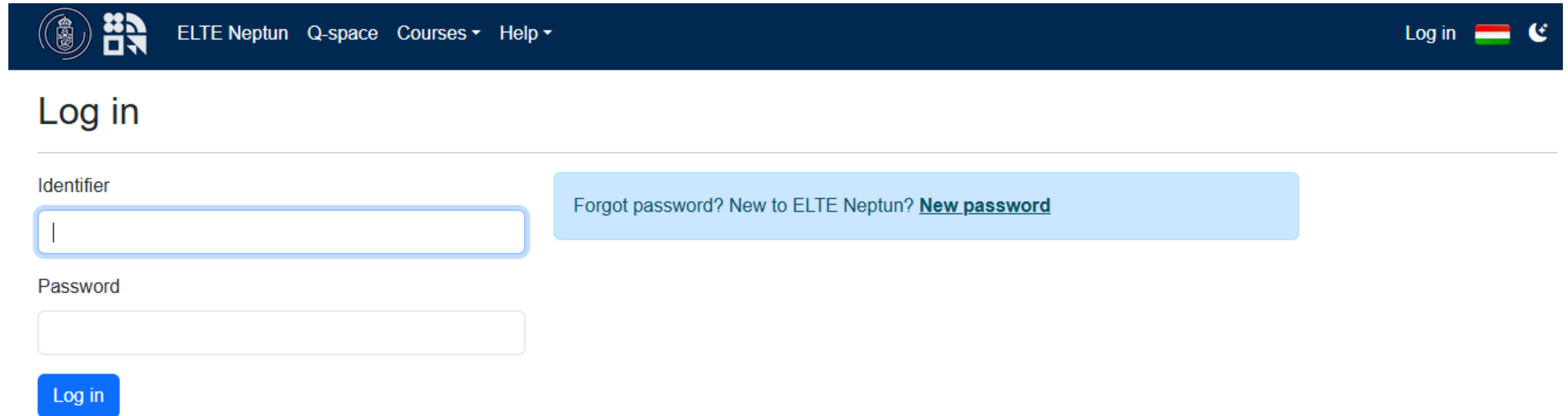
Hírek



First, you will encounter the news feed. To enter the login site, click on **“Belépés”/“Login”** at the right top corner.

Entering Neptun

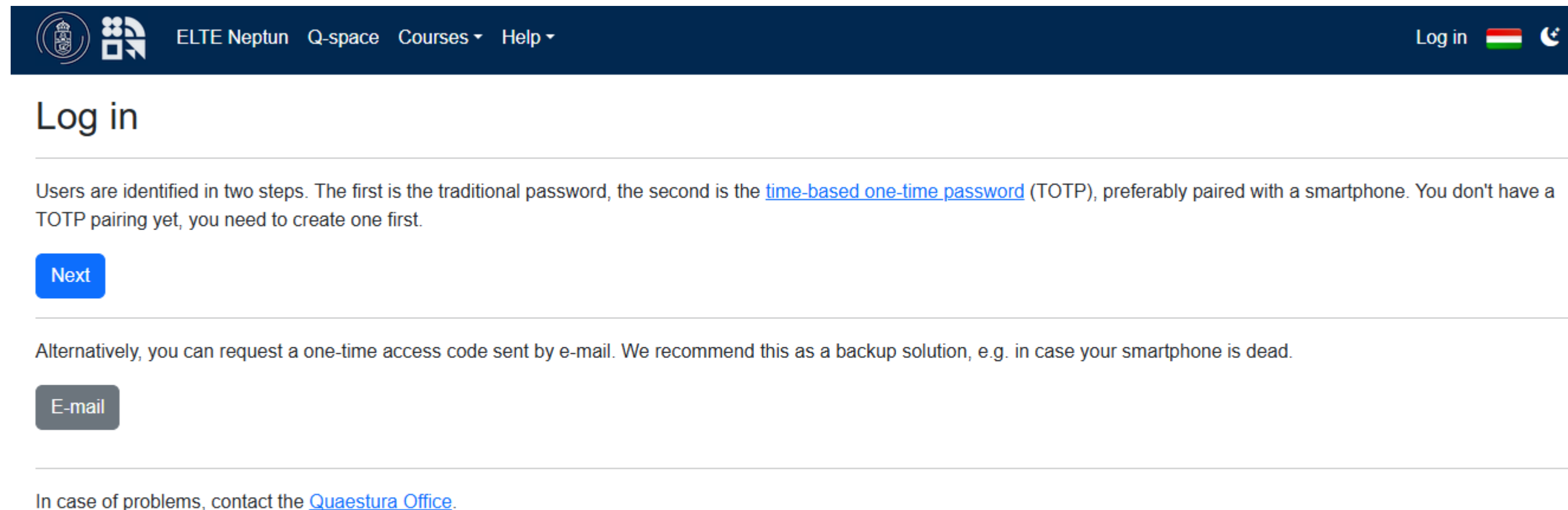
To enter your Neptun, you will need to use a **two-step authentication**. (Next slides)



The screenshot shows the ELTE Neptun login interface. At the top, there is a dark blue navigation bar with the ELTE logo, a grid icon, and menu items: 'ELTE Neptun', 'Q-space', 'Courses', and 'Help'. On the right side of the bar, there is a 'Log in' link, a Hungarian flag, and a refresh icon. Below the navigation bar, the page title 'Log in' is displayed. The main content area contains two input fields: 'Identifier' and 'Password'. The 'Identifier' field has a blue border and contains a vertical bar. To the right of the input fields is a light blue box with the text 'Forgot password? New to ELTE Neptun? [New password](#)'. Below the input fields is a blue 'Log in' button.

Entering Neptun

TWO-STEP AUTHENTICATION: You can choose to enter either by **using an authenticator app**, or by **receiving a code to your e-mail address** (the primary one in Neptun).



The screenshot shows the top navigation bar of the ELTE Neptun system. It includes the ELTE logo, navigation links for 'ELTE Neptun', 'Q-space', 'Courses', and 'Help', and a 'Log in' button with a Hungarian flag and a user icon. Below the navigation bar, the page title is 'Log in'. The main content area explains the two-step authentication process: 'Users are identified in two steps. The first is the traditional password, the second is the [time-based one-time password](#) (TOTP), preferably paired with a smartphone. You don't have a TOTP pairing yet, you need to create one first.' There are two buttons: a blue 'Next' button and a grey 'E-mail' button. At the bottom, it says 'In case of problems, contact the [Quaestura Office](#)'.

First login (Neptun)*

TWO-STEP AUTHENTICATION IN NEPTUN

For the English version, please select the flag icon in Neptun: <https://neptun.elte.hu>

FIRST STEP: Password-based identification (Neptun code and password)

SECOND STEP: Time-based one-time password paired with a smartphone

- Download “Microsoft Authenticator” app
- After opening, accept the data protection declaration & click on the “Continue” button
- Go back to Neptun & click on “Next” button
- You will receive a pairing code to your e-mail address
- Log in to your e-mail account & check your inbox for the e-mail
- Go back to Neptun & enter the code received via e-mail (valid for a short period of time)
- After that, just open “Ms Authenticator” app & click on “Scan a QR code” (by scanning, you will get a six-digit ID valid for 30 seconds)
- Go back to Neptun & enter the pairing code in the Npetun TOPT pairing code field
- Choose “Student web”

**Video on login process: <https://www.youtube.com/watch?v=4wZ5XcMmOs8>
In case of login problem, please turn to Quaestura Student Customer Service Office*



Entering Neptun

Click on **"Student web"** to enter the student web site of Neptun.



News

Unread ?



