

# How to use the „Neptun” student information system

University of Miskolc, Faculty of Economics

(C) CC-BY 2018, 2019, 2020: Lates Viktor

This document has been written so as to help the foreign language students of the Faculty of Economics, University of Miskolc in their administrative 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”.

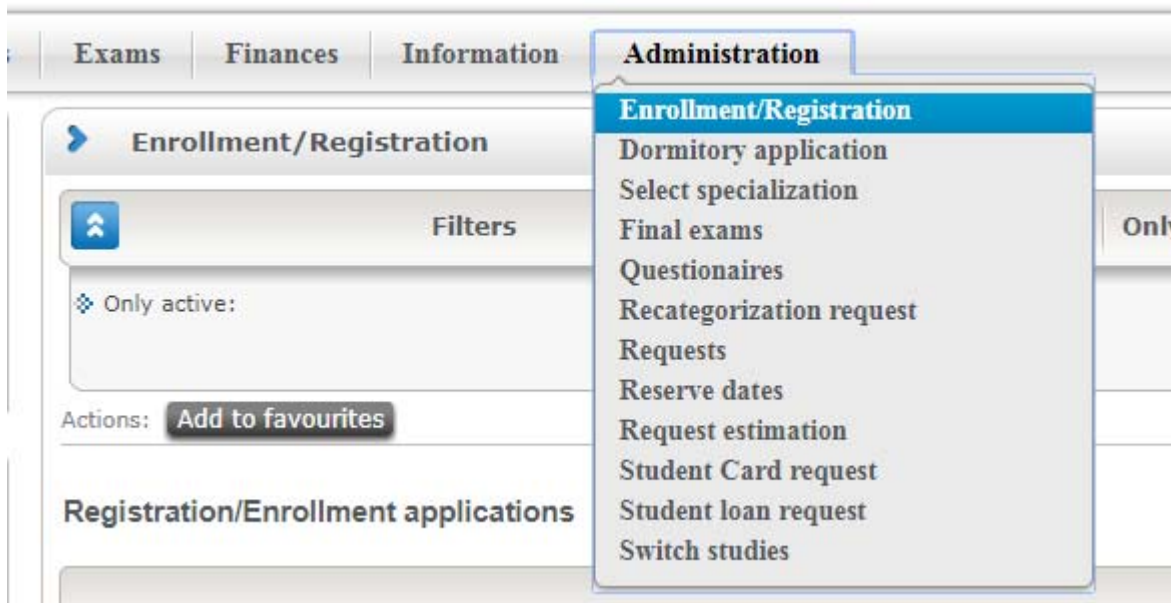


Image 1: Choosing the semester enrollment menu

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

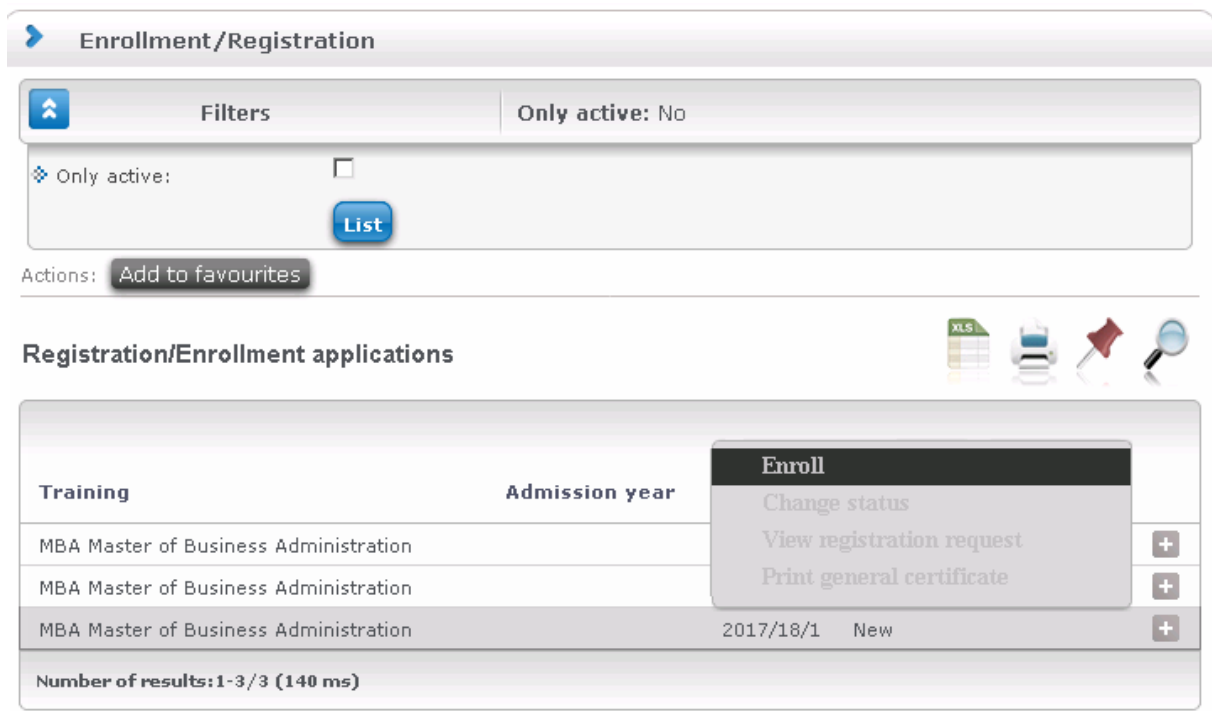


