Neptun Training



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.





Hirdetések



ELTE Oktatási Igazgatóság, 6 hete



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

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





ELTE Neptun

Help ▼

Log in



News



ELTE Directorate of Education, 6 weeks ago



ELTE Directorate of Education, 6 weeks ago

ELTE Shop Q-space Eötvös Publishing Ltd.

ELTE Library Service

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



News



ELTE Directorate of Education, 6 weeks ago



Log in

ELTE Homepage ELTE Shop ELTE Sport Ltd. Q-space Eötvös Publishing Ltd. ELTE Library Service

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



News

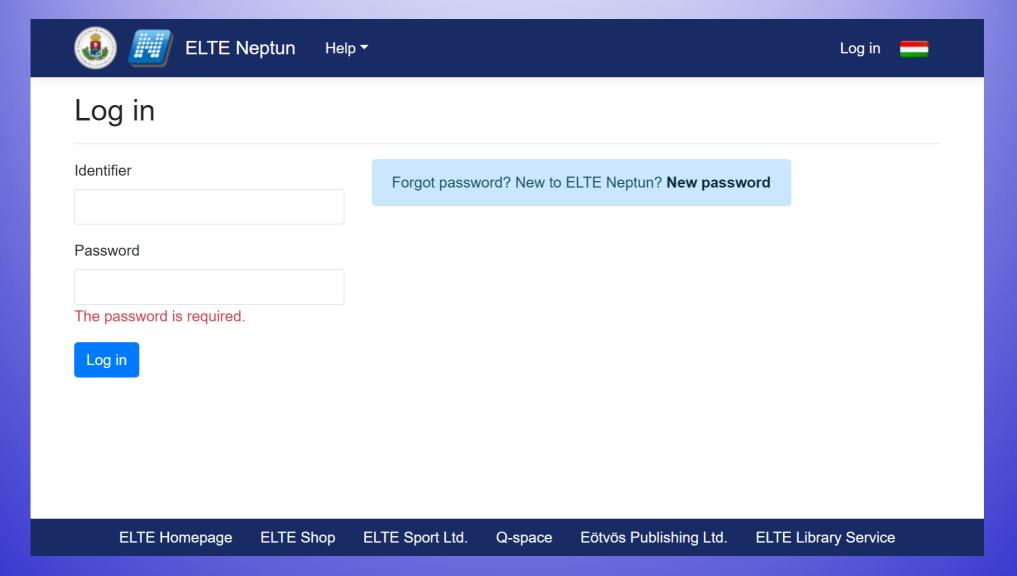


ELTE Directorate of Education, 6 weeks ago



ELTE Homepage ELTE Shop ELTE Sport Ltd. Q-space Eötvös Publishing Ltd. ELTE Library Service

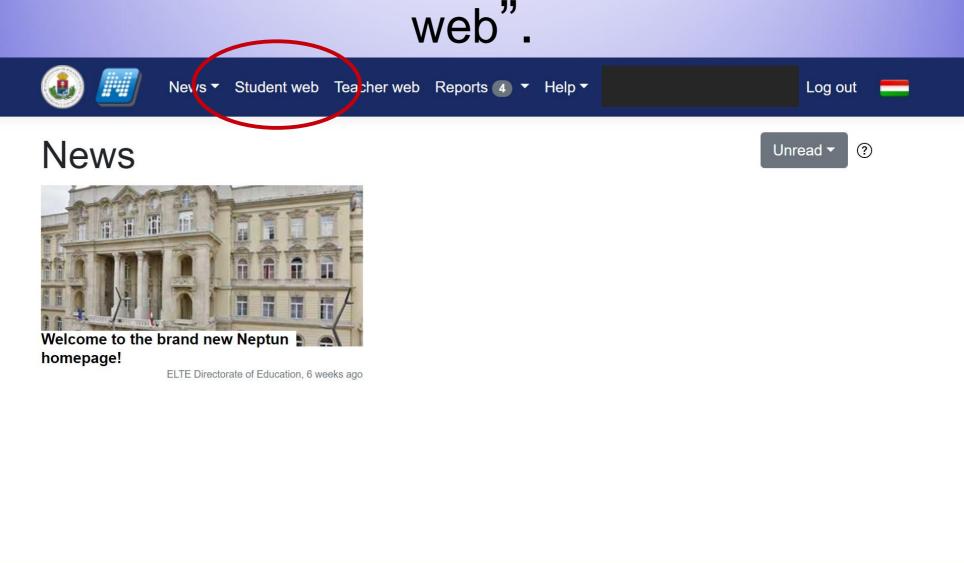
This is the Log in page. Type in your identifier (Neptun-code), and then the password. After that "Log in".



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"



Q-space

Eötvös Publishing Ltd.

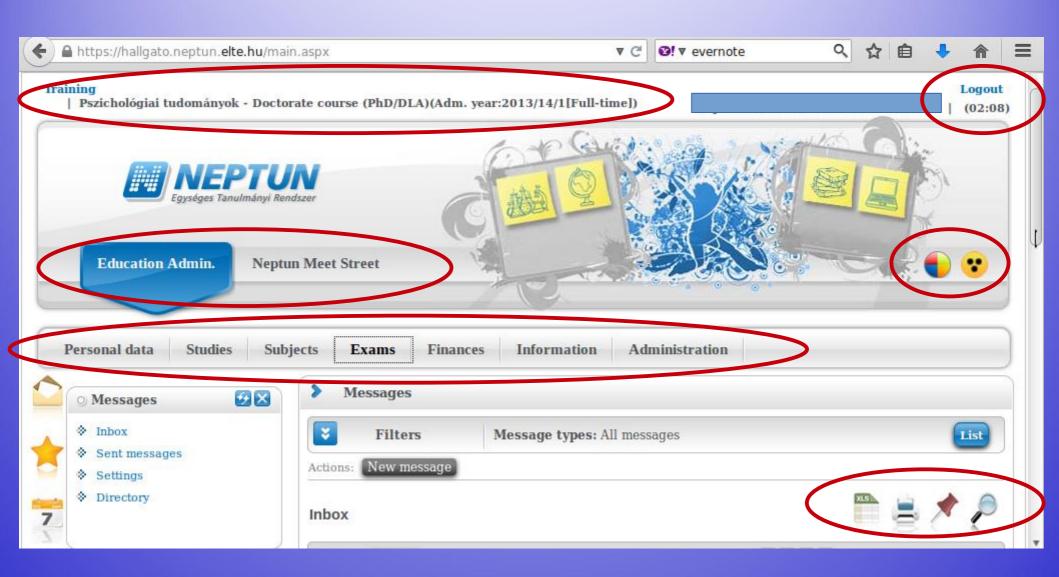
ELTE Library Service

ELTE Homepage

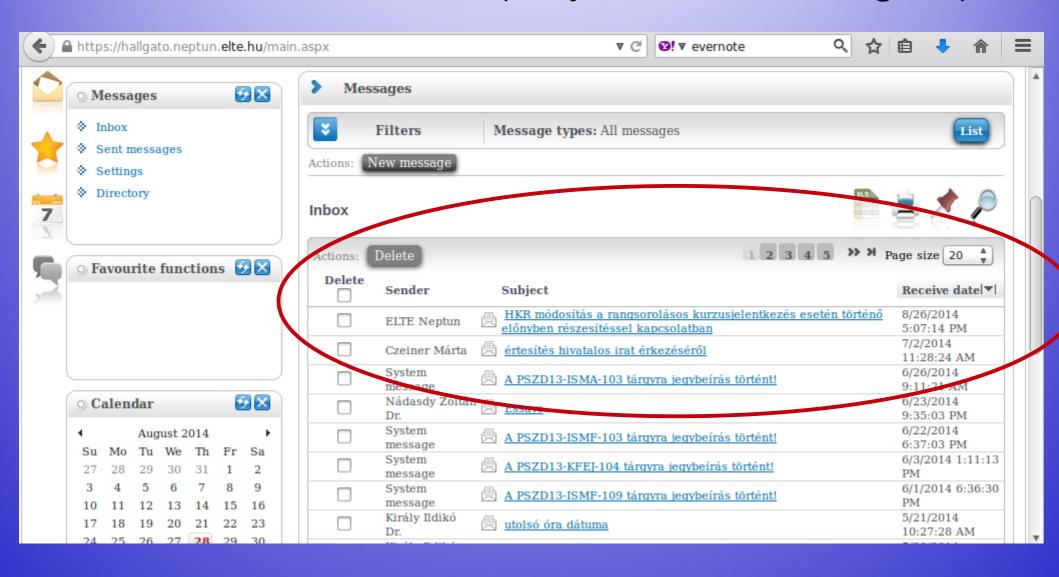
ELTE Shop

ELTE Sport Ltd.

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

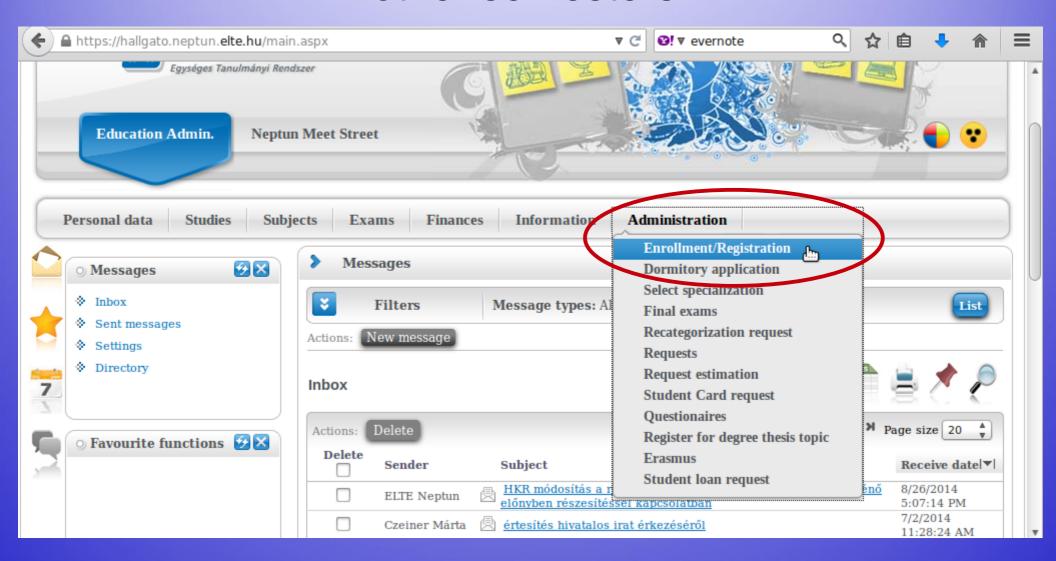


If you scroll down, you will see your Messages Inbox. You will receive system messages (most will be in Hungarian) as well as messages from your teachers, coordinators (they will write in English).