Experience-Based Language Development for Early Childhood

Activity-based elective course at ELTE TÓK
TÓK Department of Foreign Language and Literature, Yesterday



Winecathedral elective course in the 2025/26/2 semester

ELTE Directorate of Education, 4 days ago



Basics of Team Management course

IK Center of Students' Support, 2 weeks ago



Vacuum technology and technique

Vacuum technology and technique
István Csonka, Yesterday



FinTech M.Sc-program-- double degree

Bálint Molnár, 2 months ago



Apply now for our international MSc in Global Challenges for Sust

ELTE PR and Communications Office, 6 days ago

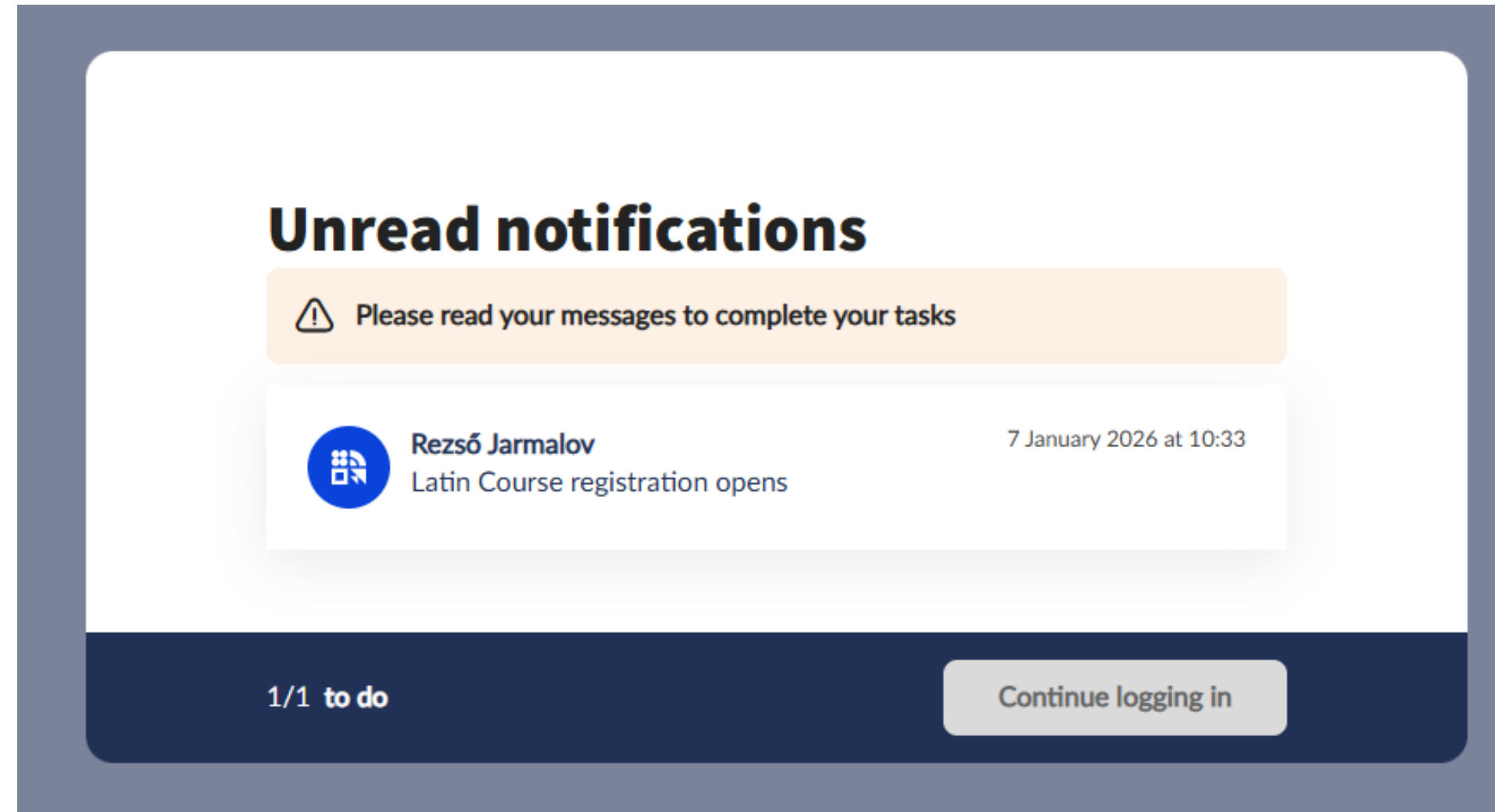
Neptun study system

FIRST LOOK AT NEPTUN: This is the Neptun student platform. You can **change the language** of the platform if you want to.

The screenshot displays the Neptun student platform interface. At the top left, there is a logo and a 'Menu' button with a dropdown arrow. Next to it is a search bar labeled 'Menu search'. On the top right, the user's profile is shown as 'Vida Veronika (RS99NS)' with a dropdown arrow. Below the header, a personalized greeting says 'Hello Vida Veronika!' with a circular profile icon. The main content area features a grid of nine navigation cards: 'Upcoming events', 'To do' (with a red notification badge '1'), 'Results', 'Exams', 'Averages', 'Messages', 'News', 'Debts', and 'Advancement'. Each card has a dropdown arrow. At the bottom, a dark blue footer contains the 'neptun' logo on the left, the version information 'Version: 2025.3.8 (19/12/2025, 10:19:07)' in the center, and a language selection dropdown 'EN' on the right, which is circled in red.

Neptun study system

MESSAGES: If you have any **unread messages**, you must read them all before you can enter into your Neptun. Click on the messages one by one and click on the “I have read the notification” button to proceed. You will receive system messages as well as messages from your teachers, coordinators (they will write in English).



Changing your password

You can **change your password** anytime.

Step-by-step:

- Click on your profile in the top right corner.
- Click on "Profile settings."
- Click on "Password settings."
- Please enter your old password first, then your new password two times.
- Click on "Edit"

[Profile settings](#) » Password settings

Profile settings

Changes made on this page will affect your profile.

[Profile details](#)

[Password settings](#)

[Default settings](#)

[Manage groups](#)

Change password

Please enter your old password first, then your new password.

Current password

New password

When entering your new password, pay attention to general security requirements, if you can, use a unique password.

Confirm new password

Edit

Checking your data

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

The screenshot displays a user interface for a student named Vida Veronika. At the top, there is a navigation bar with a menu icon, a search bar, and the user's name and ID. Below this, a greeting reads "Hello Vida Veronika!". The main area contains several interactive cards: "Upcoming events", "To do" (with a red notification badge), "Results", "Exams", "Averages", "Messages", "News", and "Debts". On the right side, a user profile dropdown menu is open, showing the user's name, ID, and training details. The "Personal information" option in this menu is highlighted with a red circle. The training details include: "PhD in Literary Sciences - BTK-DIRODA-NDEN (Doctorate course (PhD/DLA)) ([Full-time])", "Admission year: 2025/26/1", and "Start of legal relation: 1 September 2025".

Checking your data

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

[Personal information](#) » General data



Vida Veronika
RS99NS

General data

Previous qualifications

Studies

Certificates

Declarations

Change history

Details

Title	-	Sex	Female
Family name	Vida	Login name	RS99NS
Given name	Veronika	Mother's print name	

Checking your data

CONTACT INFORMATION: Below is your **contact information** – address, e-mail address and phone number. 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.

Contact information

To record a new availability, click the Add a new contact button

Email address (Default) > [Redacted]	Email address > [Redacted]	Address (Permanent address) > [Redacted]
Address (Post address) > [Redacted]	Phone number (Default) > [Redacted]	

