



Tasks in Neptun before the personal enrolment

I. Password generation, data reconciliation (required)

You will need to use Neptun Electronic Registration System concerning the administration of your studies such as registering for the upcoming semesters, registering for courses or for exams. You can access Neptun at the following webpage: <https://neptun.elte.hu>. You can find information regarding the Neptun here: <https://www.elte.hu/en/neptun-administration-of-progress>. To use the study system (Neptun), you will need your Neptun code and a generated password to enter the system to complete the necessary tasks. You received your Neptun username at the same time as the notice of enrolment which is your **Neptun-code**, if you haven't used ELTE Neptun before, then you can generate your password at <https://qter.elte.hu> with the „New Password” menu.

You'll take all administrative steps of your training in the **Neptun** electronic registration system, registering for each semester, as well as taking your courses in the beginning of the semester and registering on exams. To use Neptun and be able to complete the necessary tasks in the system, you'll need your **Neptun code and a password generated for it**. You've received your Neptun username, that is, your **Neptun code** in an e-mail to the address you gave in your application, if you haven't previously used ELTE Neptun, you can generate the **password** for it on the website of the ELTE Quaestura Student Service Office, in the **Q-space** (<https://qter.elte.hu>), using the New password service. (You can find the New password button in the upper left corner, in the Login box.)

All your data necessary for the enrolment has been uploaded to Neptun from the application system, but please note that your exact and current personal data will be necessary for enrolment, and there could have been changes in the data (eg. new passport), or some of it might have been given incorrectly/incomplete in the application. Please only print the enrolment sheet (see below: enrolment package) after you've checked, and if necessary corrected, every piece of personal information. To supplement missing information, and to correct erroneous data, you should initiate collation of your

personal data in **Q-space**



(<https://qter.elte.hu/Ugy.aspx/Adategyeztetes>; Online administration->Collation of student's personal data menu).

Your bank account number – which can be needed for transfer of scholarships or refunding certain paid fees – can't be registered in Q-space, but in Neptun, in the Finances->Settings menu.

There were cases before, when someone's name wasn't correct in Neptun, because in the application they didn't give their correct or complete name, as it is in their passport, so it was registered in Neptun like that, which led to multiple administrative issues later on. At least once an incorrect TAJ (social security) number was also registered, and it was only revealed at the doctor's office, that the student didn't have insurance, and wasn't entitled to medical care.

II. Creating an IIG account (highly recommended)

The ELTE IT Directorate (IIG) provides various IT services to all ELTE citizens, students and teachers alike. Some of these make university life easier, like the ELTE e-mail address, the WiFi in University buildings, the Office 365 package, but some could be even mandatory, for example the use of the Microsoft Teams program for classes held in distance education as video conferences – regardless of the epidemic situation. You can create your **IIG account** on the <https://ugykezelo.elte.hu/> website, by following this steps:

- Click on „Belépés”
- You’re redirected to a login page. Change the  language
- Select NEPTUN authorization by clicking on icon,  then

insert your NEPTUN ID and NEPTUN password; click on „Login”.

You can find information regarding the IT services available for you with an IIG account here: <https://www.elte.hu/en/it-support>.

III. Electronic enrolment and registration (required)

You can do the electronic enrolment and registration with the Neptun code and password in the Neptun system (<https://neptun.elte.hu/>) after selecting the appropriate programme, following the steps below:

- After entering into the Neptun, you can choose the right programme by clicking the Programmes menu in the left corner.
- In the Administration -> Enrolment/Registration menu, click on the "Options / Enroll" link (the + sign, is the Options icon).
- In the pop-up window, you must declare whether you wish to have "Active" or "Passive" status for the semester. Once you have selected the appropriate alternative, you will have to press the "Declaration" button.
- The semester application also includes reconciliation of your personal data: once your data has been verified, you can finalise your semester application by pressing the Submit Request button.

You will need to complete this procedure at the beginning of each semester in Neptun: at the beginning of each semester you will need to make a statement (announcement) whether you will continue or defer the studies.

IV. Print an enrolment form (required)

The so-called enrolment package (Enrolment Form, Alumni Membership Statement) will be available after you submit your semester application:

- In the Information -> General Forms menu, click the + sign at the end of the Enrolment sheet row, and select the Print option.

If possible, print the enrolment form only after completing the information (see above: data reconciliation)!

You only need to print your enrolment documents once during the course and bring them for your personal enrolment!

V. Subject and Course Registration (Recommended except for doctoral programmes – see below)

After registration, you will be able to take subjects and courses:

You can set the filtering conditions required for the course enrolment in the Subjects -> Register for subject menu. The system default settings provide the best filtering results. The default settings are the follows:

- Terms: select the current semester!
- Subject type: select Subjects from curriculum option!
- For the Curriculums, Subject group, Language filtering options, select from the drop-down menu!

Click the List Subjects button!

The subjects listed by Neptun are the subjects in your curriculum that were announced in that semester. You will need to select the ones that are required in the curriculum. There is a sample curriculum for you to help you make your choice. The sample curriculum for bachelor, master, doctoral and specialist postgraduation programme are available on our website, at:

https://www.ppk.elte.hu/en/student_administration/curriculums.

Execution of course registration:

- You can click on the subject name, or the + sign at the end of the subject line (the "Options" icon), to select from the list of subjects. In all cases, the course subject entry window opens.
- In this window you will see in separate lines the courses announced for the given subject. You will find the parameters for the course time and venue in the "Schedule info" column (if there is no data available, you will find instructions in the "Note" and "Description" fields). By selecting one of the courses at the end of the course line, you can select which courses you want to add by checking the box to the right of the course list.

Picking up the subjects and courses for the PhD students happens in a different order and time than the other students, you can find the necessary information on the Q-ter website (<https://qter.elte.hu>) in the Documents -> Time plan of studies at the university menu.

VI. Student Card (Optional)

The student ID card is administered centrally at the university. For help with applying, a description of the process can be found on the Q-space website in the Frequently Asked Questions (FAQ), Student card. What you need to apply for a permanent student ID card (<https://qter.elte.hu/Statikus.aspx/GyIK-Diakigazolvany>).