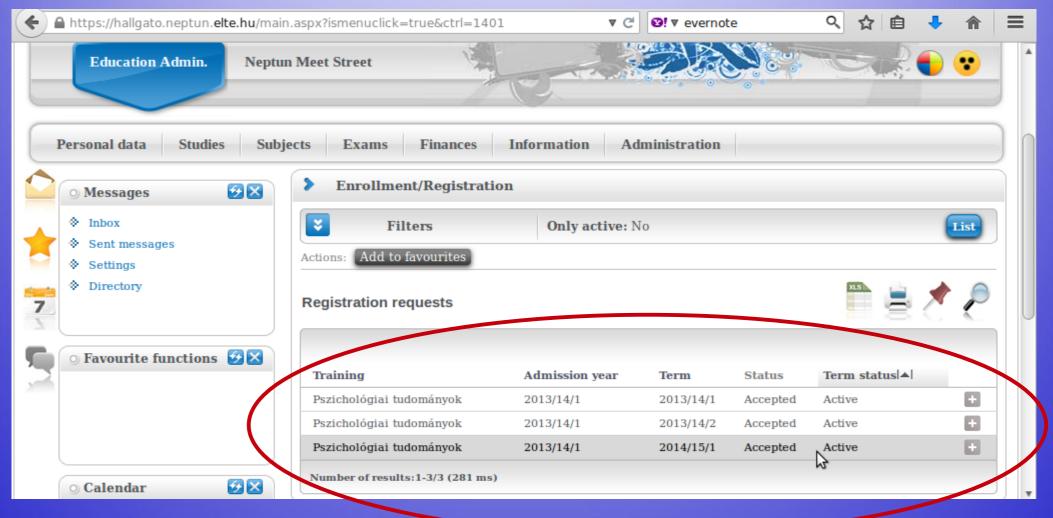


Enrolment and semester activation

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.

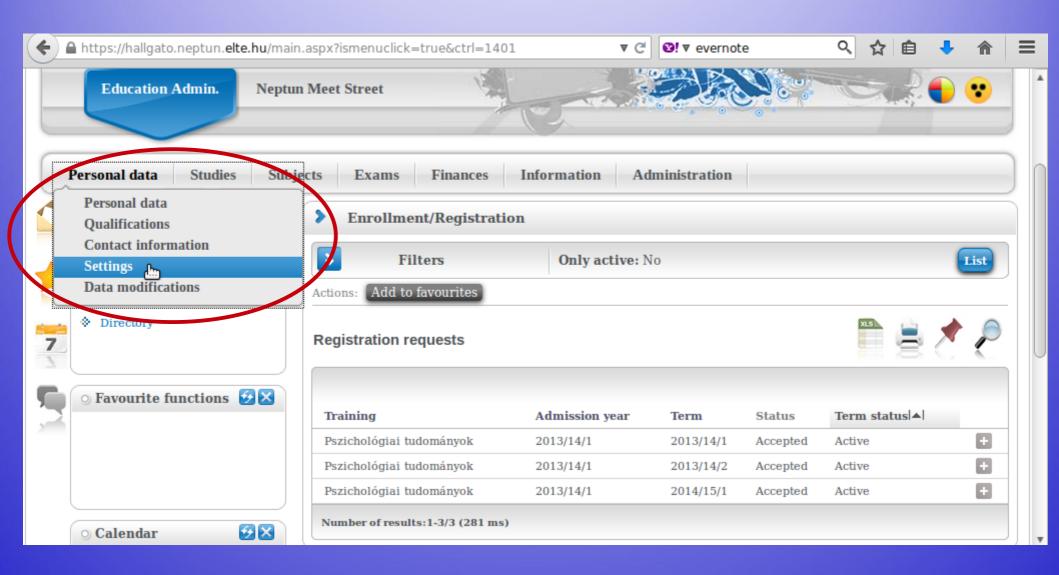


You can see the status for all semesters up until now. The "Term" column shows all the semesters, and the "Term status" column shows whether you are/were "active" during that semester.

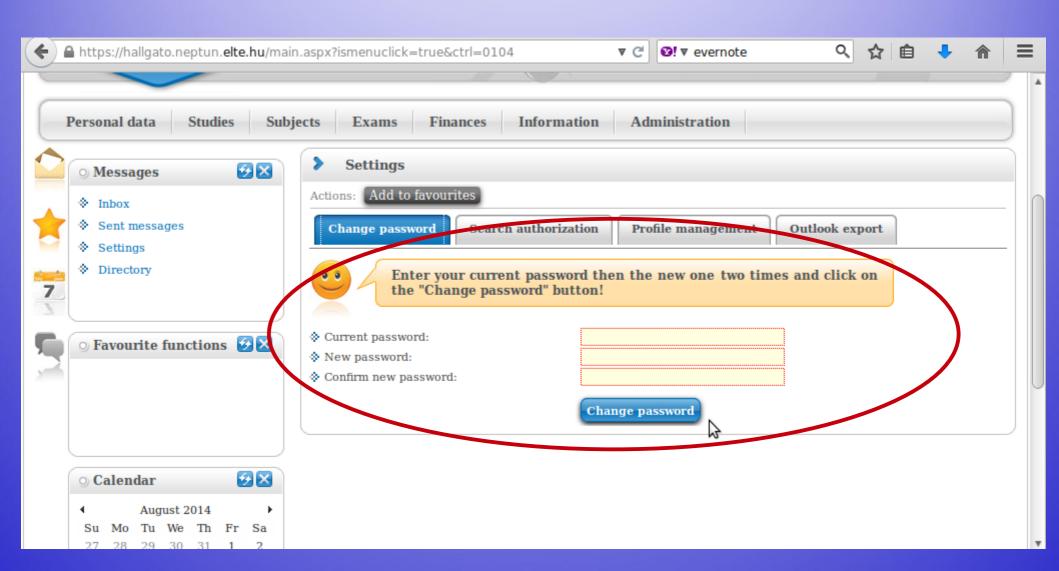


Changing password

You can change your password anytime.

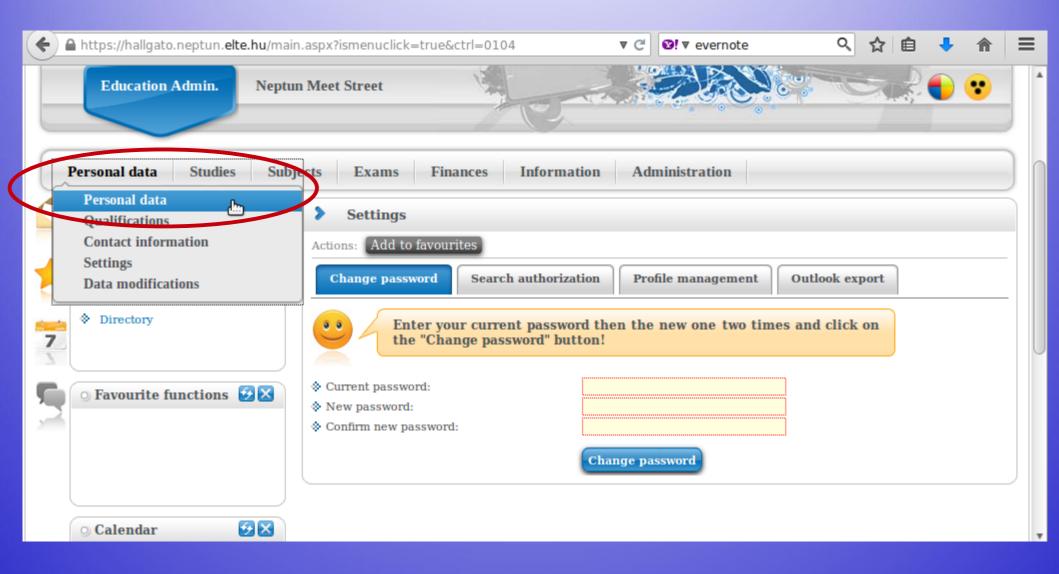


Make sure it is at least 8 characters long and has three of the following: lowercase letters, capital letters, numbers, special characters.

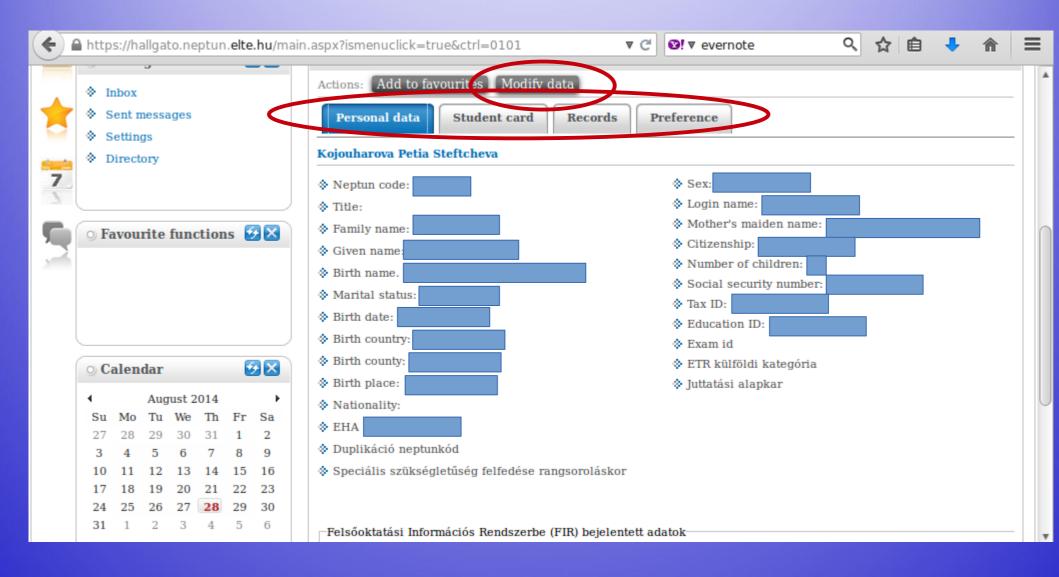


Checking data

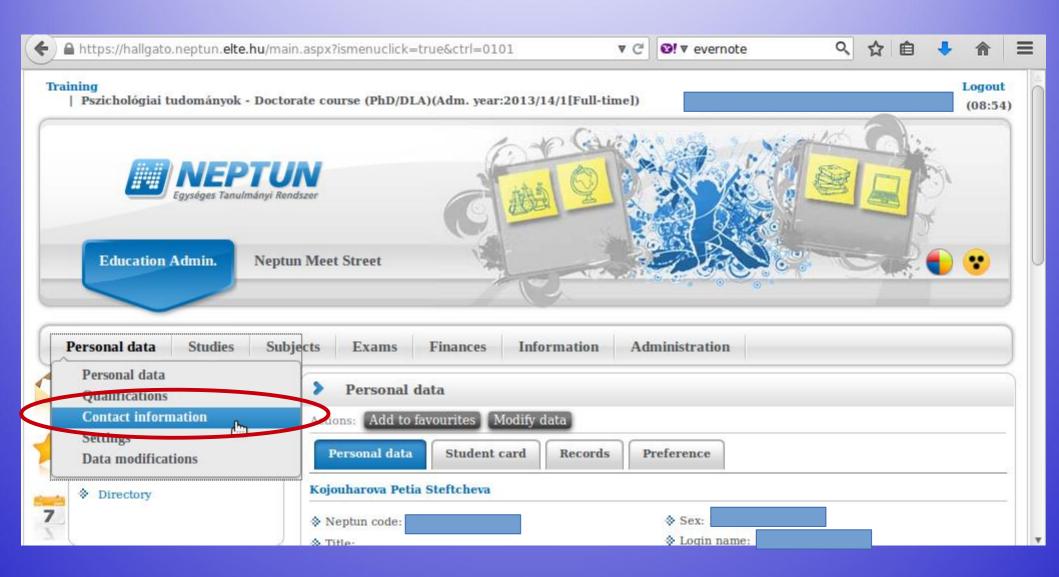
Check your data in the system. First is your personal data.



