How to use the „Neptun" student information system

University of Miskolc, Faculty of Ecomics

This document has been written so as to help the foreign language students of the Faculty of Economics, University of Miskolc in their administative tasks with the „Neptun" student information system. This is not a user manual, only covers the most important aspects, and it may contain errors.

The author and the publisher take no responsibility about the completeness, reliability and accuracy of the information contained within this document.

1. What students have to do at the beginning of each semester?

The students at the beginning of each semester has to

- enroll/Register for the semester, and
- register for the subject of that semester.

1a.

During the registration week of each semester, student have to „register" to the semester. During the semester enrollment/registration every student indicates in the Neptun system if he/she would like to start an „active" or a „passive" semester.

- In an „active" semester a student can register for subjects, taking exams of these subjects, and earn credit points.
- If you not „register" to the semester, you will start a „passive" semester. During a passive semester you cannot take subject, and you cannot earn credits. After two passive semesters a student must register for an „Active" semester, otherwise he/she will be dismissed.

The semester registration can be done in the menu point „Administration" / „Enrollment/registration".
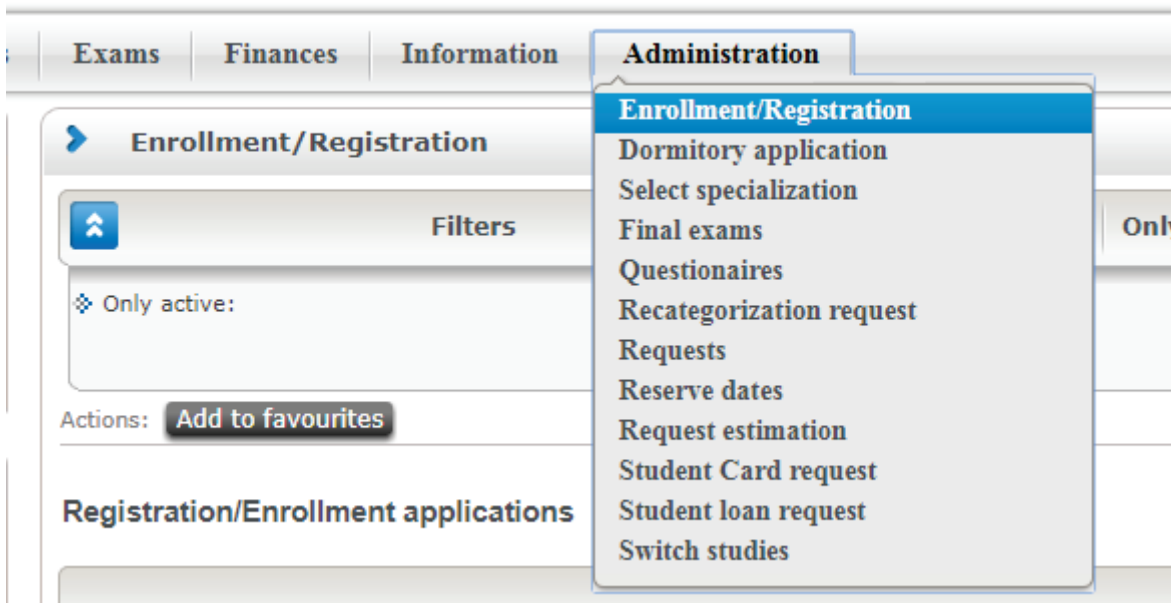
Image 1: Choosing the semester enrollment menu

