### **Neptun Training**



### NEPTUN

#### Neptun

This is where you manage your studies

- registration for
  - semester
  - 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				
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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 the Neptun looks like. You can change the theme 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 will use the same link in order to register for all other semesters.



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 following: 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 period: 31-08-2021–03-09-2021 Study period: 06-09-2021–11-12-2021 Exam period: 13-12-2021–29-01-2022 **Course registration periods Ranking registration period:** until 17:00 02-09-2021 First-come, first-served: 08:00 03-09-2021-16:00 10-09-2021 Late course registration: 13-09-2021-17-09-2021 Exam registration period: ? - usually in November

#### **Before course registration**

Always check the <u>curriculum</u>! (pdf or printed) The curriculum shows:

- Code of the subject
- Title of the course
- Credits
- Recommended semester
- Prerequisites

Always plan which courses to take, the recommended semester column can help.

Curriculum is important, because Neptun is not always correct.



#### Codes

#### **BBI-ANG-102E**

BBI	ANG	102E
B = BTK B = Bachelor I = International	institute	Subject number and sub-group

BBI = BA courses
BMI = MA courses
BMVD = free electives
VTN = sport courses

Do not take OT, BBN or BMA codes! These are for Hungarian students!

#### Always check the prerequisites!

B) General Module for Modern Language Majors: 6 credits

FLN11- 101E	Introduction to linguistics	1	lect	obl	28	3	
ANG-101E	Introduction to literature	1	lect	obl	28	3	
· · · · · · · · · · · · · · · · · · ·						6	

II. Core Studies: 156 credits

#### A) Foundation Studies within Core Studies:56 credits

1) Obligatory for both the English and the American specialisations: 56 credits

	General Language Mo	odule	: 14 c	redit	S		
ANG-102E	Language practice 1	1	sem	obl	56	4	
ANG-106E	Language practice 2	2	sem	obl	56		ANG-102E
ANG11- 104E	Academic skills 1	1	sem	obl	28	3	
ANG11- 108E	Academic skills 2		sem	obl	28	1	ANG11-104E
	Introductory Module in English and	Ame	rican S	Studie	es: 13 a	redits	
ANG-112E	Introduction to literature	1	sem	obl	28	3	
AME-121E	E-121E The British and American political systems		lect	obl	28	3	
ANG11- 132E	- Introduction to linguistics		sem	obl	28	3	
ANG-141E	Foundations of phonology	2	lect	obl	14	2	
ANG-151E	Foundations of syntax	2	lect	obl	14	2	
Writing skills,	, typography: 5 credits						
ANG11- 181E	NG11- Professional writing		lect	obl	28	3	
ANG11- 183E	ANG11- 183E Typography		lect	obl	14	2	
Denticiano Es	camination: 3 credits						

Strong prerequisite: e.g. BBN-ANG-102E The prerequisite have to be completed previously.

Weak prerequisite:

e.g. (BBN-ANG-106E)

The prerequisite can be completed together with the particular course.

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

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#### Choose the current semester (2020/21/1). Set "Subject type" to "Subjects from curriculum", then click on "List subjects". It is recommended to check the settings before each search.

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#### The curriculum can be chosen as well. It is important when you have one or more specialisations.

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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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				Evidence-based Medicine for Psychologists	PSYM09-CH-119	2	<u>Regi</u>	ster			÷	
				Medical Aspects of Suggestions	PSYM09-CH-123	4	<u>Regi</u>	ster			+	
				<u>Professional Issues and Ethical Problems in</u> <u>Psychology</u>	PSYM09-107:2	3	<u>Regi</u>	ster			Ð	
				Multivariate Statistics	PSYM09-109	2	Regi	ster			÷	
				Neurobiology and Psychopharmacology	PSYM09-CH-128	2	Regi	ster			÷	
				Personality Psychology	PSYM09-104	4	<u>Regi</u>	ster			÷	