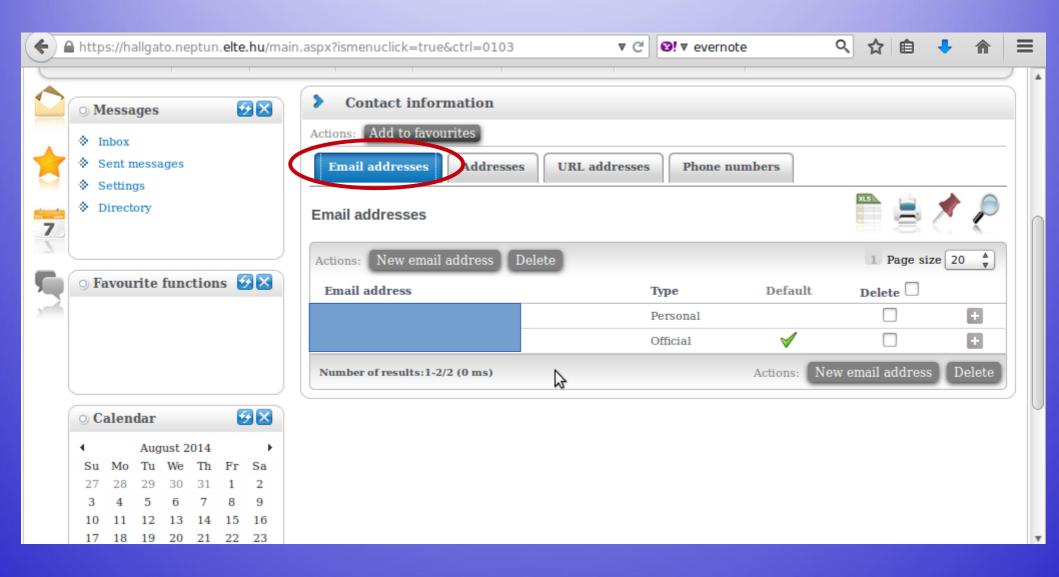
You can modify some of the data on your own, but not all of it. Contact your coordinator if something should be changed.



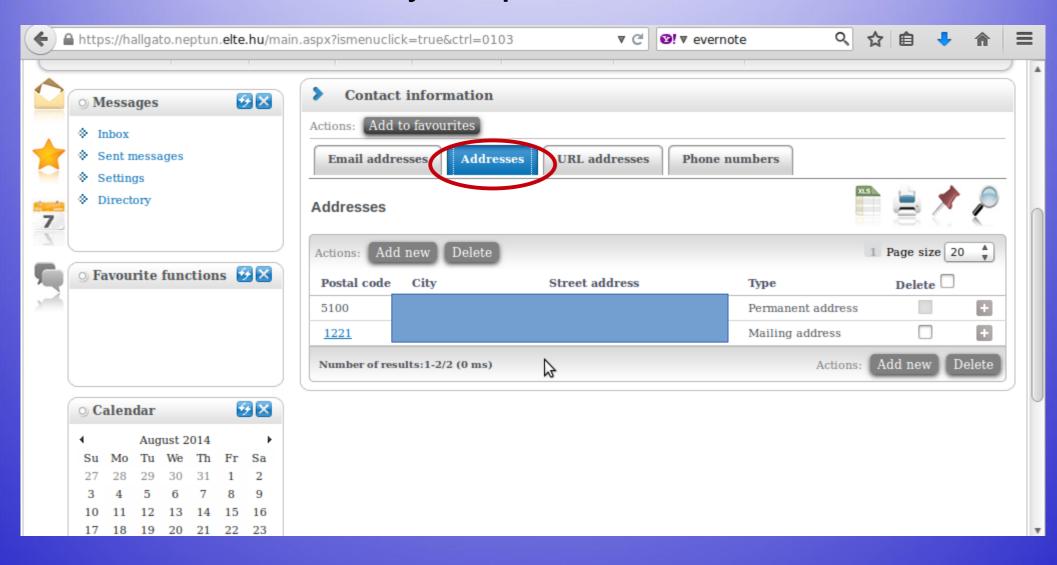
Next is your contact information – address and e-mail address. Official messages can be sent to both.



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



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

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 periods

Ranking registration period:

20:00 29-01-2021-17:00 04-02-2021

First-come, first-served:

08:00 05-02-2021-16:00 12-02-2021

Late course registration:

15-02-2021-19-02-2021

Exam registration period:

? - usually in May-June

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

ВВІ	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 BMN 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	
				Total	56	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 Module: 14 credits							
ANG-102E	Language practice 1	1	sem	obl	56	4	
ANG-106E	Language practice 2	2	sem	obl	56	1	ANG-102E
ANG11- 104E	Academic skills 1	1	sem	obl	28	3	
ANG11- 108E	Academic skills 2	2	sem	obl	28	1	ANG11-104E
Introductory Module in English and American Studies: 13 credits							
ANG-112E	Introduction to literature	1	sem	obl	28	3	
AME-121E	The British and American political systems	1	lect	obl	28	3	
ANG11- 132E	Introduction to linguistics	1	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	Professional writing	1	lect	obl	28	3	
ANG11- 183E	Typography	2	lect	obl	14	2	
Proficiency Examination: 3 credits							

Strong prerequisite:

e.g. BBN-ANG-102E

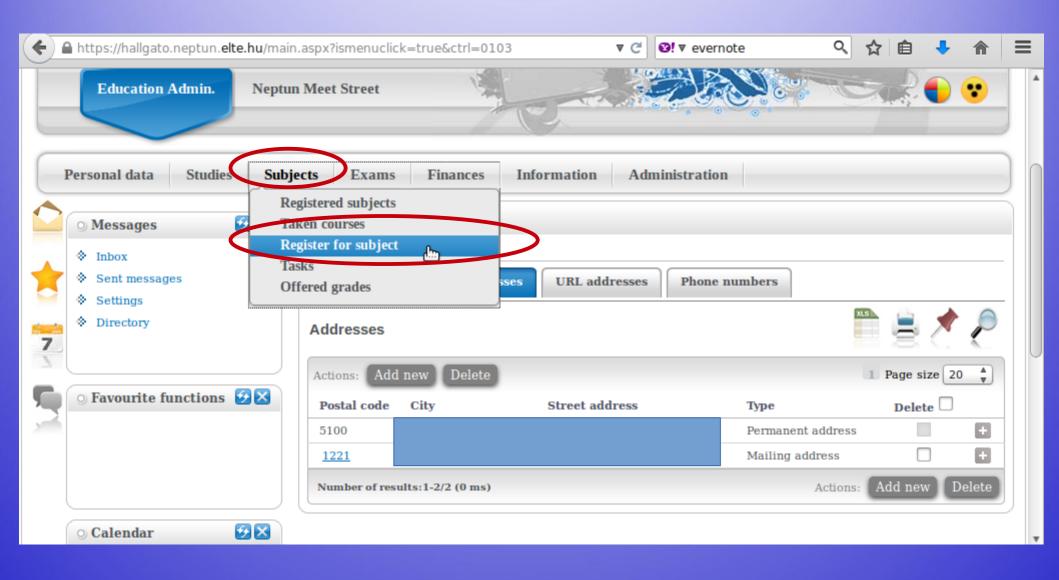
The prerequisite have to be completed previously.

Weak prerequisite:

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

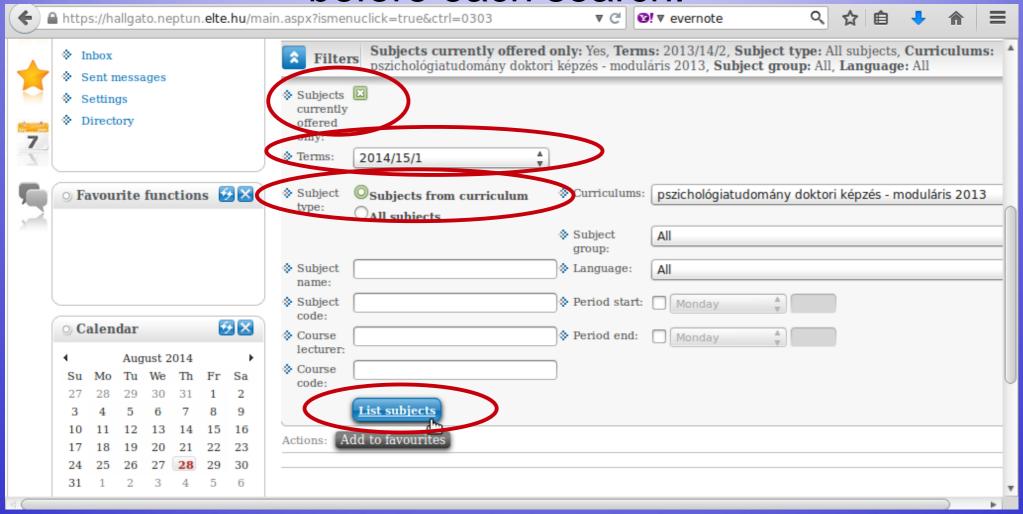
The prerequisite can be completed together with the particular course.

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

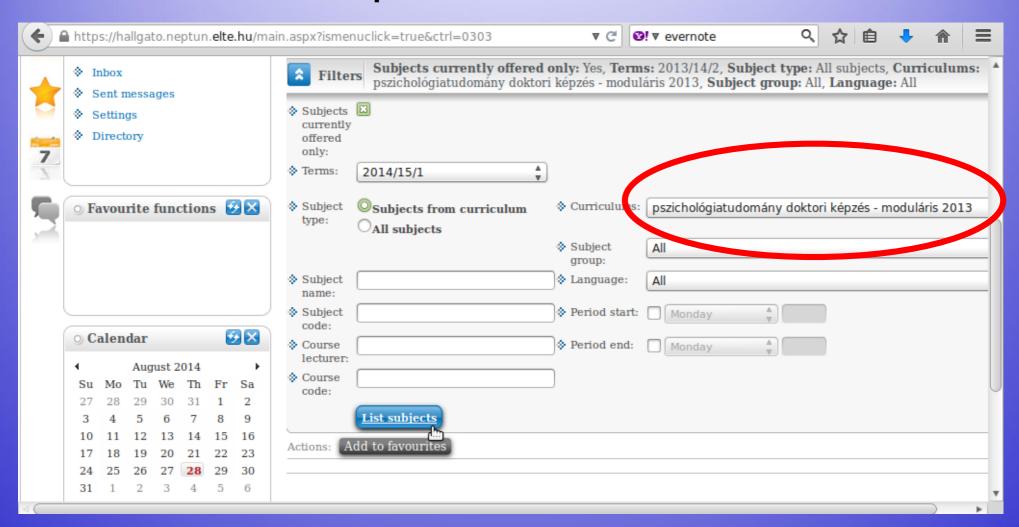


Choose the current semester (2020/21/1).

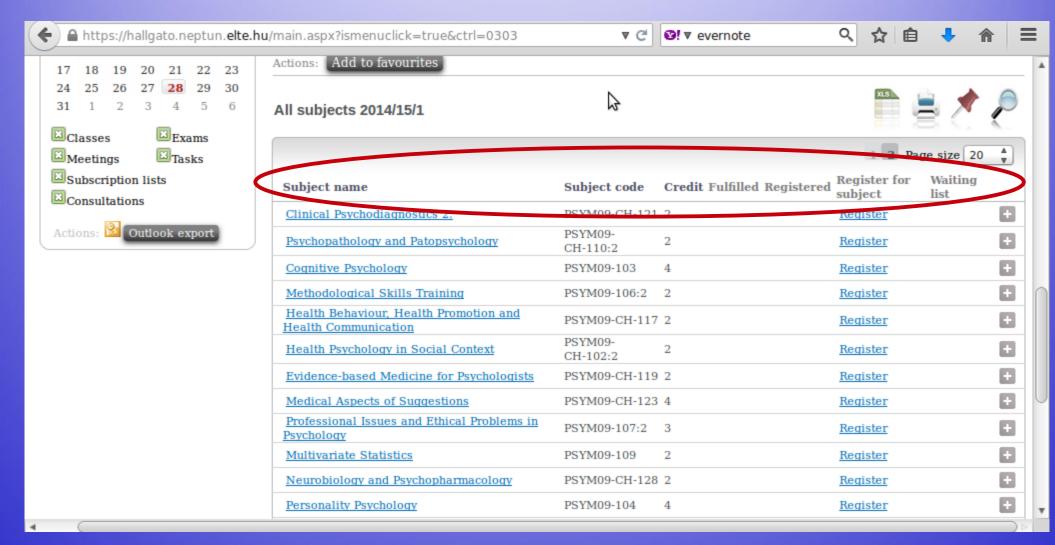
Set "Subject type" to "Subjects from curriculum", then click on "List subjects". It is recommended to check the settings before each search.