Here you have to select the semester, and click on the „+" button at the left of the appropriate line.
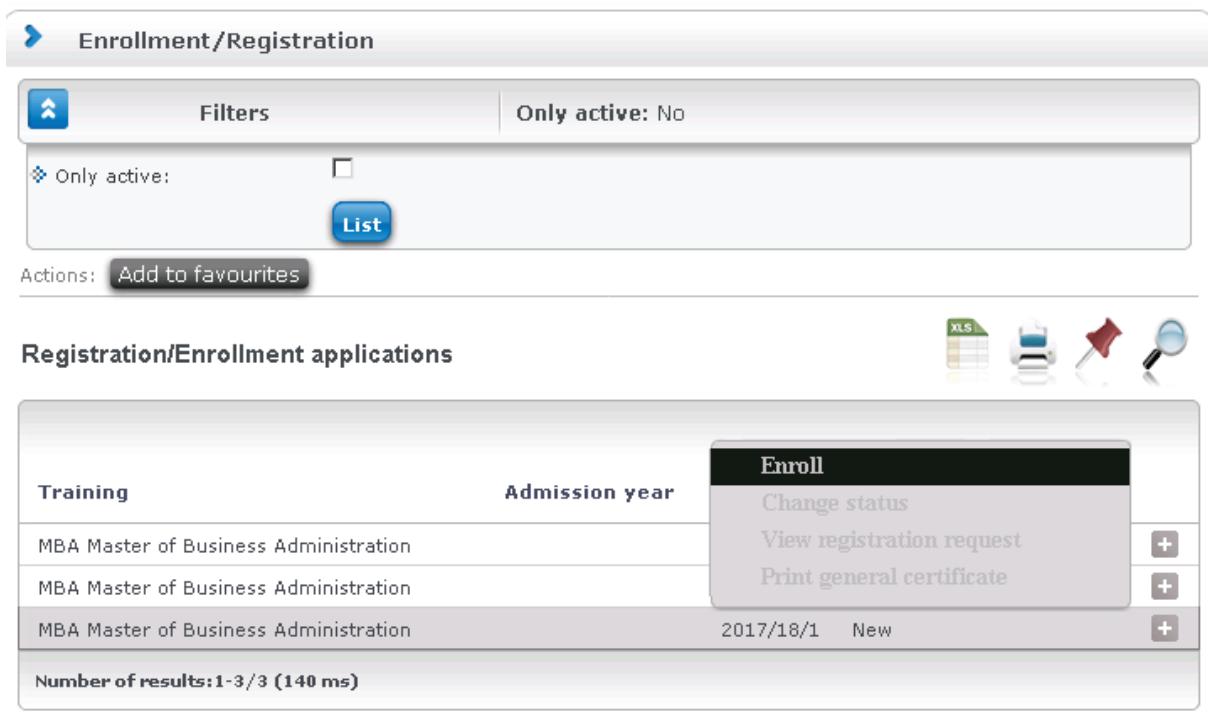

Image 2: Selecting the semester line and the „Enroll" submenu

The first semester is the autumn semester, with the title „2017/18/1". It is the first semester of the 2017/2018 academic year.

 The second semester will be „2017/18/2", which is the second (spring) semester of the 2017/18 academic year.
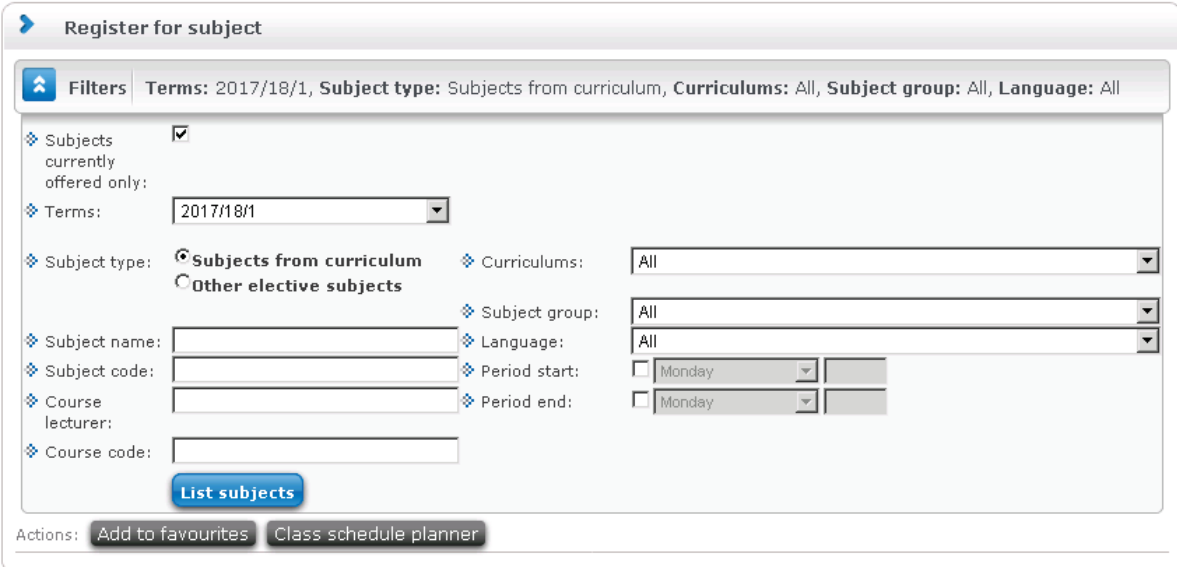
During the next screens, you have to fill in the forms accordingly.