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

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	o Ci	alen	dar			E		\$	code: Course		Period end	l: 🗌 Monday	A						
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		lasse	S	1	Exa Exa	ams						\$	1 2 3	4 5	ж ж	Page	size 20	<b>A</b>	
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								1	Introductio	n to Environmental Sciences L	aa1c1013	2	Ē	legister				Ð	
								1	Introductio	n to Environmental Sciences L	aa1c1013:2	2	Ē	legister				•	
								1	Introductio	n to Hydrogeology	aa1c1022	2	<u>F</u>	legister				Ð	
		_						1	Basics of H	<u>łydrobiology</u>	aa1c1023	1	F	<u>legister</u>				Đ	Ŧ

#### 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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								Introduction to Environmental Sciences I	aa1c1013:2	2	Reg	ister				Ŧ	
4		_						Introduction to Hydrogeology	aa1c1022	2	Ren	ictor					

## For example, sports courses – code starts with VTN.

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	_						Introduction to Hydrogeology	aa1c1022	2	Re	mieter				

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

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							Cognitive Psychology	PSYM09-103	4	Register			
							Personality Psychology	PSYM09-104	4	a composited		÷	$\cap$
							Methodological Skills Training	PSYM09-106:2	2	Register		÷	
							Professional Issues and Ethical Problems in Psychology	PSYM09-107:2	3	Register		Ð	
							Communicational Skills Training	PSYM09-108	3	<u>Register</u>		Ð	
							Multivariate Statistics	PSYM09-109	2	Register		÷	0
							Introduction to Counselling and Clinical Psychology	PSYM09- CH-101:2	2	Register		Ð	
							Health Psychology in Social Context	PSYM09- CH-102:2	2	Register		Ð	
							Health Psychophysiology	PSYM09- CH-103:2	2	Register		Ð	
4	C						Addictive Behaviours	PSYM09-	2	Register		Ŧ	v

#### Click on the number of a group to view its data.

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Subject detail	ls								ď	X	•
Available	courses	Basic data Topic	Textbooks	Students	Tabular pre-requirement	>					
Cognitive Ps	ychology (PS	SYM09-103)									
Available c	ourses						xs	82			
Course	Course type	Headcount/Waiting list/Limit	Ranking score	Class schedule info.	Lecturers	Language Sit	e Comm.	Desc	ription 🗌		
1	Lecture	0/3/999	0		Király Ildikó Dr., Takács Ádám	English	Sz,16:00-1				
Number of res	sults:1-0/0 (16 m	is)					Actions:	Save	Cancel		
•	Click on S	to take the selec	cted courses from	m the list above	!						U
•	Beyond cor waiting lis might aut waiting lis	urse maximum head sts. When the cours comatically take the st.	lcount limits, th se headcount of e course if you	he institution ca r the limit cha u were the nex	an enable nges, you ct on the						Ŧ
https://hallgate	o.neptun.elte	e.hu/main.aspx?ismenu	uclick=true&ctrl=	0303#							

# 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.

• https://hallgato.neptun. <b>elte.hu</b> /main.aspx?ismenuclick=true&ctrl=0303	🔻 C 🛛 😻 evernote 🔍 🏠 🗎 🕹	⋒ ≡
27     28     29     30     31     1     2       3     4     5     6     7     8     9       10     11     12     13     14     15     16		<b>^</b>
Course details		E2 3
Basic data         Students         Lecturers         Textbooks         Class schedule	Attendance statistics Tasks E-materials	
Basic data (1)		
& 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	
* Term <b>2014/15/1</b>	$\triangleright$	0
♦ Description:		
♦ Notes: Sz,16:00-18:15***IZU Révész		
More class schedule information		
https://hallgato.neptun.elte.hu/main.aspx?ismenuclick=true&ctrl=0303#	<b>FIG.</b> 2	