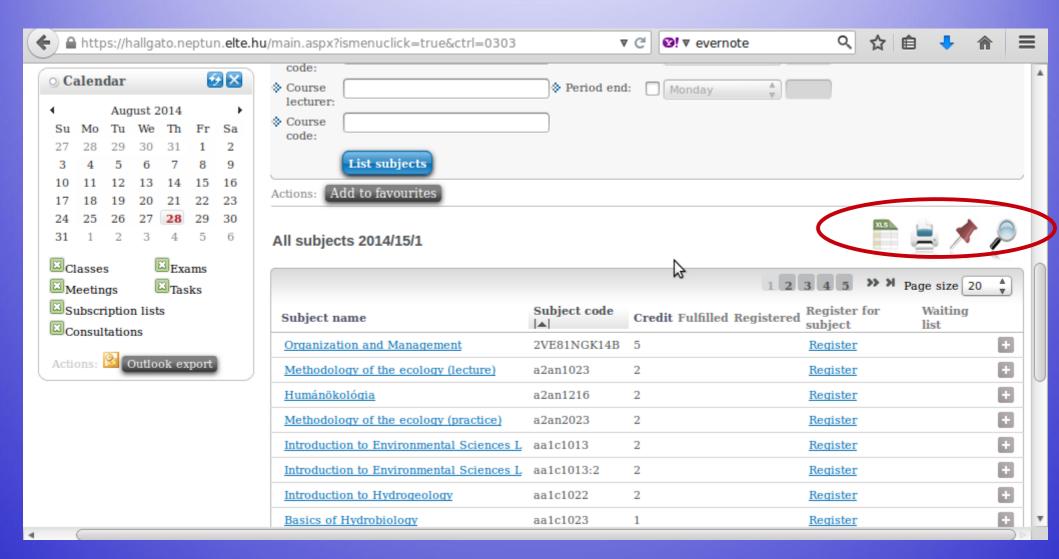
The curriculum can be chosen as well. It is important when you have one or more specialisations.



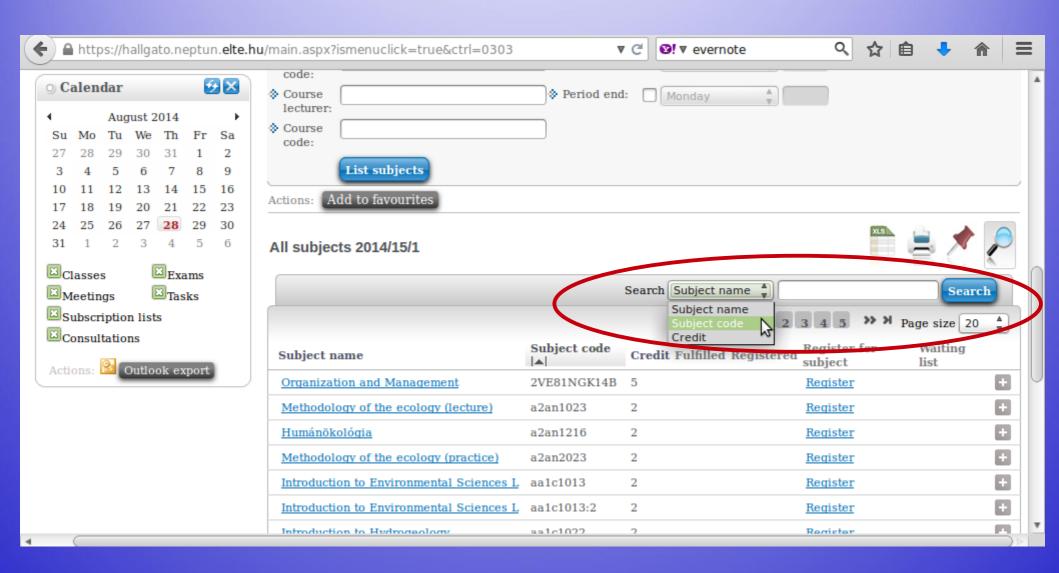
You should see a list similar to the one below. You can sort in ascending or descending order by clicking on the title of the relevant column (e.g., "Subject code").



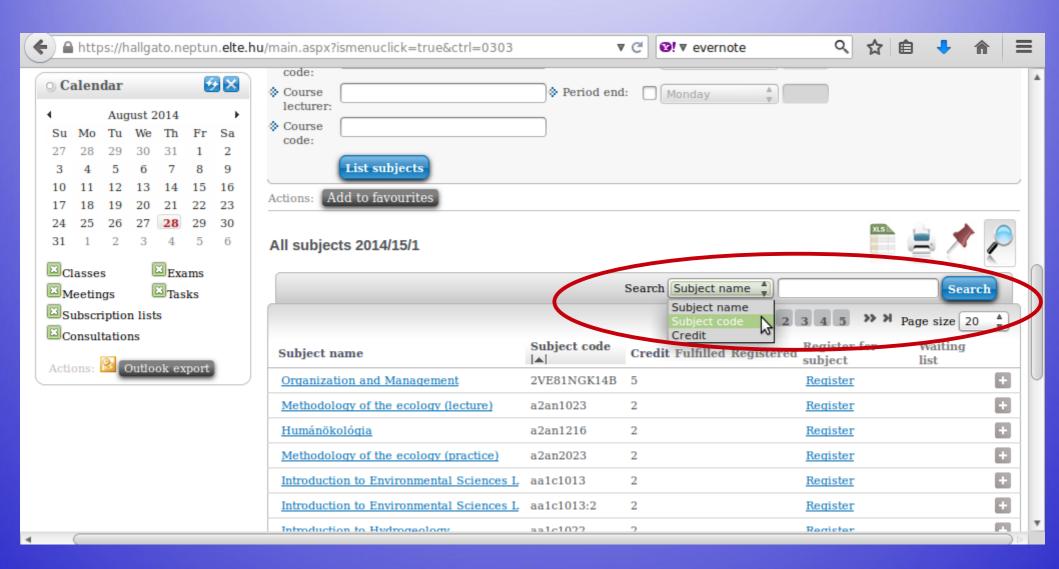
This search will list all of ELTE's courses. Use the search icon ("magnifying glass") to search for course codes.



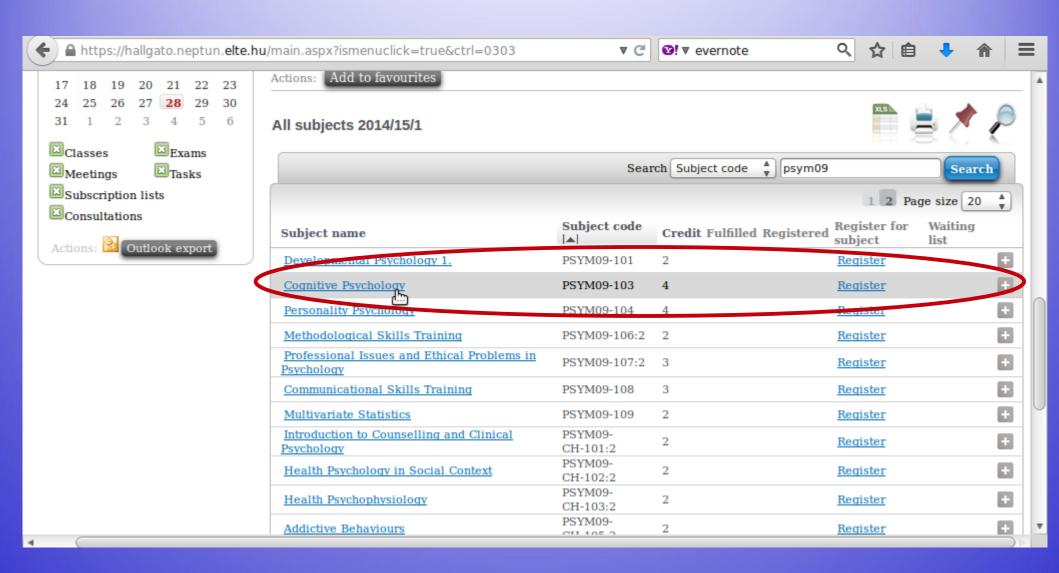
You will see a search field and then you can search by course title (any word), course code and credits number.



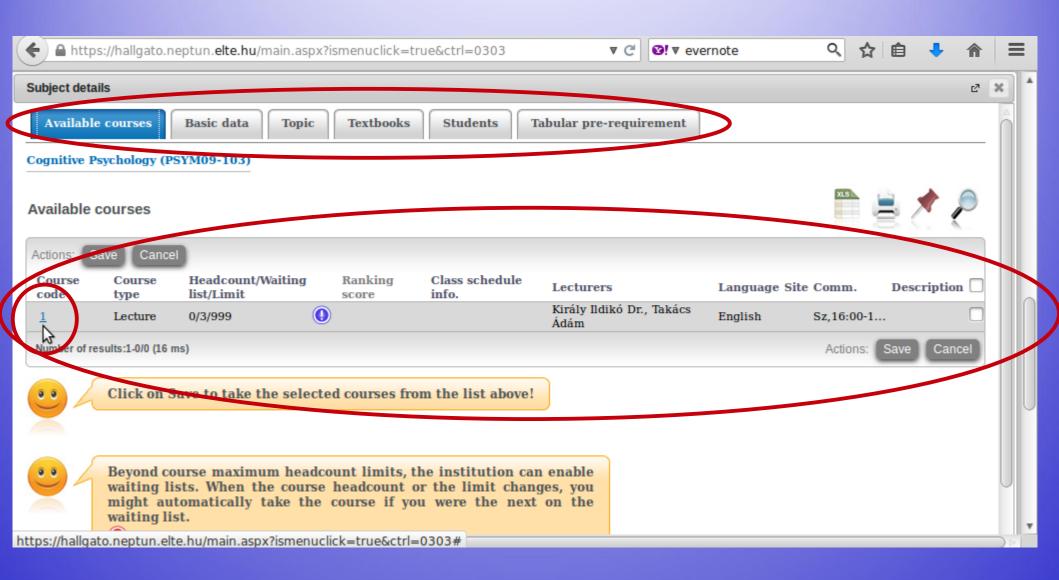
For example, sports courses – code starts with VTN.