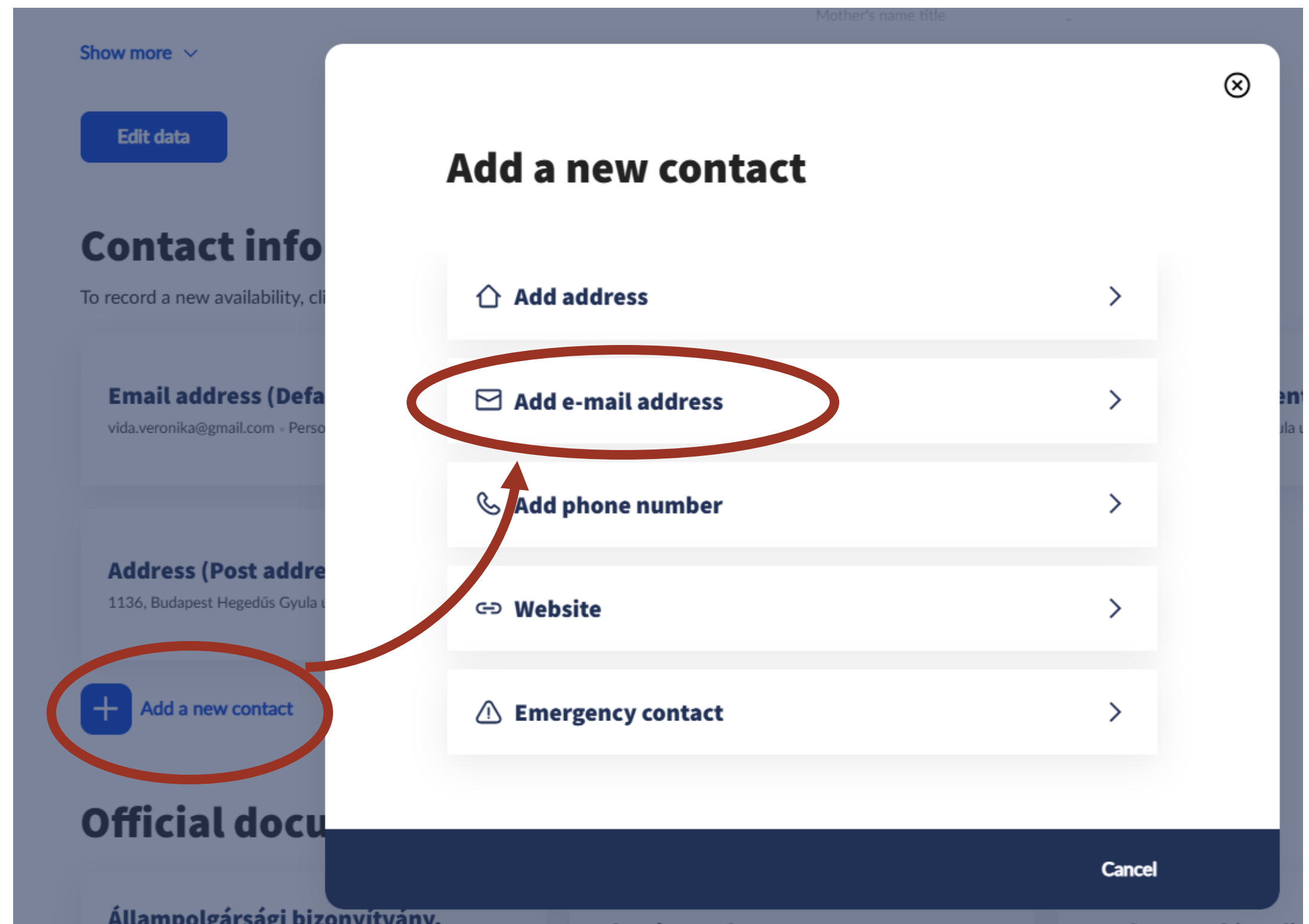
[+ Add a new contact](#)

Checking your data

You can **add and delete e-mail addresses on your own.**

- Go to your **profile** (top right corner)
- Click on **“Personal information”**
- Click on **“Add a new contact”** (under Contact information)
- Click on **“Add e-mail address”**
- Type your email address and click on the **“Save form”** button

Make sure that you add an email address you read regularly (ELTE email address should also be added).



Course registration

WHERE? In **NEPTUN**.

WHAT HAPPENS? There are **3 course registration periods** (Preliminary registration period; ranking registration period; first-come, first-served registration period). More details to follow.

HOW? A **guide** about course registration can be found **HERE**. You can also find some **Neptun tutorials** on the University YouTube channel: **CLICK HERE**

IF YOU CANNOT REGISTER: **Guest Form** (see previous slides)

Searching for a course

MENU > SUBJECTS > REGISTER FOR SUBJECTS



Additional filters (see next slide)

Make sure you choose the **current term**.

Erasmus courses can be found under **“Subjects from curriculum.”** For all other courses (including courses from other faculties), you should choose **“All other subjects in the institution.”**



List subjects

After setting the filter conditions, you can start the search by clicking the “Search subject” button.

You can search for courses by **entering their name/code** and clicking on **“Search subject.”**

Searching for a course

ADDITIONAL FILTERS: Click on **“Subject group”** to select a course from a specific institute or department.

The screenshot shows a search interface with several filter sections. The 'Subject group' dropdown is open, showing a list of departments and institutes. A red oval highlights the 'Subject group' dropdown, and a red arrow points to it from the left. The 'Recommended term' field is also highlighted with a red arrow.

Term: 2025/26/2 (Current term)

Subject type: Subjects from curriculum

Subject code/name:

Curriculum: All items

Subject group: All items

Language:

Recommended term:

Course code:

Subjects in this time interval:

Day: Empty

Finish: Empty

Filters:

- View completed subjects
- Show registered subjects
- Keep additional filters open

Buttons: [Fewer filter conditions](#), [Delete filter](#), [Search subject](#)

Course information

By clicking on the arrow, you will find **all the different courses** of a subject.

A Course in English Studies: Chapters from British Literature and Culture
Compulsory · 4 credit · Recommended term: 1 · exam · OT-ANG17-320.B1 · School of English and American Studies ERA BA MA



Academic skills 1.
Compulsory · 4 credit · Recommended term: 1 · exam · BBI-NED17-142N · Institute of Germanic Studies BA MA

Take subject | Subject details | Download syllabus

You will find all the **subject details** here: ETCS, requirements (exam/term mark), offering institute.

Előadás
 Ba19/22 Csütörtök 09:00-10:30
Jelenléti · Előadás · Simonfi Eszter · 0 persons / 45 limit · Details

Add to planner

Academic Skills 2.
Compulsory · 3 credit · Recommended term: 1 · term mark · BBI-ANG11-108E · School of English and American Studies ERA BA MA

Take subject | Subject details | Download syllabus

If a **subject** has **several courses** you will have the opportunity to choose the one that suits you best.

Gyakorlat
 a Hétfő 14:00-15:30
Jelenléti · Gyakorlat · Lajtai Ádám · 0 persons / 12 limit · Details

Add to planner

b Hétfő 16:00-17:30
Jelenléti · Gyakorlat · Lajtai Ádám · 0 persons / 12 limit · Details

Add to planner

Course type (see later)

Course details (see next slide)

Course details explained

Course title → **A Course in English Studies:
Chapters from British Literature
and Culture**

Course time → **Csütörtök 10:15-11:45** ▾

Add to planner

Course code	1
Course type	Előadás
Lecturer	Czigányik Zsolt
Location	-
Room	Rákóczi út 5 IV.em 423. Előadóterem (BR-4-423-01-11)
Headcount / Queue / Limit	0 / 10 / 80
Language	angol
Preliminary requirement	-
Notes	-
Description:	-

The day of the course is in Hungarian. See the **Hungarian days of the week** below:

- Hétfő = Monday
- Csütörtök = Thursday
- Kedd = Tuesday
- Péntek = Friday
- Szerda = Wednesday

You will see the number of **students registered for the course** here (explained later).

The **language of the course** is also in Hungarian. 😊
If you see “angol,” you are on the right track (angol = English),

Close

Go to the subject registration

Course types

LECTURES AND SEMINARS

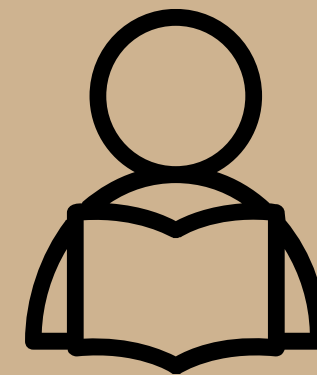
A **lecture** is a **professor-led presentation** where attendance is usually optional, and evaluation happens by a final oral or written exam. They are based on more **independent learning**, listening to the information and resources available.

A **seminar means continuous assessment throughout the semester (test, assignments, essays, etc.)**, with the final grade being the reflection of the quality and quantity of your work. A seminar is a great opportunity to have discussions about the topics covered in the lecture, and **ask any questions**.