## **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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Subject details	׾
Available courses     Basic data     Topic     Textbooks     Students     Tabular pre-requirement	Â
Cognitive Psychology (PSYM09-103)	
Available courses	
Actions: Save Cancel	
Course codeCourse typeHeadcount/Waiting list/LimitRanking scoreClass schedule info.LecturersLanguage Site Comm.Description	
1     Lecture     0/3/999     Idikó Dr., Takács     English     Sz, 16:00-1	)
Number of results:1-0/0 (31 ms)	
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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	Subject	details											C2	×	*
	Avail	able co	urses Ba	sic data Topic	Textbo	ooks Stud	lents	Tabular pr	e-requirement					$\cap$	
<	Commu	nicatio	nal Skills Tra	ining (PSYM09-10	8)										
	Availa	ole cou	rses								ns	🖹 🖈 🛓	0		
		_									<b>*</b>	5			
	Actions:	Save e code	Cancel Course type	Headcount/Waiti	ng <sub>Par</sub>	ting score (	<del>Class sche</del>	<del>dule info.</del>	Lecturors	Language	Site Comm.	Description			
4	1		Practice	0/0/15					Fekete Olívia	English	P,9:00-13:	in blocks		>	h
	2		Practice	0/0/15	U				Fekete Olivia	English	P,9:00-13:	in blocks			
	<u>3</u>		Practice	0/0/12					Farkas Judit	English	K,13:00-16	odd weeks			
	4		Practice	0/0/12					Farkas Judit	English	K,13:00-16	even weeks			
	Number	of results	s:1-0/0 (16 ms)			N					Actions:	Save Can	cel		U
	0 0	C	lick on Save	to take the sele	cted course	⊳s from the li	ist above								
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ht	tps://hal	lgato.ne	eptun.elte.hu	/main.aspx?ismenu	iclick=true&	ctrl=0303#								) .	

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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Subject details													2	×	
Available co	urses Ba	sic data Topic	Т	extbooks	idents	Tabular pr	e-requirement							$\cap$	
Communication	nal Skills Trai	ning (PSYM09-108)													
Available cou	rses								x	3	8	•			
Actions: Save	Cancel														
Course code	Course type	Headcount/Waiting list/Limit		Ranking score	Class sche	edule info.	Lecturers	Language Site	e Comm.		Descri	ption [	] 1]		
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2	Practice	0/0/15	0				Fekete Olívia	English	P,9:00-13	3:	in block	ks [	3	-	
<u>3</u>	Practice	0/0/12	0				Farkas Judit	English	K,13:00-	16	odd we	eks [			
<u>4</u>	Practice	0/0/12					Farkas Judit	English	K,13:00-	16	even we	eeks (	3		
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••• C	lick on Save	to take the selecto	ed co	ourses from the	list above	1									
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# The popup window will tell you whether registration was successful.

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	Subject name	Subject code  ▲	Credit Fulfilled Regi	stered Register for subject	Waiting list
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	Success		2 🗙	Register	
	Subject registered!\nSubject:	Communicational Skil	Is Training, student:	Register	
	Course code: 3, student:	×	has been	Register	
	placed on the 1. position in th	e waiting list		Register	E I
			9	<u>Register</u>	<b>• •</b>
				Register	•
	Васк			Register	<b>H</b>
	Health Psychology in Social Context	PSYM09- CH-102:2	2	Register	Đ
	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	÷,

### Full head-count

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

This case, you need a written 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 missing**

It can also happen that some of the courses are not in Neptun system, but it is in your curriculum.

In this case, the particular departments are in charge of publishing the courses. Your study coordinator or the departmental administrators can help you.

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



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

<b>(</b>	https://hallgato.neptun. <b>elte.hu</b> /ma	ain.aspx?ismenuclick=true&ctrl=0304 🔻 C 🔄 Yahoo 🔍 🏠 🗎	∔ ⋒	≡
	<ul> <li>○ Messages</li> <li>◇ Inbox</li> <li>◇ Sent messages</li> <li>◇ Settings</li> <li>◇ Directory</li> </ul> O Favourite functions	Registered subjects          Filters       Terms: 2014/15/1 (current term)         Terms:       2014/15/1 (current term)         Actions:       Add to favourites         Statement about registered subjects		
	O Calendar       Image: Second			•

# 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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	<ul> <li>Messages</li> <li>♦ Inbox</li> <li>♦ Sent messages</li> <li>♦ Settings</li> <li>♦ Directory</li> </ul>	Registered subjects          Filters       Terms: 2014/15/1 (current term)         Terms:       2014/15/1 (current term)         Ist       List         Actions:       Add to favourites         Subject       Statement about registered subjects			
		Subject Subject code Subject name Credit No. of times registered for DOUBTION TO A DOUBT	Waiting list		
	🔉 Calendar 🛛 🔂 🔀	PSYM09-108     Communicational Skills Training     3     1       PSYM09-103     Cognitive Psychology     4     1	0		
	August 2014         August 2014           Su         Mo         Tu         We         Th         Fr         Sa           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	Number of results: 1-2/2 (9 ms) Total number of credits taken in the term: 7			