Image 2: Selecting the semester line and the „Enroll” submenu

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).

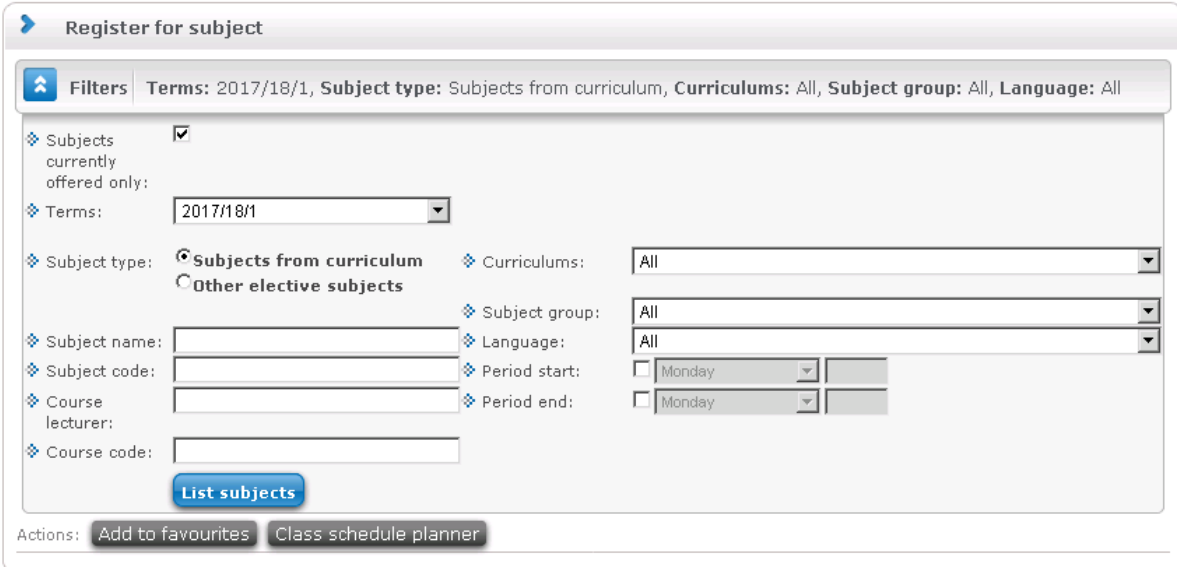


Image 3: Selecting the semester and listing the offered courses

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” course.

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 end 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:

- between 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 exam 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).