LECTURE (ELŐADÁS IN HUNGARIAN)

- Usually **90 minutes** long
- **Big group** of students
- **Attendance** is generally **not checked**
- Grade: given during the exam period for a **successful exam**
- **No exams** in the **study period**



SEMINAR/PRACTICE (GYAKORLAT)

- **45 or 90 minutes** long
- **Small-sized groups** (10-15 students)
- **Attendance** is **obligatory** and checked (you are allowed to **miss max. 3 occasions**)
- Grade: given during the **study period**
- **No exam** in the exam period (term mark)



Course codes

Institute of Theory of Art and Media Studies

- Only use codes which contain the following: ERA

Institute of Historical Studies

- Course codes contain the following: IHS

Institute of Informatics and Library Sciences

- Course codes contain the following: ILIS

Institute of Art History

- Course codes contain the following: IAH

Sport courses

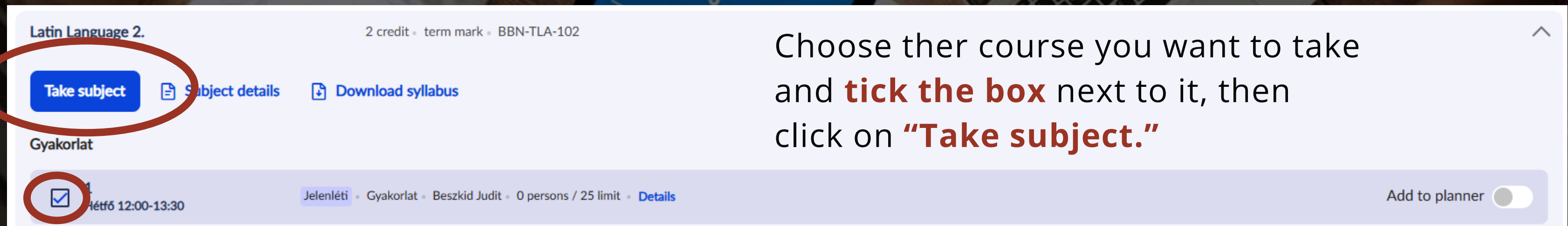
- Course codes contain the following: VTN

Course registration periods explained

PRELIMINARY REGISTRATION PERIOD

WHEN? Until 30 January 16:00 (4 PM)

WHAT TO DO? Register for your courses to get more points during the ranking period (Menu > Subjects > Register for subjects).



The screenshot shows a course page for 'Latin Language 2.' with 2 credits and term mark BBN-TLA-102. It features buttons for 'Take subject', 'Subject details', and 'Download syllabus'. Below, under the 'Gyakorlat' section, a table lists a session on 'Hétfő 12:00-13:30' with a checked checkbox, indicating it has been selected. The interface also includes an 'Add to planner' toggle.

Choose the course you want to take and **tick the box** next to it, then click on **“Take subject.”**

Register for subjects

After a successful registration, you will receive a **notification of the registration**. Moreover, you will see that you are on **"On waiting list."**

The screenshot displays a course registration interface. At the top, there are filter boxes for 'Term' (2025/26/2) and 'Subject type' (All other subjects in the institution). A 'Search subject' button is on the right. A notification box is open, showing a green checkmark and the text 'Subject taken successfully.' with an 'Open all notifications' link. Below the filters, the 'Subject' section shows 'Comics and Crises: Ecology, Health, Family, and History' with 6 credits. A row of buttons includes 'On waiting list' (circled in red), 'Subject details', 'Download syllabus', and 'Deregister subject'. Below this, the 'Gyakorlat' (exercise) section shows '001 Csütörtök 10:30-12:00' with a 'Jelenléti' button and 'On waiting list' status. A 'Top of page' link is at the bottom right.

Registered subjects

You can check all your registered subjects under Menu > Subject > Registered subjects.

You will be on the **waiting list** until the **end of the ranking** course registration period.



Subject » Registered subjects

Registered subjects

... ↕ Filter 1 ▾

0 / 35 credits earned

TERM
2025/26/2 (Current term)

[Download statements >](#)

Name ▲	Code ▲	Credit ▲	No. of times registered for ▲	Requirement ▲	
Americanization in Central Europe On waiting list	MA-ERA-IHS-L-5	8	1	exam	i Drop >
Ancient Greek Myths and Mythology On waiting list	MA-ERA-IHS-S-o	8	1	term mark	i Drop >

Change course

To exchange a registered course for another one from the same subject, click on **“Change course”** next to the subject information.

Now select the course you want to take by ticking the box next to the course name. Once you have that, click on **“Course change.”**

Subject

Phonology 3 credit · term mark · BBI-ANG-242E

On waiting list Subject details Download syllabus **Change course** Deregister subject

Gyakorlat

<input type="checkbox"/>	a Kedd 10:30-12:00	Gyakorlat · Szigetvári Péter · 0 persons / 18 limit · Details
<input type="checkbox"/>	b Kedd 12:00-13:30	Gyakorlat · Szigetvári Péter · 0 persons / 18 limit · Details
<input checked="" type="checkbox"/>	c Kedd 14:00-15:30	Gyakorlat · Garai Luca · 0 persons / 18 limit · Details

Phonology 3 credit · term mark · BBI-ANG-242E

Course exchange Cancel *i* Select the course you want to exchange the course you have taken.

Gyakorlat

<input type="checkbox"/>	a Kedd 10:30-12:00	Gyakorlat · Szigetvári Péter · 0 persons / 18 limit · Details
<input checked="" type="checkbox"/>	b Kedd 12:00-13:30	Gyakorlat · Szigetvári Péter · 0 persons / 18 limit · Details

Deregistration

HOW TO DROP A COURSE?

If possible, please drop your courses until the end of the course registration period (13 February 4 PM). This allows other students to register for your spot. After the deadline, spots remain unused.

Dropping a course during the course registration period:

- no form, no email (you **deregister yourself**)
- in **Neptun** ("Menu" > "Subjects" > "Registered subjects" > "Drop" – as shown in the next slide)

Dropping a course after the course registration period:

- no form is needed (an **email** should be sent **to your administrative coordinator**, Veronika or Sándor)
- email should contain: **course code, course title**
- final deadline: **28 February 2026**

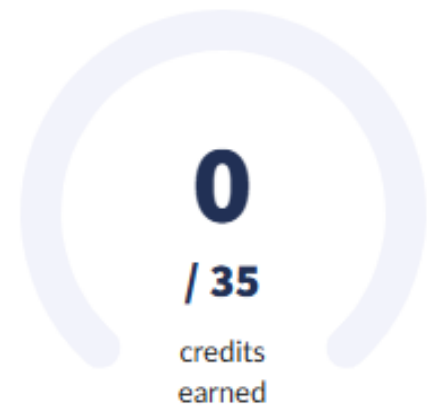


Dropping your courses

Subject » Registered subjects


Registered subjects

... ↑↓ Filter 1 ▾



TERM
2025/26/2 (Current term)

[Download statements >](#)

Name ▴	Code ▾	Credit ▾	No. of times registered for ▾	Requirement ▾	
Americanization in Central Europe On waiting list	MA-ERA-IHS-L-5	8	1	exam	 Drop >

Drop your course by clicking on "Drop" (under Menu > Subjects > Registered subjects)

Dropping your courses

CONFIRMING YOUR CHOICE: After clicking on **“Drop,”** Neptun will ask you to confirm your choice of dropping the course. Click on **“Drop subject”** to proceed.

The screenshot shows the 'Registered subjects' page in Neptun. A modal dialog box titled 'Confirm submission' is centered on the screen, containing the text 'The requested operation cannot be undone.' and two buttons: 'Cancel' and 'Drop subject'. The 'Drop subject' button is highlighted with a red oval. In the background, a table lists registered subjects, with the first row showing 'Comics and Crises: Ecology, Health, Family, and History' with a 'Drop' button next to it.

The screenshot shows a notification banner in the top right corner. The banner has a dark blue header with the word 'Notifications' and a close button. The main content area is white and contains a green checkmark icon followed by the text 'Successful subject deregistration' and 'Comics and Crises: Ecology, Health, Family, and History' with the date '2026.01.08'. A blue arrow points to the right. At the bottom of the banner, there is a link that says 'Open all notifications >'.

You will receive a **notification** (top roght corner) once the course is siccessfully dropped.

Course registration periods explained

RANKING REGISTRATION PERIOD

WHEN? From 30 January 20:00 (8 PM) **until 5 February 17:00** (5 PM)

WHAT IS HAPPENING? According to the point system of Neptun, the **students with higher points can stay** at the course, while **Neptun drops students with less points** above the head count (limit) of the course.