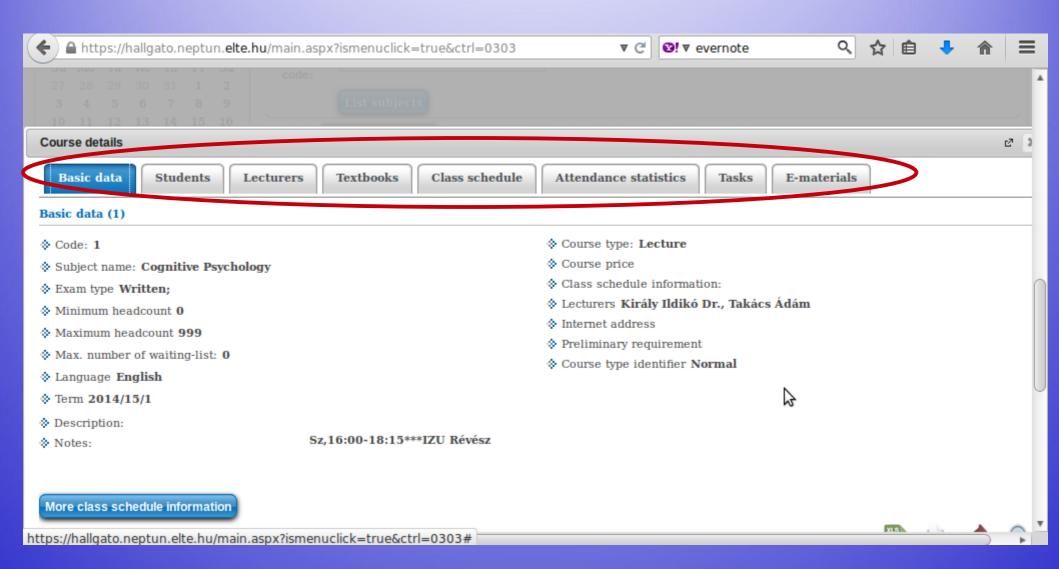
Click on the title of a course to view its data.



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



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.



Days in Hungarian

Monday hétfő (H)

Tuesday kedd (K)

Wednesday szerda (Sze/Sz)

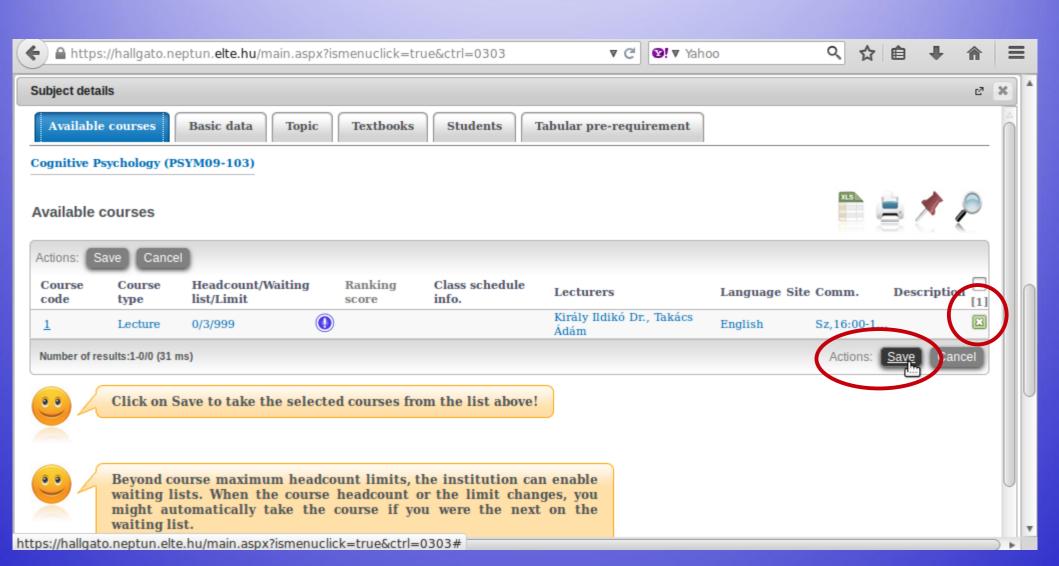
Thursday csütörtök (Cs)

Friday péntek (P)

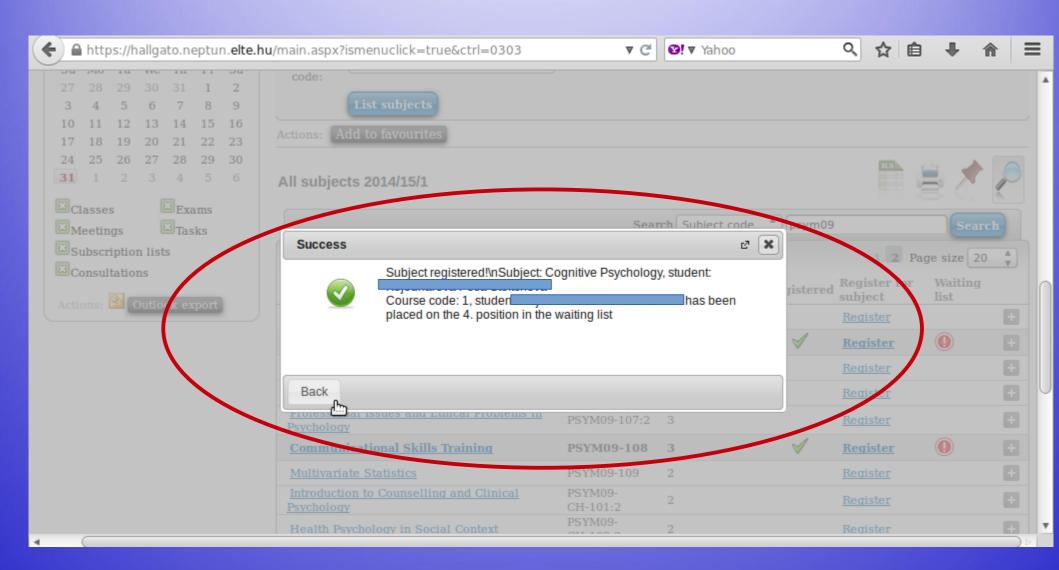
Saturday szombat (Szo/Sz)

Sunday vasárnap (V)

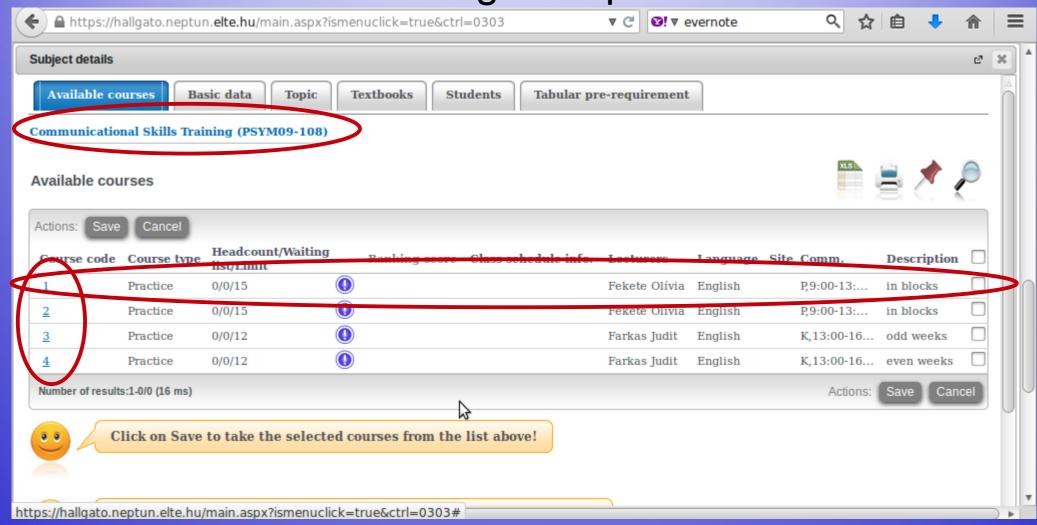
If you go back to where you can see the groups for the course, you can register by checking the box in the last column of the row and then clicking on "Save".



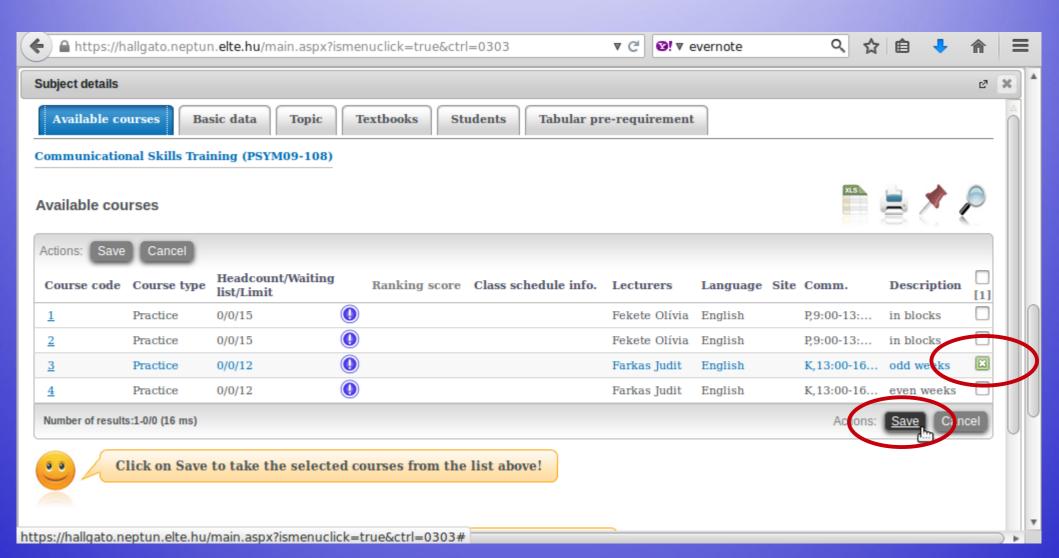
The popup window will tell you whether you have successfully registered.



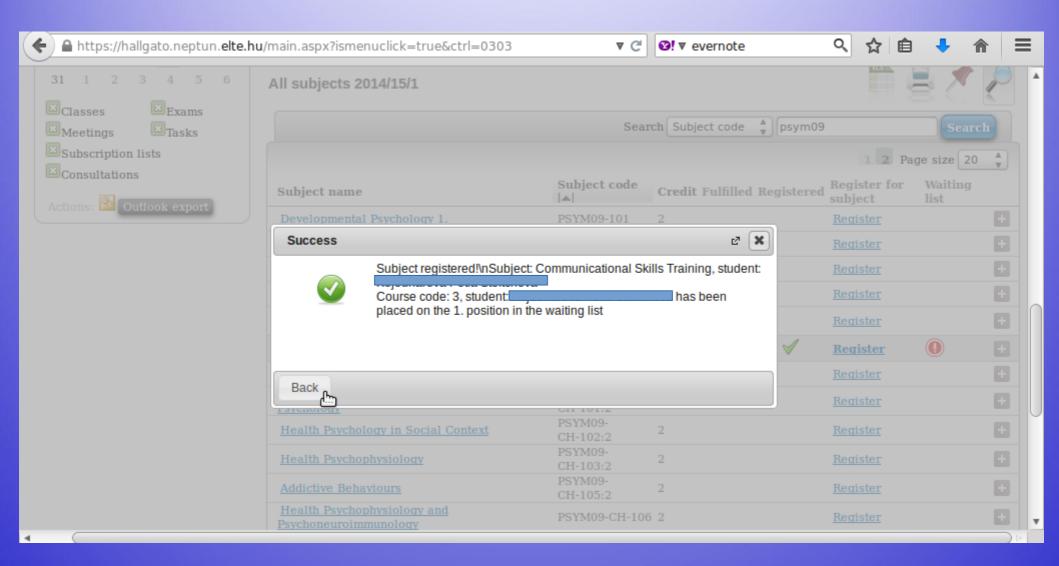
This is another example with a course with 4 groups. You can see the course title, but also the groups, their teachers, the place limit, how many people have signed up etc.