1b. Subject registration

If the student enrolled in an active semester, he/she can register for the subjects.

First choose the „Subjects" / „Register for subjects" menu.

Here you have to select the right semester (e.g. „2017/18/1"), and click on „List subjects" (Image 3).

Image 3: Selecting the semester and listing the offered courses

From the subject list you have to select the one you registering, and by clicking at the left, you have to choose the „theoretical" and „practical" courses of that subject. Usually there is only one theory course, or one theory and one practice course.

In some cases, you can also select a so-called „CV" („csak vizsga" or „vizsgakurzus", „exam only") type course. You can register in the „CV" course only if in a previous semester you had earned the „signature" of the subject, but had not take a successful exam. In such a „CV" course there are no classroom lessons, only exams at the end of the semester: thus the name: „exam only" couse.

The list of subject offered in a semester can be found on the Faculty's homepage (http://gtk.uni-miskolc.hu), at the top menu „Tanrendek". But it is generally easier to ask for it from the administrator.

2. End of the semester tasks

At the and of the semester, if the subject's requirement type is „exam", then you have to register for the exams. The first two exams of the same subjects are free. However, if the student fails two times, before the third and every following exam registration requires the payment of the „IV díj" (retake exam fee).

It is possible that the subject lecturer, based on the student's work, offers him or her a grade, usually a 4 or 5 note. The student has to accept or refuse the offered grade. If he or she refuses the offered grade, then an exam has to be taken.

Exams can be taken in the exam period: it is usually:

- betwen mid-December and the end of January for the autumn semester,

- between the beginning of May and the end of June for the spring semester.

The exact start and end dates of the exam period can be found on the university homepage, under „Oktatás/Tanulmányi időbeosztás/2017/18-as tanév I. félév". Here you should search for the line „Vizsgaidőszak" (Exam period).

Important: in some Master (MSc/Ma) trainings, the students in the last (finishing) semester has an exam period about one month earlier. It can be checked in the above page in the line where „végzős hallgatók vizsgaidőszaka" can be found. Or just ask the programme manager or secretary.

2.1. Registering on exams

You have to register on exams. You can register and unregister an exem till 12:00 the day before the exam. For example, if the exam starts on monday 8:00, then you can delete yourself (unregister) from this exam till Sunday 12:00.

The exam registration can be done in the menu „Exams/Exam registration". After selecting the current term and clicking on „List exams", the student can see the list of the possible exam times and dates of the selected subject (or all subjects, if it was select).

Image 4: Exam registration

The exam registration can be done by clicking on the „+" sign at the end of the line of the chosen subject and date/time. In the popup window the student have to select „Register".

Image 5: Exam registration

The unregistration process (drop exam registration) is similart.

Do not forget that after 12:00 the day before the exam the student cannot change the exam registration!