WHAT TO DO? As you may be deregistered from your courses, please **always check your Neptun**. If you are dropped, you can make a new plan: 1) check Neptun during the “first-come, first-served” period, as **some places may become available**; or 2) **ask your professor for permission to join** the course (Guest Form).

Headcount/ Queue /Limit	Headcount/ Queue /Limit
<u>0/20/25</u>	<u>0/30/25*</u>

*You can still register, and you will be able to see your ranking (instead of the exclamation mark)

Ranking position

SEE YOUR RANK: To see your ranking position, go to **"Menu" > "Subject" > "Taken courses."**

Taken courses

... ↑↓ Filter 1 ▾

If your **ranking position is higher than the max. headcount**, you will be dropped from the course at the end of the ranking period. This is indicated under the course name.



Introduction to the History of Philosophy (to Students of Another Major)

BBN-XFI-101b

Course code ▾	Type ▾	Hours ▾	Class schedule	Lecturer ▾
a Ranking position higher than max. headcount Ranking: 247. • Limit: 200 person • Score: 28	Lecture	2	TH:10:00-11:30(i.ép II.em 228 Bence György terem (BI-2-228-01-11))	Réz Anna Dorottya Details >

You can see your **ranking position**, the **headcount**, and your **score** under the the course name.



Latin Language Course

MA-ERA-IACS-S-007

Course code ▾	Type ▾	Hours ▾	Class schedule	Lecturer ▾
1 Ranking: 5. • Limit: 25 person • Score: 28	Practice, Normal	2	TH:08:15-09:45(F.ép II. emelet 212. Szeminárium (BF-2-212-01-12))	Jarmalov Rezső Details >



Course registration periods explained

FIRST-COME, FIRST-SERVED REGISTRATION PERIOD

WHEN? From **6 February 8:00** (8 AM) until **13 February 16:00** (4 PM)

WHAT IS HAPPENING? Everybody can **register for the remaining free places** of the courses (even if you have been dropped), however, you need to be fast. What is more, **courses can also be dropped**, so this is the time to change your mind if you do not like a course.

IF YOU CANNOT REGISTER: It may happen that there is a pre-requisite at a course, so you cannot register for it. In this case, **fill out the Guest Form** and have it signed.

Headcount/ Queue /Limit	Headcount/ Queue /Limit
<u>20/0/25</u>	<u>25/0/25</u>

In this case, you can still register for the remaining slots.

In this case, you cannot register anymore.

Course registration

IMPORTANT INFORMATION ABOUT THE FIRST-COME, FIRST-SERVED PERIOD

1

WHAT HAPPENS AT THE END OF THE RANKING PERIOD?

After the ranking period, **if you have less points than others, you will be dropped** from the course by Neptun. Therefore, when the first-come, first-served period starts, 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 you successfully registered for a course in Neptun during this period, you are **officially enrolled to the course**.

2

CAN YOU STILL DROP COURSES?

If you are not satisfied with a course, you may still **drop it until the end of the first-come, first-served registration period**. As other students may also drop courses during this time, **additional spaces may become available** in previously full courses. Therefore, we encourage you to check Neptun regularly.

Problems with course registration

Each of these to be explained in the next slide.



FULL HEADCOUNT:

The limit of the number of students is reached



PREREQUISITE:

Full-time student must complete another course before they take this course



COURSE FROM ANOTHER FACULTY



Full headcount

PROBLEMS WITH COURSE REGISTRATION I.

MAX. NUMBER OF STUDENTS IS REACHED

If the course cannot take more students, **Neptun will not allow you to sign up.**

CAN YOU STILL REGISTER FOR THE COURSE EVEN THOUGH IT IS FULL? If you get a **permission from the professor** on the **Guest Student Course Registration Form**, your coordinator can register you for the course.

WHAT IF THE PROFESSOR DOES NOT GIVE THEIR PERMISSION? If there is no more space, and the professor does not give their permission, unfortunately you **cannot register for the course.**



Course with prerequisites

PROBLEMS WITH COURSE REGISTRATION II.

WHAT IS A PREREQUISITE?

- **Full-time student** have to **complete some course before registering** for the course with a prerequisite (e.g., they can only take "Advanced Phonology" if they have completed "Introduction to Phonology" first).
- Since you have not completed these prerequisites, you are **still allowed to attend the course**, but the registration is going to be different.

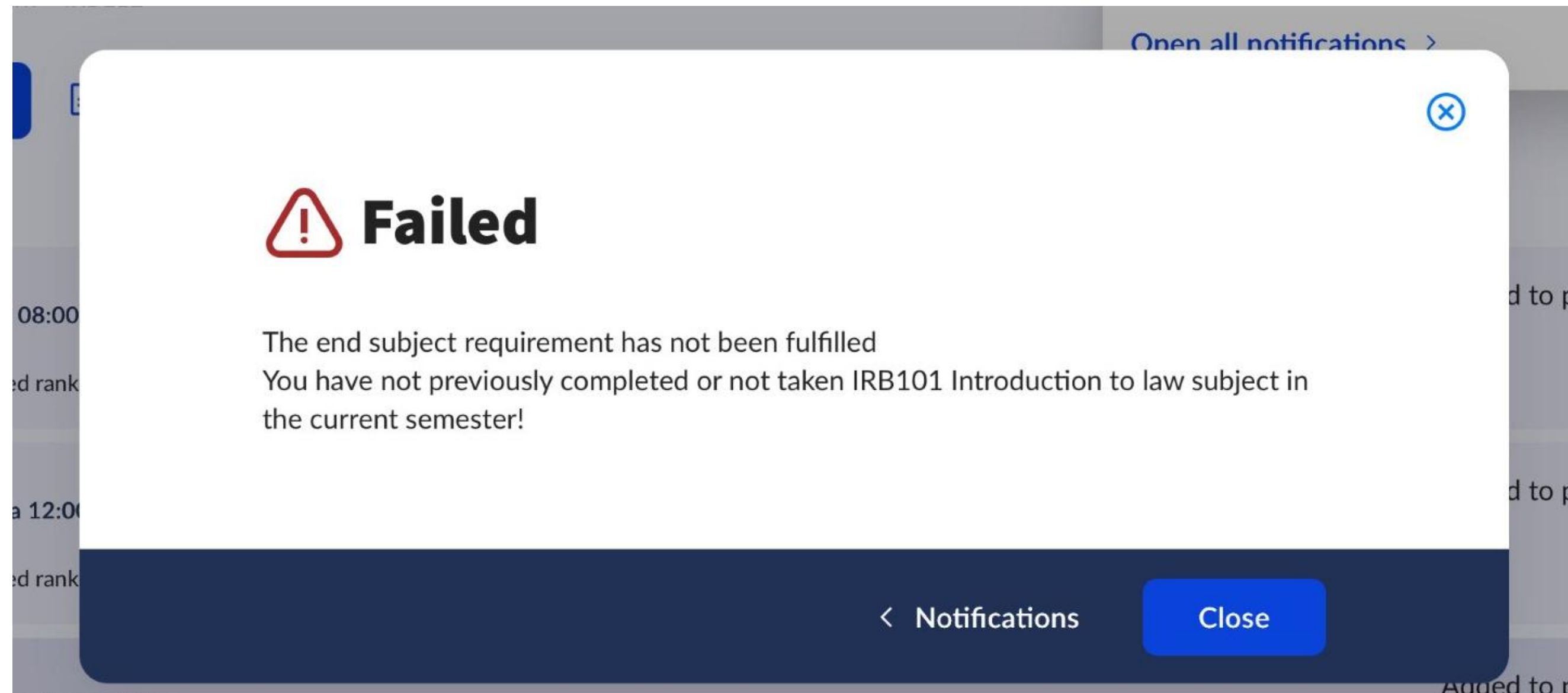
WHAT TO DO? FILL OUT THE GUEST FORM

- **Fill in all required details**, including the course information (code, title).
- **Ask the course lecturer to sign the form.**
- **Bring the completed form to our office**, and your administrative coordinator will register you for the course.



Course with prerequisites

ERROR MESSAGE: If you want to register for a course with a prerequisite, this **error message** might also appear.



Course from another faculty

PROBLEMS WITH COURSE REGISTRATION III.