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.



The popup window will tell you whether registration was successful.



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.

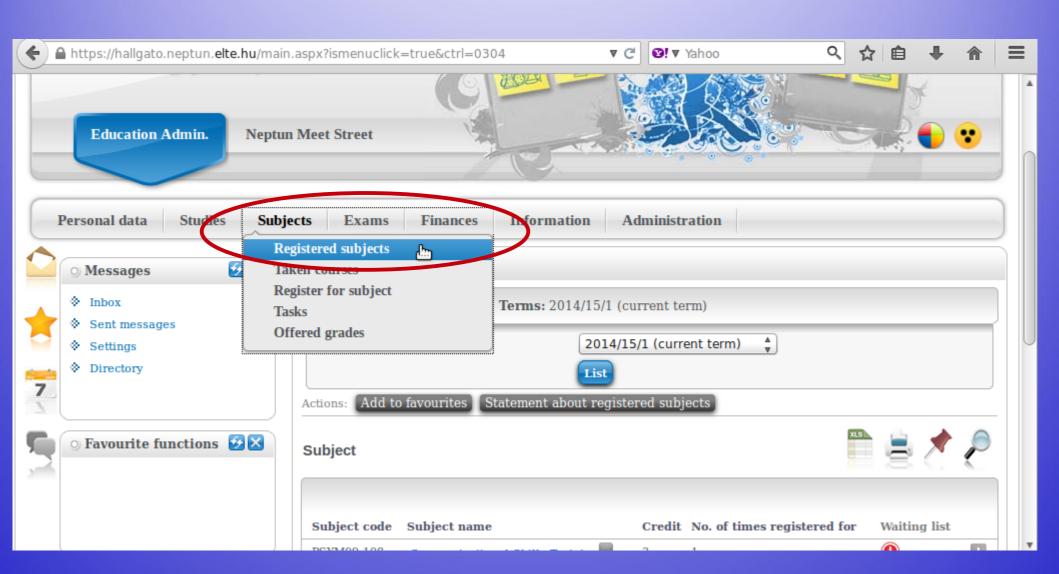
Courses missing

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

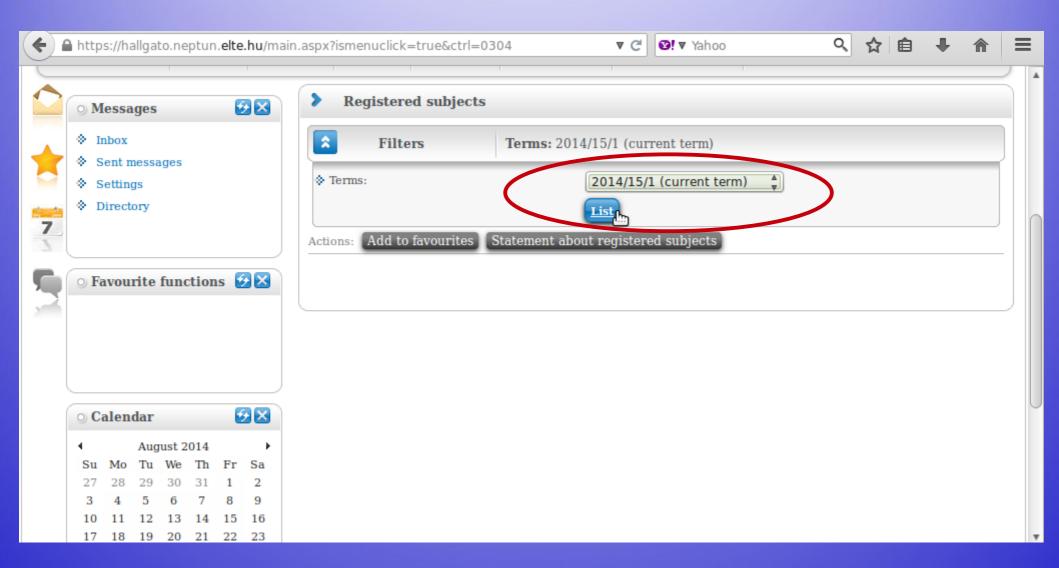
In this case, the particular departments are in charge of publishing the courses.

Your study coordinator or the departmental administrators can help you.

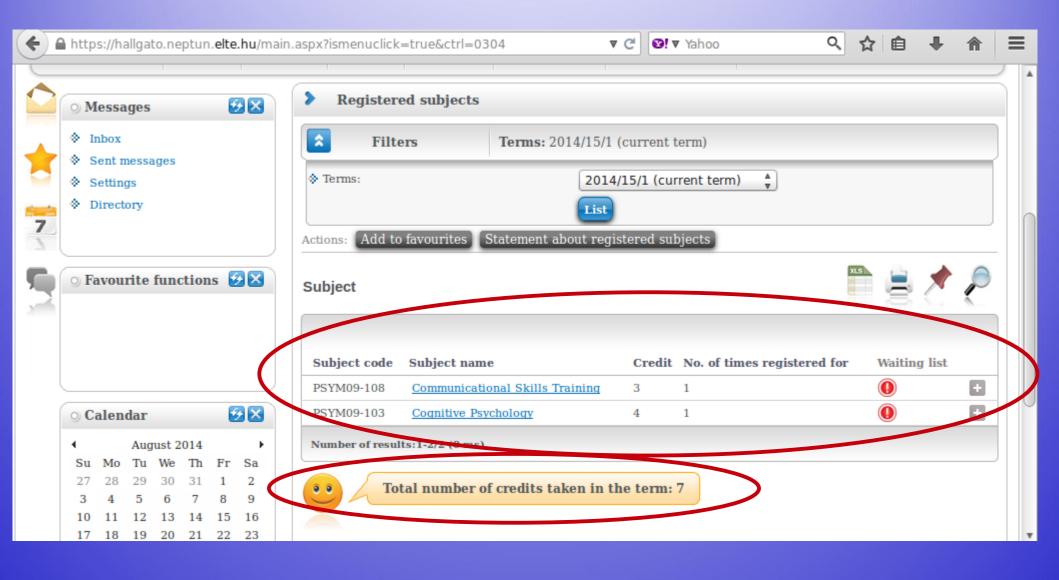
In order to see the list of courses for which you have signed up, go to "Registrated subjects" in the "Subjects" menu.



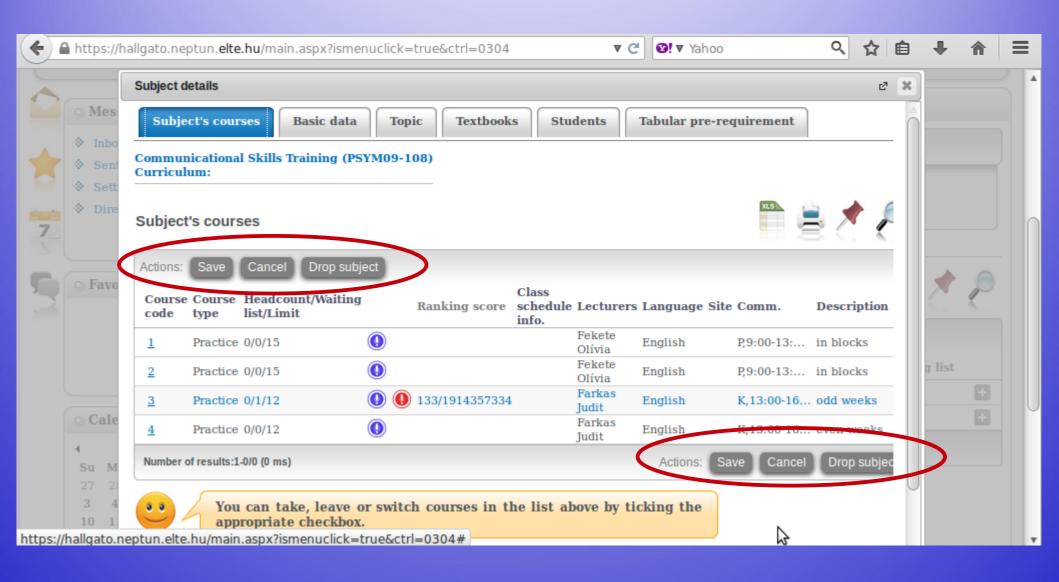
Choose the relevant semester and then click on "List".



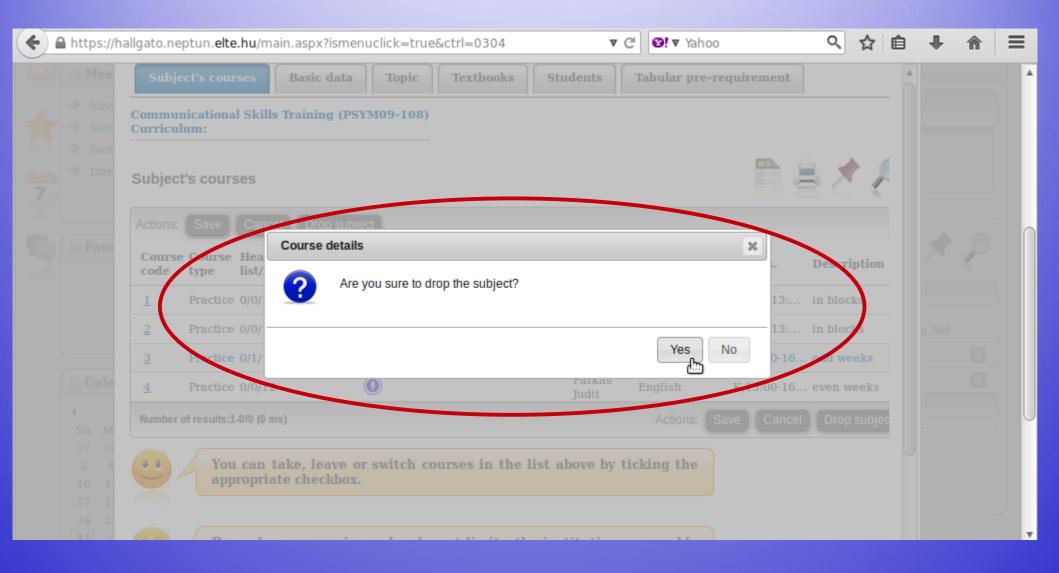
Here you can see a list of courses you are now registered for, as well as how many credits you have signed up for in total.



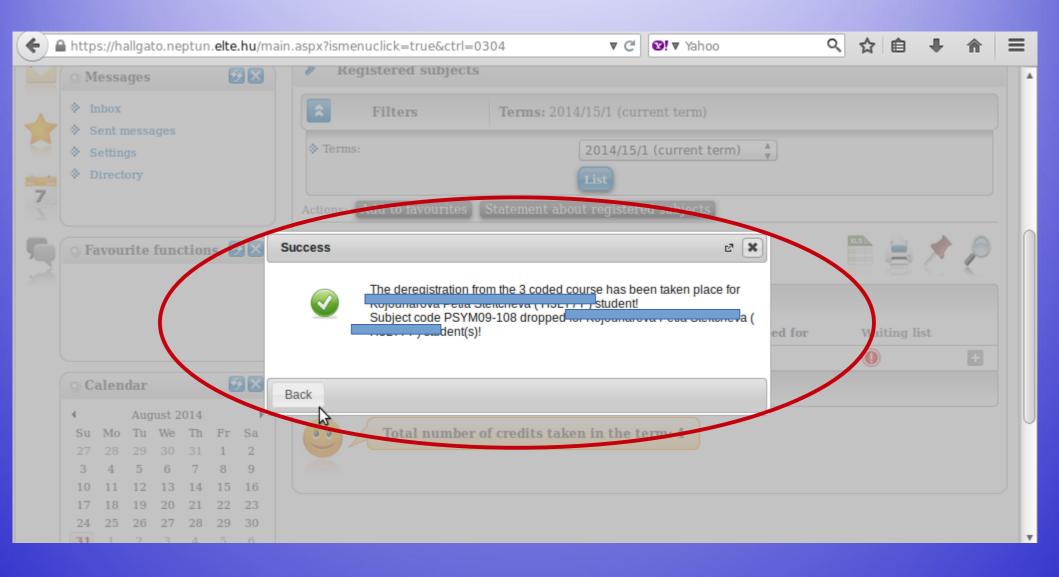
If you go back to the course's information, you can also sign off from the course by clicking on the "Drop subject" option.