#### 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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		1 Practice 0/0/	/15	0	Fekete Olívia	English	P,9:00-13:	in blocks				
		2 Practice 0/0/	/15	0	Fekete Olívia	English	P,9:00-13:	in blocks		J list		
		<u>3</u> Practice 0/1/	/12	0 🕕 133/1914357334	Farkas Judit	English	K,13:00-16	odd weeks				U
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#### A popup window in order to confirm your choice.

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*		Communicational Skills Training (PSYM09-108) Curriculum:			
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3		Course Course Hea code type list/	<b>×</b>	Description	
		1         Practice 0/0/:         Practice 0/0/:         Practice 0/0/:	13:	in blocks	
		<u>2</u> Practice 0/0/:	13:	in blocks g list	
		<u>3</u> Proctice 0/1/	Yes NO 0-16	e du weeks	
		<u>4</u> Practice 0/0/12	Judit English Kito:00-16	even weeks	
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		You can take, leave or switch courses in the list appropriate checkbox.	t above by ticking the		
	24 21 31 1				•

# 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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	0 M	lessa	ges			e		Registered subjects	
*	<ul> <li>h</li> <li>s</li> <li>s</li> </ul>	nbox Sent n Setting	nessa gs	ges				Filters         Terms: 2014/15/1 (current terms:           & Terms:         2014/15/1 (current terms)	erm) rent term) 🖕
7	* I	)irect	ory	6		. 6	200	List Actions: Add to favourites Statement about registered subj	ject Details
	9 F	ivou	rite	runc	ction	IS M		Subject	Deregister subject Print base data of the subject Results
								Subject code Subject name Credit No. of	tin Forum
	$\geq$					_		PSYM09-103 Cognitive Psychology 4 1	
	୍ର C	alen	dar			Ľ	28	Number of results:1-2/2 (0 ms)	
	↓ Su 27 3	Mo 28 4	Aug Tu 29 5	ust 2 We 30 6	014 Th 31 7	Fr 1 8	► Sa 2 9	•• Total number of credits taken in the term: 4	1
	10 17 24	11 18 25	12 19 26	13 20 27	14 21 28	15 22 29	16 23 30		

## Exam registration

#### You must register for the exams for all lecture courses, otherwise you will not allowed to have the exam. Exam registration will open at the end of November.



#### 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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-	<ul> <li>Inbox</li> <li>Sent messages</li> </ul>	Exam filters	Terms: 2013/14/2, Subject: Every subject				
	<ul> <li>Settings</li> </ul>	* Terms:	2014/15/1				
7	♦ Directory	Subject:	List exams		Ţ		
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2		Exams				<u> </u>	
					1 Page siz	ze 20	* *
		∃ Subject Subject Course Type	Exam start  ▲  Member/Limit (Course limit) Reg./Limit (Exam limit)	Preliminary l ers exam condition	Final exam l condition	Descrip	tic
	August 2014	No result					
4	Su Mo Tu We Th Fr Sa	Number of results:1-0/0 (421 ms)				_	v

#### 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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	▲       August 2014       ▶         Su       Mo       Tu       We       Th       Fr       Sa         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	PSZM-105	Social-psychology, Kiss Paszkál,Kollár Katalin Dr.	4	exam	3/0/0	Fail Kiss Paszkál 1/18/2013 Good Kiss Paszkál 1/31/2013	ETR kurzf :13000058 Furzus kó PSZM-10	elv_id 3 d 5		$\checkmark$	)	
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## **Payments in Neptun**

#### All HUF payments are via bank transfer and through the Neptun only. Any unpaid fee whose deadline has passed will block the 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.

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## Payment steps

Valid fees & charges of the Faculty from 1 August 2020

- Payments via Neptun system:
- by bank card
  - OR



- with money transfer (takes more days)
- Guide here:
- https://qter.elte.hu/Statikus.aspx/GyIK-Penzugy

## Payment steps if you 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.
- Choose the item(s) in Neptun, and click on the "Pay in" button.

## Details:

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.