Other ELTE faculties have different course registration periods. Check the course registration periods from other faculties [HERE](#).

Regulations at out Faculty

- At least **half of your ETCS should come from the institute/department you have been nominated to**
- **Max. 10 ETCS** from other faculties

Important information: We cannot guarantee that you will get into courses from other faculties. In case of questions about courses from other faculties, please always **reach out to the relevant faculty coordinator.**




Guest student course registration form

IMPORTANT INFORMATION

- **WHEN?** After your arrival.
- **WHY?** For courses you could **not register for**
- **HOW? Teacher's permission** is needed.
- **SUBMISSION OF THE FORM:** Submit at our **Office personally until 28 February** (the sooner, the better)

Download here (under "Documents"):
<https://www.btk.elte.hu/en/incoming-registration-useful-information>

 **ELTE** | BÖLCSESZETTUDOMÁNYI KAR
FACULTY OF HUMANITIES

DÉKÁNI HIVATAL
Nemzetközi Kapcsolatok Irodája
DEAN'S OFFICE
Department of International Affairs

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 TUDOMÁNYEGYETEM | BÖLCSESZETTUDOMÁNYI KAR
EÖTVÖS LORÁND UNIVERSITY | FACULTY OF HUMANITIES
H-1088 Budapest, Múzeum körút 4., 6-8. • www.btk.elte.hu

Guest student form

SUCCESSFULLY REGISTERED COURSES

In parallel with registering your courses in the Neptun system, please also **list them on the document**.

COURSES YOU COULD NOT REGISTER FOR

- **WHY?** Prerequisite requirement, the course was full, the deadline was over, etc.
- **WHAT TO DO?** You must **request the course instructor's/ lecturer's approval** (signature!) to take part in the course.
- **SIGNATURES:** Please **ask the teacher to sign the Guest Form**. The Form has to be **signed by your academic coordinator as well**, before submitting to the DIA Office.
- **SUBMISSION:** Once you have gathered the signatures on the Guest Form, please **bring the Form to** your administrative coordinator to **building A, office 44** (until **28 February**).



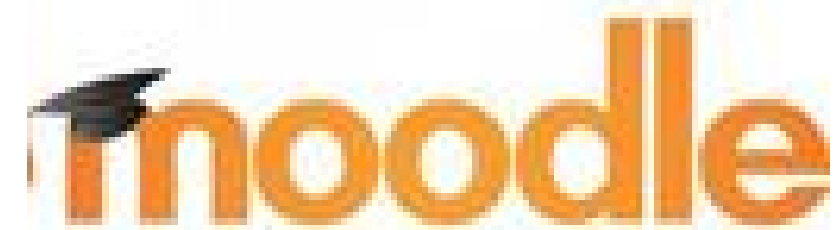
Credit numbers

LEARNING AGREEMENT

IMPORTANT: The credit number in Neptun should **match** the ones you have **in your Learning Agreement**.

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

Online platforms during your studies



Microsoft Teams

ONLINE PLATFORMS DURING STUDIES

Use Teams with your ELTE email address:

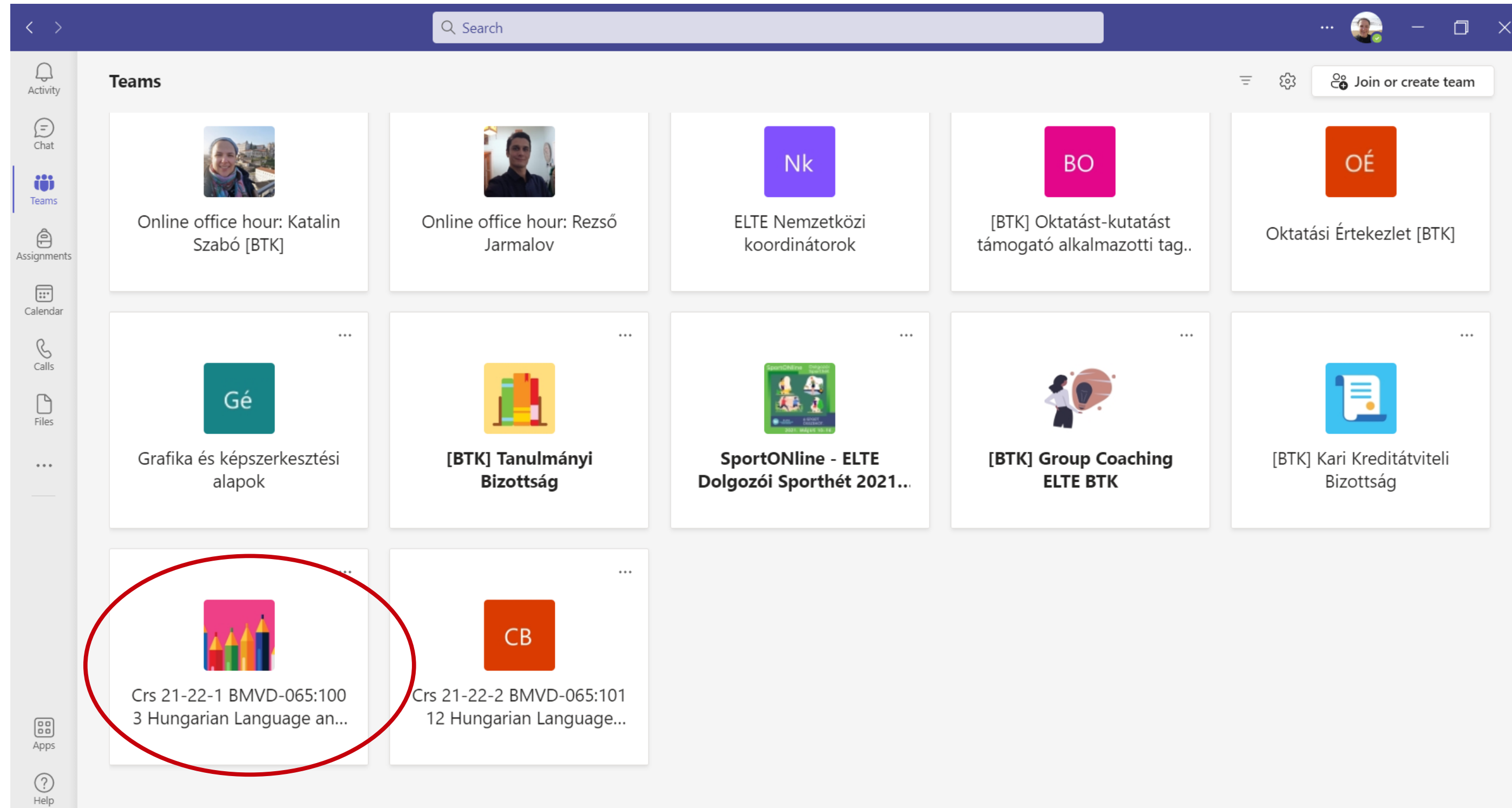
After successful course registration, you should see the group of the class in Teams within 24 hours. However, only if your ELTE email address is registered in your Neptun.

What to do if you do not see the group?

You should contact the professor to add you manually to the group.

ONCE YOU SEE THE GROUP: Join the online class or download materials from the shared space.

Microsoft Teams



Microsoft Teams

Download the materials from the **shared space** of the classroom.

The screenshot shows the Microsoft Teams interface for a channel named 'General'. The 'Files' tab is selected and circled in red. Below the tab, a table lists documents and folders. A large red circle highlights the entire file list area.

Name	Modified	Modified By
Class Materials		Szabó Katalin
2021.10.12. - Lesson 1-4	October 14, 2021	Szabó Katalin
2021.10.19. - Lesson 5-8	October 19, 2021	Szabó Katalin
2021.11.02. - Lesson 9-12	November 2, 2021	Szabó Katalin
2021.11.09. - Lesson 13-16	November 10, 2021	Szabó Katalin
2021.11.16. - Lesson 17-20	November 16, 2021	Szabó Katalin
2021.11.23. - Lesson 21-24	November 24, 2021	Szabó Katalin
2021.11.30. - Lesson 25-28	November 30, 2021	Szabó Katalin
2021.12.07. - Lesson 29-32	December 9, 2021	Szabó Katalin
2021.12.14. - Lesson 33-36	December 14, 2021	Szabó Katalin
Ancient and one-syllable words + suffixes with c...	December 9, 2021	Szabó Katalin
Course requirements 2021 autumn.docx	December 17, 2021	Szabó Katalin

ONLINE PLATFORMS DURING STUDIES

ZOOM



NOT INTEGRATED INTO NEPTUN (IF THE PROFESSOR HAS THE CLASS VIA ZOOM, YOU SHOULD GET A LINK TO THE MEETING)

BEFORE THE CLASS, CLICK ON THE LINK AND JOIN THE MEETING



Your first week at ELTE

WHAT HAPPENS DURING THE FIRST WEEK?