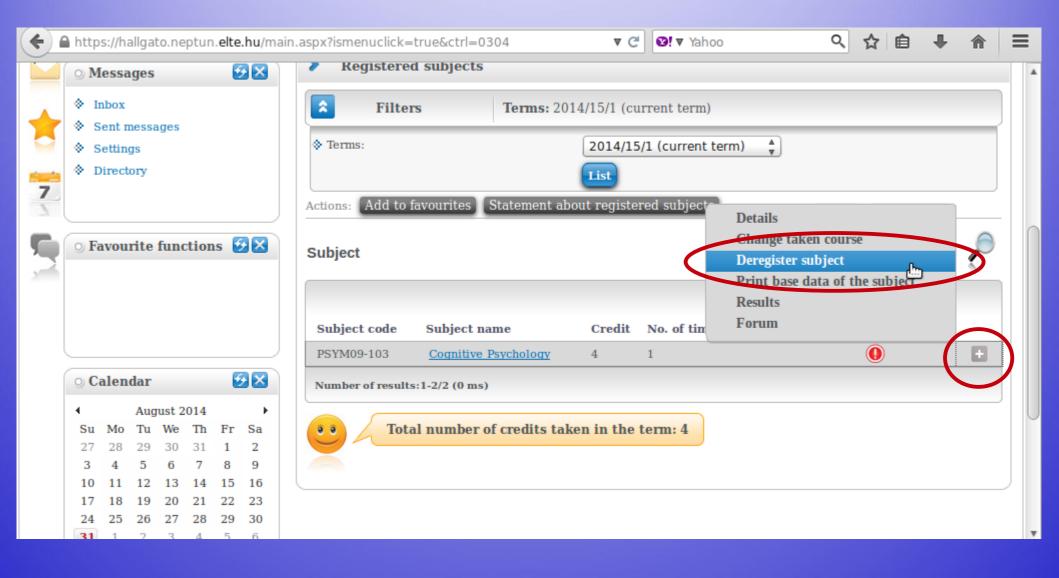
A popup window in order to confirm your choice.



Another popup window to confirm that you have been successful.

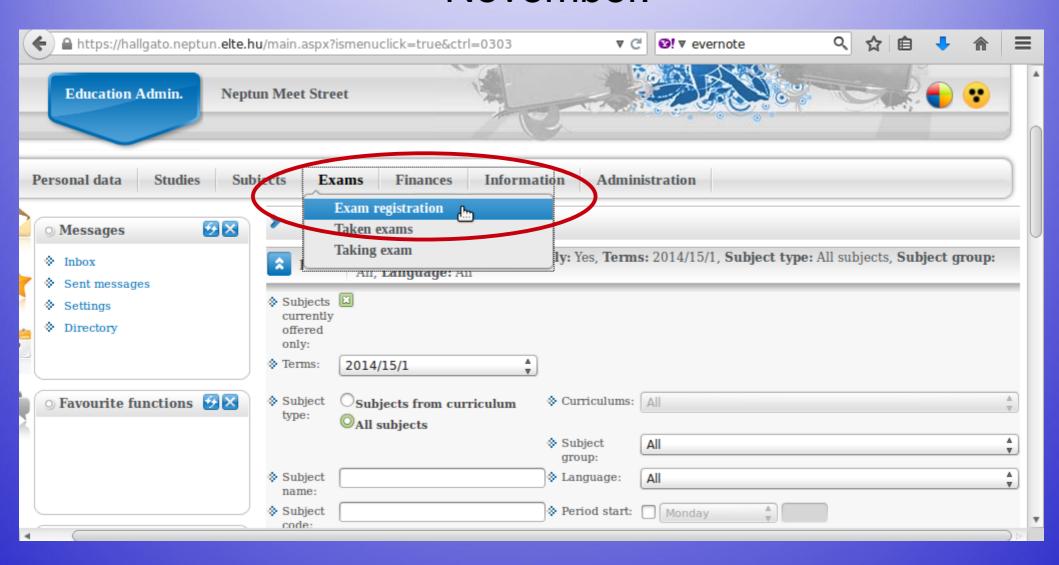


You can also sign off from a course from the list of "Registrated subjects". Click on the "+" sign and then click on "Deregister subject".

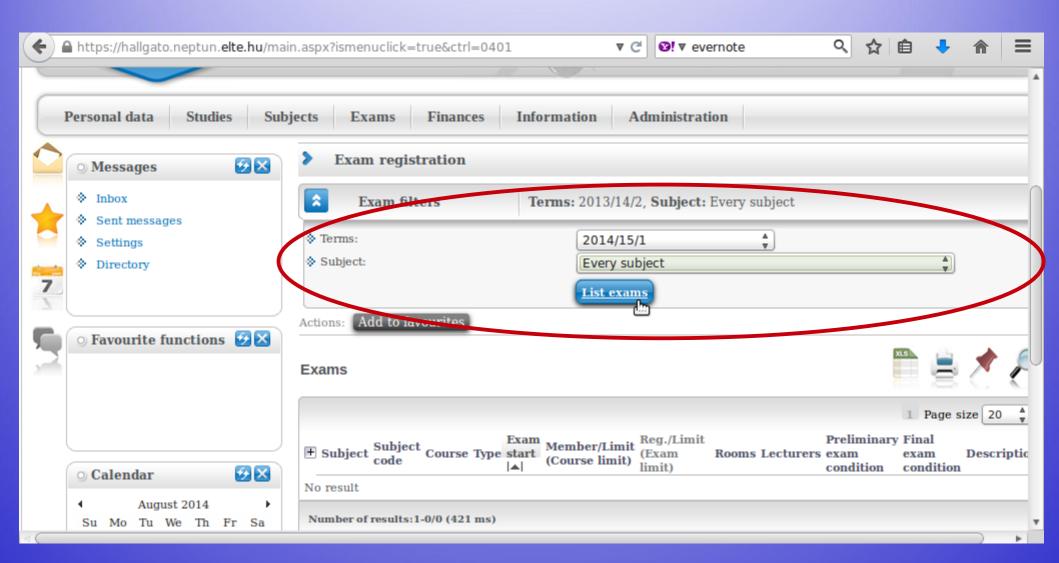


Exam registration

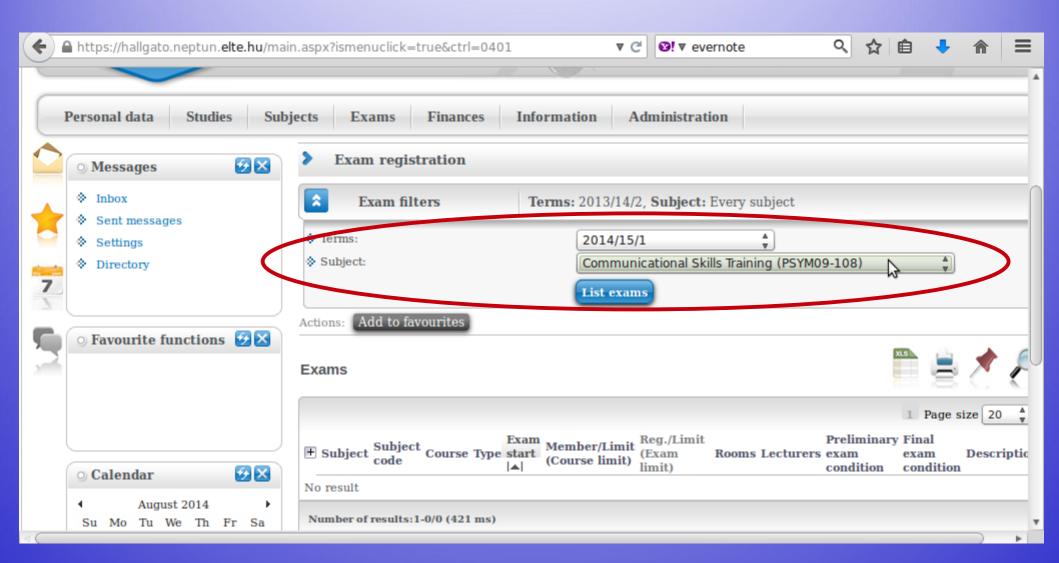
You must register for the exams for all lecture courses, otherwise you will not allowed to have the exam. Exam registration will open at the end of November.



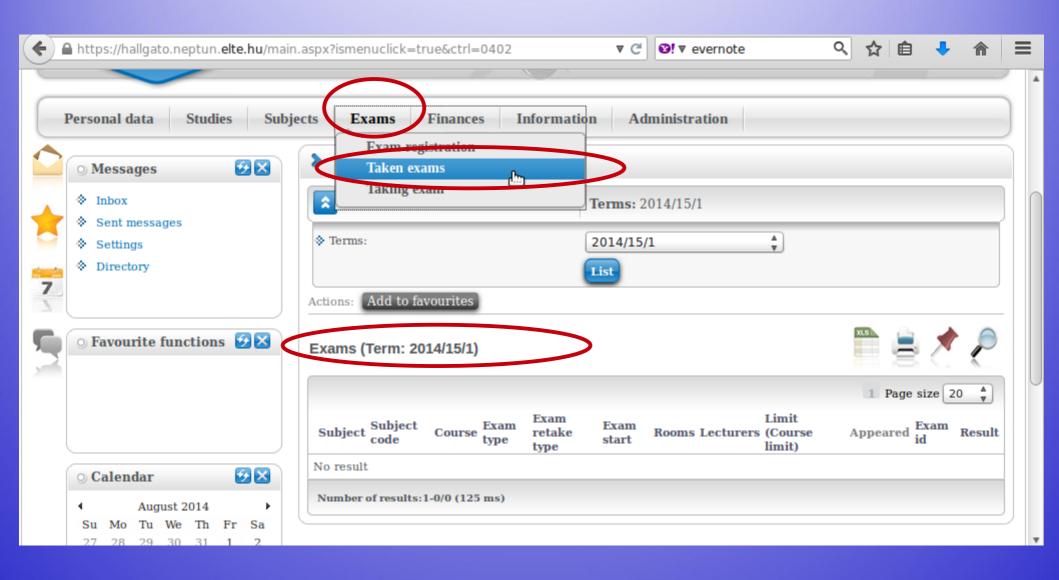
This is when you can look for exam dates, once they are uploaded. You can list all dates or only dates for one course.