- The first week is to **get used to the system**
- **Administration can be slower:** professors might be slow at replying, coordinator is more busy, Neptun errors can happen
- **Technical difficulties:** MS Teams or Zoom does not work
- **End of the course registration period:** you can drop your courses until the end of the first lecture week

Academic calendar: <https://www.elte.hu/en/academic-calendar>

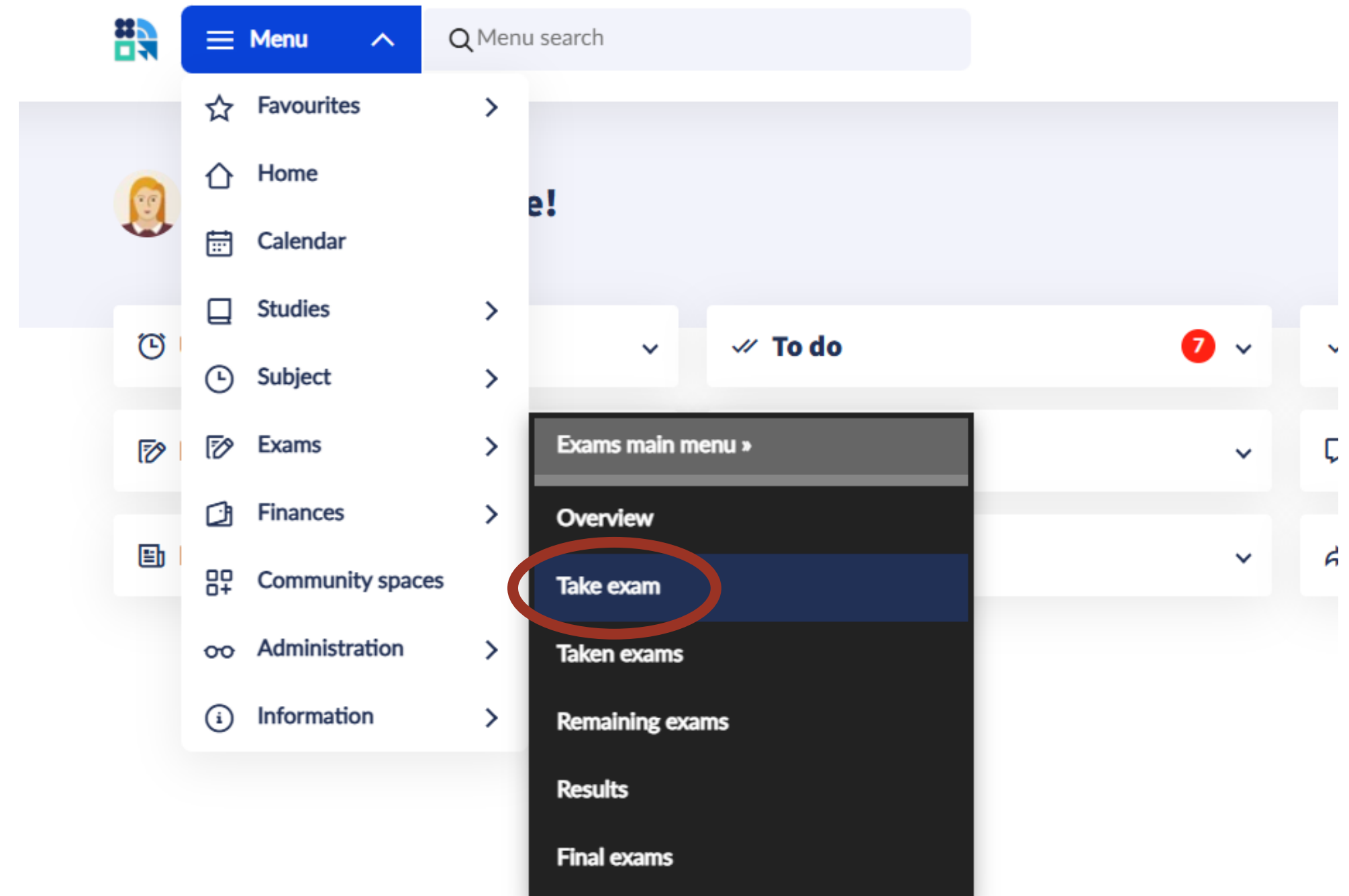
Exam registration

REGISTRATION IS A MUST:

You must **register for the exams for all lecture courses**, otherwise you will not be allowed to have the exam:

- Go to **"Menu"**
- Click on **"Exams"**
- Click on **"Take exam"**

Exam registration will **open in May**.



Exam registration

EXAM DATES: You can see the upcoming exam dates here once they are uploaded. You can **list all dates or only dates for one course by clicking on “Filter list”**.

Take exam

... Filter **2** ▾

American Literature 1.

BBI-AME21-211E

Time	Exam type	Headcount/Limit	Lecturer	Course code		
27 January 2026 at 08:45	Written	9 / -	Hegyí Pál Dr.	1	Take	Details >
27 January 2026 at 10:30 Admitted	Written	55 / -	Hegyí Pál Dr.	1	Drop	Details >

Exam registration

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

Take exam

... Filter 1 ^

Term
2025/26/1

Subject
All items

Exam type
All items

Exam registration
All items

All items

Advanced Phonology (BBI-ANG-243E)

Advanced Syntax (BBI-ANG-253E)

American Literature 1. (BBI-AME21-211E)

Badminton (VTN-099:102)

Contemporary Literature in English (BBI-ANG21-

Keep filter open

Delete filter

Filter list

Exam registration

By checking the **“Taken exams”** (Menu > Exams), you can see a list of your exam dates.

The green line marks a **successfully fulfilled exam**.

The red line marks an **uncompleted exam**. In this case, you will have to take another exam to fulfill the course.

Taken exams

... Filter 1 ▾

Advanced Phonology

BBI-ANG-243E

Time	Exam type	Headcount/Limit	Lecturer	Course code	
16 December 2025 at 12:30 Fulfilled - Appeared - Counts in	Written	64 / 76	G. Kiss Zoltán József, Óri Péter, Starcevic Attila, Szigetvári Péter, Törkenczy Miklós ...	1	Details >

Advanced Syntax

BBI-ANG-253E

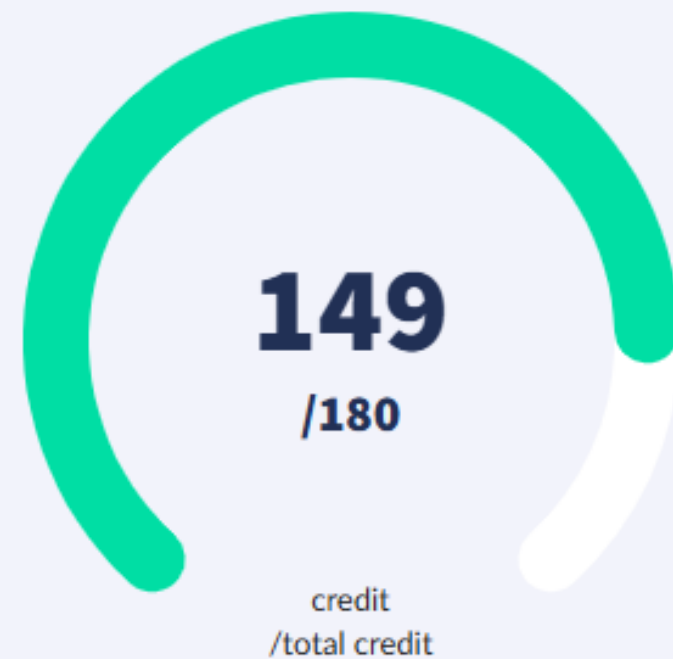
Time	Exam type	Headcount/Limit	Lecturer	Course code	
19 December 2025 at 12:00 Not completed - Appeared - Counts in	Written	64 / 75	Torres Nathaniel Jacob	1	Details >
30 January 2026 at 12:00	Written	59 / -	Torres Nathaniel Jacob	1	Drop Details >

Advancement

You can **check your study progress of all closed semesters** (Menu > Studies > Advancement).