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

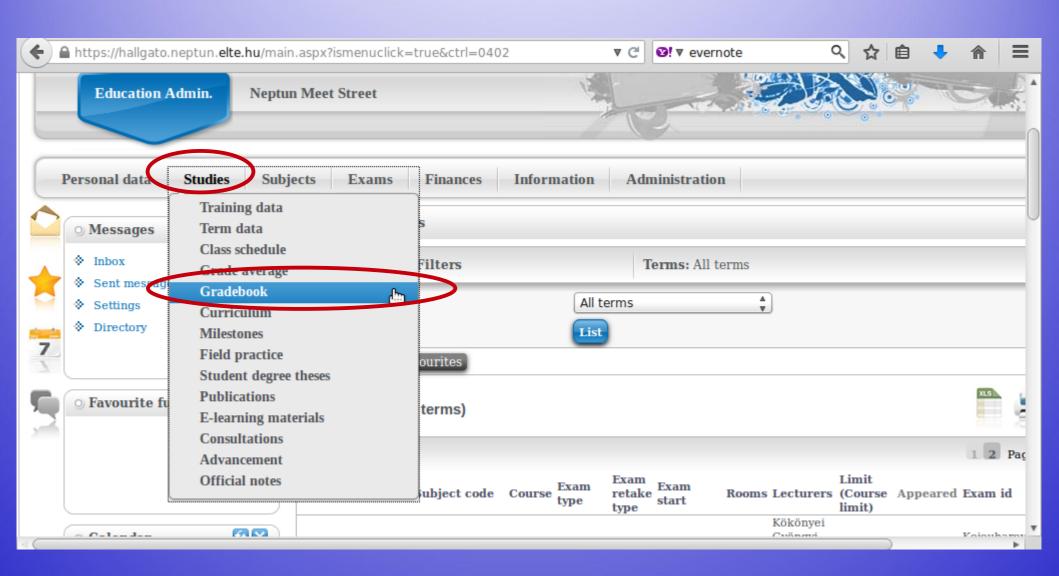


By checking the "Taken exams", you can see a list of your exam dates.

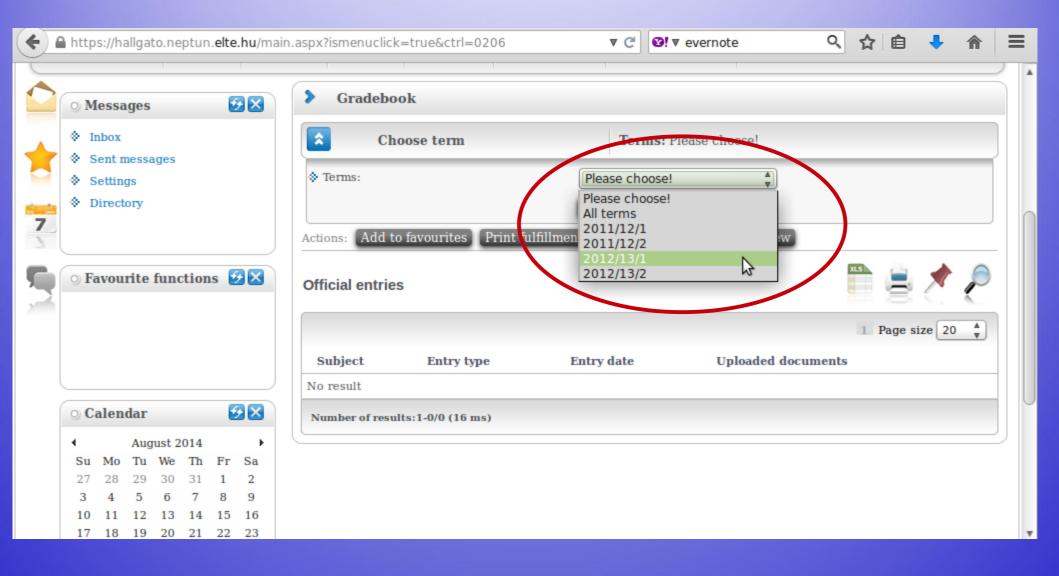


Check your progress

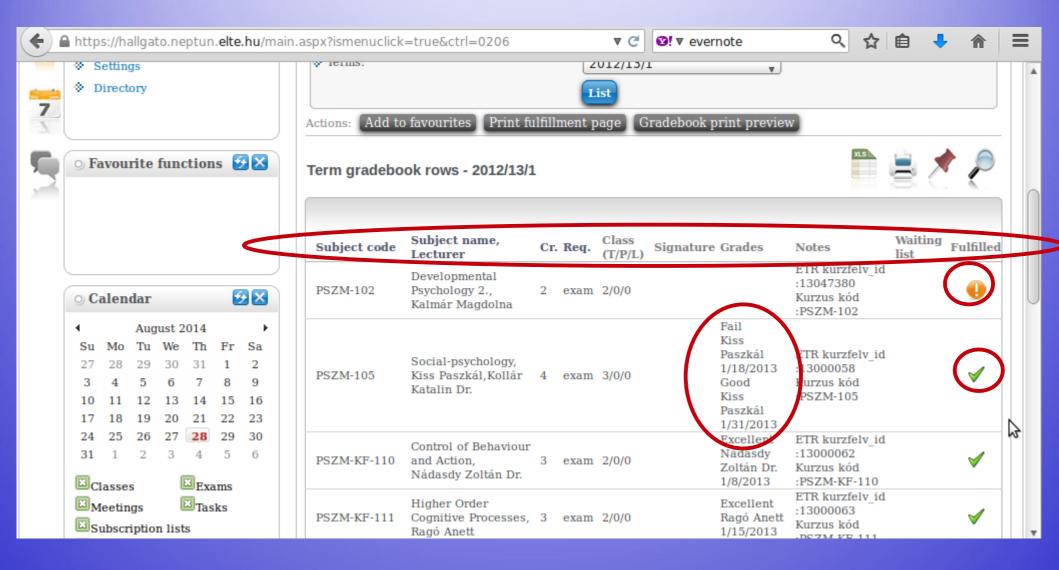
In order to check the progress of your studies (courses which you have completed, credits and grades), the best place is the "Gradebook".



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

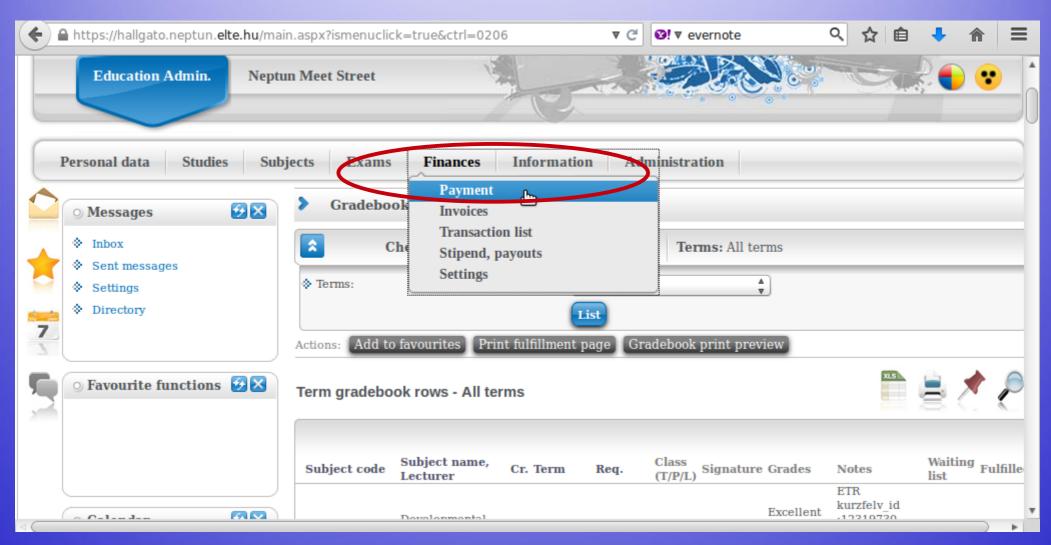


You will see a list like this one.

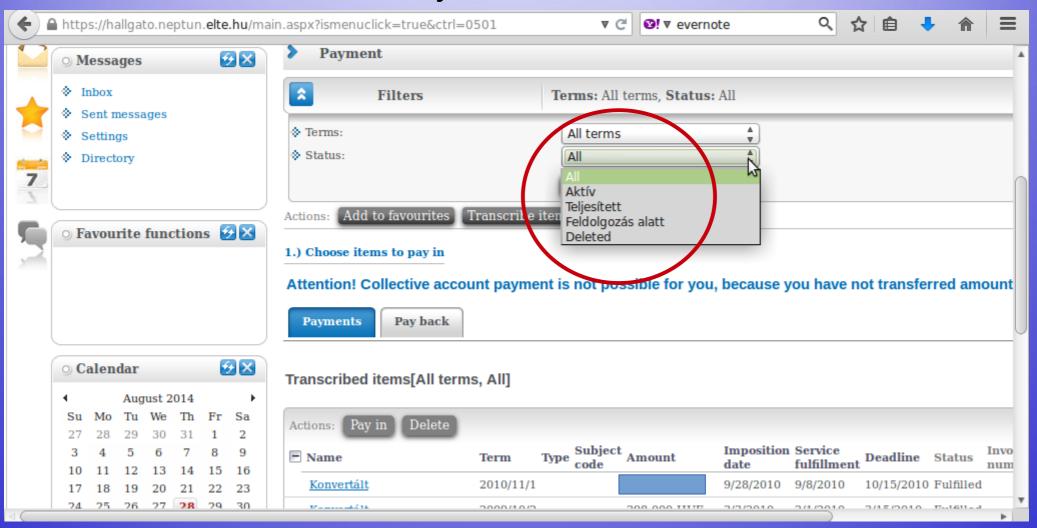


Payments in Neptun

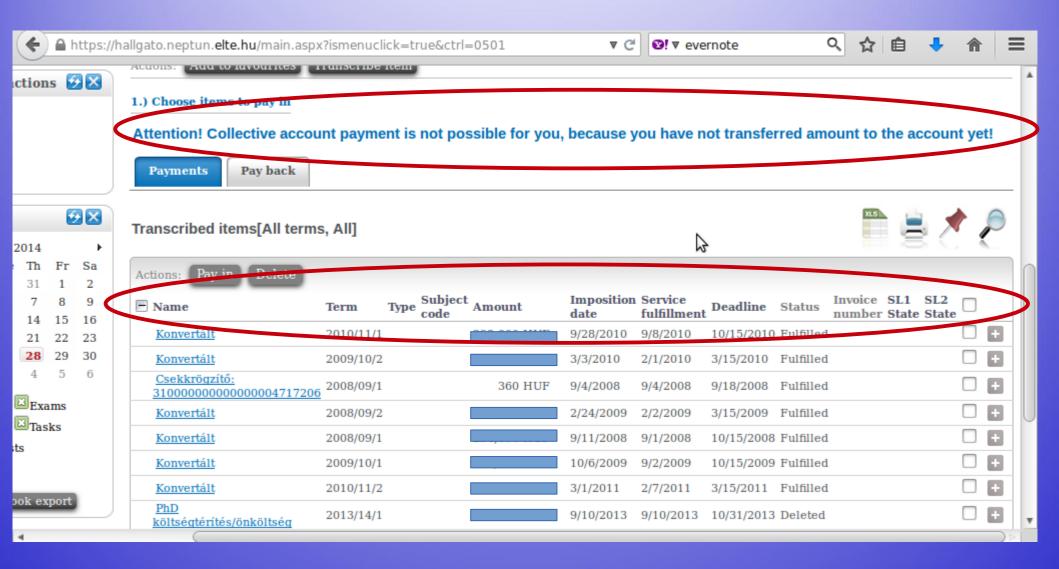
All HUF payments are via bank transfer and through the Neptun only. Any unpaid fee whose deadline has passed will block the Neptun and you will not be able to register for anything.



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.



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



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.
- 4. Choose the item(s) in Neptun, and click on the "Pay in" button.

Details:

https://gter.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.