Advancement

English and American Studies



Of which elective credits

9 credit completed

Completed curriculum

0/2 pcs completed

Averages

Term
2024/25/2

Credit index

5.37

Weighted average

4.03

Cumulative
average

3.92

[View all grade averages >](#)

Payments

DORMITORY FEE, SPORT COURSE FEES,
ADMINISTRATIVE FEES, ETC.

WHERE TO PAY?

In Neptun, you will find the payment liability under the **Finances/Payments** menu. There you can check the amount you need to pay, the deadline for payment, and also check the fulfilment after paying.

HOW CAN YOU PAY?

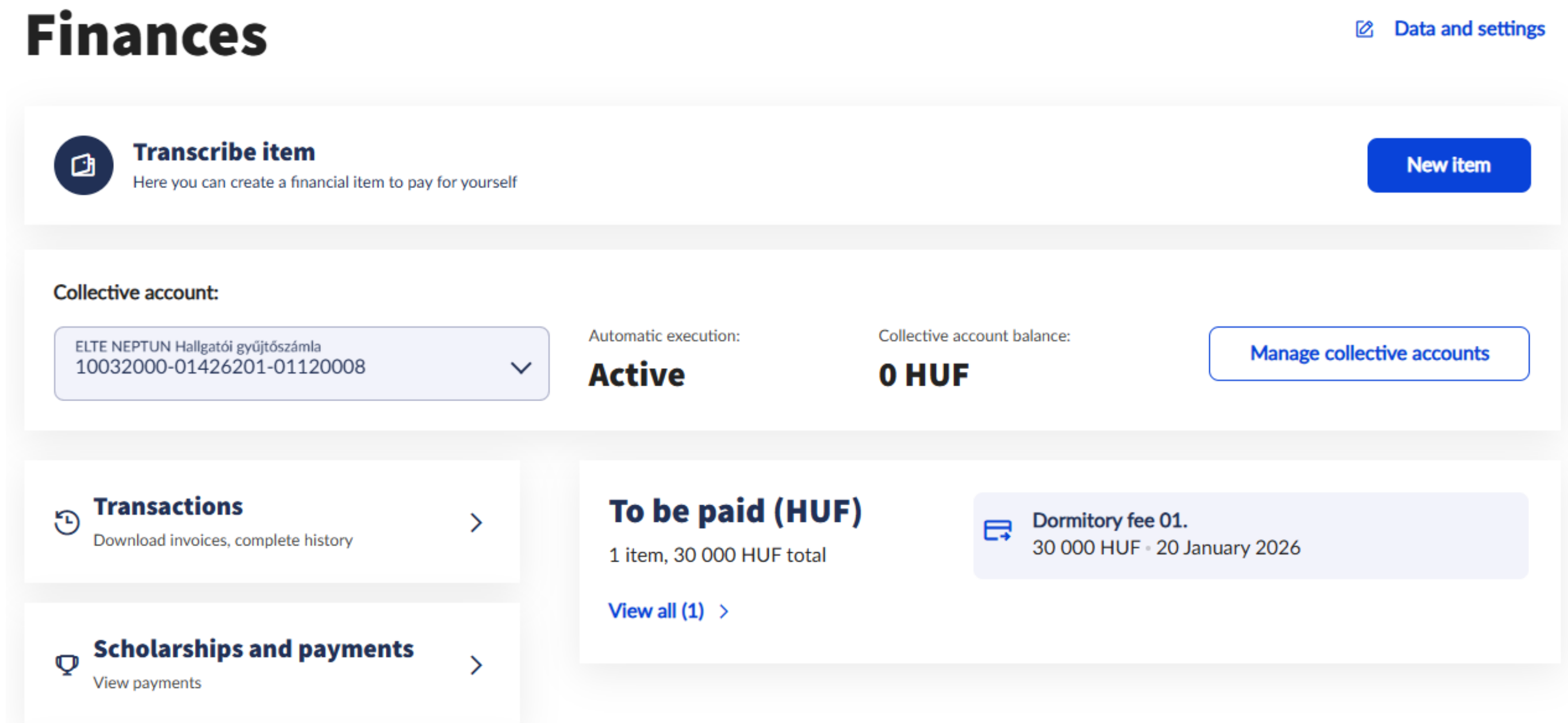
The available **payment options**: card payments, or money transfer to your Neptun account. **More information**: <https://btk.elte.hu/fees-and-finances>



Payments in Neptun

To see an overview of your finances connected to your studies, check out the **"Finances" menu** (Menu > Finances > Overview).

IMPORTANT: Should you have an **unpaid fee with an expired deadline, Neptun will be blocked** and you will not be able to register for anything.



The screenshot shows the 'Finances' section of the Neptun system. At the top right, there is a link for 'Data and settings'. Below the title, there is a 'Transcribe item' section with a 'New item' button and a description: 'Here you can create a financial item to pay for yourself'. The 'Collective account' section shows a dropdown menu with 'ELTE NEPTUN Hallgatói gyűjtőszámla 10032000-01426201-01120008', an 'Automatic execution' status of 'Active', and a 'Collective account balance' of '0 HUF'. A 'Manage collective accounts' button is also present. On the left, there are two menu items: 'Transactions' (Download invoices, complete history) and 'Scholarships and payments' (View payments). On the right, the 'To be paid (HUF)' section shows '1 item, 30 000 HUF total' and a list item 'Dormitory fee 01. 30 000 HUF - 20 January 2026' with a 'View all (1)' link.

Payments in Neptun

You will see a **list of what fees you have**, whether they are active still, their deadlines, etc. under Menu > Finances > To be paid.

To be paid

**Transcribe item**
Here you can create a financial item to pay for yourself [New item](#)

Items

<input type="checkbox"/>	Name	Amount	Deadline	Term	Type	
<input type="checkbox"/>	Dormitory fee 01. Deadline expires in two weeks	30 000 HUF	20 January 2026	2025/26/1	-	Details >

[Top of page ^](#)

Payments steps

PAYMENT BY BANK CARD/CREDIT CARD IN NEPTUN

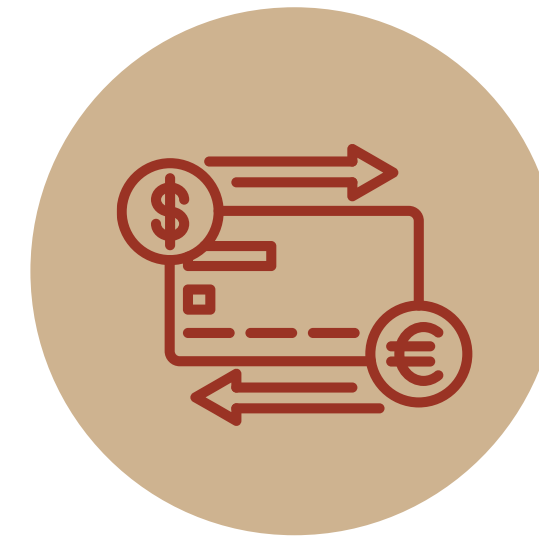


SELECTING THE ITEM:

Choose the item(s) you want to pay for, then click on the **Pay button**.



CHOOSING THE PAYMENT METHOD:
Choose the **bank card** payment.



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

PAYMENT BY MONEY 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.



Automatic payment

IN NEPTUN

If you want to be sure to have no debts, you can **transfer money** to your Neptun account in advance.

Automatic payment system in Neptun

- Neptun **fulfills payments weekly.**
- If you **have money on your Neptun account**, when a payment obligation appears, Neptun **completes it automatically.**

More information: <https://btk.elte.hu/en/fees-and-finances>



ELTE

FACULTY OF
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Thank you for your attention!

Have a nice semester at ELTE BTK!

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[instagram/elte_btk](https://instagram.com/elte_btk)