Terms: 2017/18/2  
Subject: Every subject  
List exams  
Actions: Add to favourites

**Exams**

Subject	Subject code	Course Type	Exam start	Member/Limit (Course limit)	Reg./Limit (Exam limit)	Rooms	Lecturers	Exam conditions	Description
Digital marketing	GTMSK244AM 00	Írásbeli vagy szóbeli	4/16/2018 1:00:00 PM	0/	0/		Dr. Hajdú Noémi		
Digital marketing	GTMSK244AM 00	Írásbeli vagy szóbeli	4/23/2018 1:00:00 PM	0/	0/		Dr. Hajdú Noémi		
Digital marketing	GTMSK244AM 00	Írásbeli vagy szóbeli	5/7/2018 1:00:00 PM	0/	0/		Dr. Hajdú Noémi		

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”.

Exam details  
Register  
Drop  
Submit request

Image 5: Exam registration

The unregistration process (drop exam registration) is similar.

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

### 3. Fees to be paid

In some cases, a student have to pay fees in the Neptun system. One such fee is the tuition fee: in the case of student participating in Stipendium program, this fee is automatically paid.

In some cases, other fees must be paid, such as:

- exam retake fee, after two failed exams,
- „did not showed up on exam” fee, it the student registers on an exam, but fails to show up,
- „register subject 2nd or later time” fee, it the student fails a subject in a semester, so she/he have to register again.

#### 3.1. Exam retake fee

If the student fails the exams of a subject two times, then he/she has to pay an „Exam retake fee” before registering every next time. If the systems shows you the „*IV díj fizetési kötelezettség: hamis eseten fizetnie kell, igaz eseten nem:hamis*” message, then you have to pay an exam retake fee.

To pay the „Exam retake fee”, you should have money on your Collective account. To transfer money to your collective account, see step 3.4.

Next, you have to transcribe the fee: go to the Finances/payments menu, and click on „Transcribe item”.



Next, select the payment title as „Retake exam” (see below). Then, select the actual term, and finally, choose the Subject. Be careful with the subject code: you have to choose the subject with the same code as the exam subject.

**Transcribe item**

**Details**

Payment titles: Retake exam

Terms: 2017/18/1

Subject:

- Coaching (GTVSM4051PA)
- Finance Studies (GTÜPZ461)
- Irányított oktatási tevékenység 3. (GTGTD4231)
- Kutatási tevékenység 3. (GTGTD453)
- Organisational Theory (GTVSM4011PA)
- Public economics (GTGVÖ4000A)
- Tools of Spatial Analysis (GTVGT4180A)
- World Economics (GTERG4081)

Create item Back

Attention! Collecti... you have not transfe...

IF you have money on your Neptun joint account, you can pay the item by selecting the checkbox at the end of the item's line, and clicking on „pay in”.

### 3.2. Did not show up on exam

If the student registers on an exam, but fails to show up, he/she have to pay an „Did not show up on exam” fee. If error message at the exam registration is **"Vizsgára feliratkozott de nem jelent meg szolgáltatási díj fizetése: Hamis esetén fizetnie kell, Igaz esetén nem!"**, then the student have to pay this fee.

This fee can be prescribed as follows:

First, you have to transcribe it: go to the Finances/payments menu, and click on „Transscribe item”.

Then select Payment title: „Service”.

Then choose Terms: „All terms”.

Then Service type: „Vizsgára feliratkozott,de nem jelent meg (3000 HUF)”.

Then select the subject you want to register again. Please select the subject with the exact same code you want to register.

Finally, click on „Create item”.

Now, you can list all the transcribed items, by clicking on „List” in the „Finances/Payments” menu.

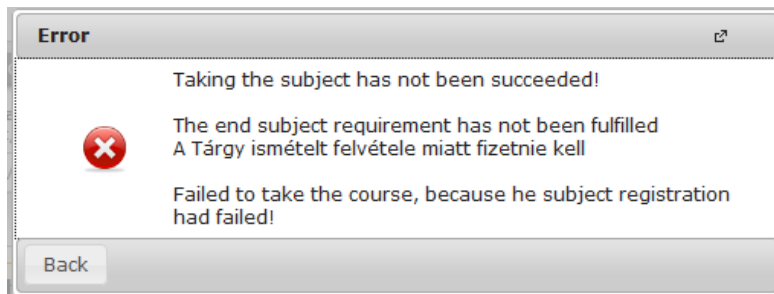
At the lower part of the screen, you see the 3000 HUF item you just created.

IF you have money on your Neptun joint (collective) account, you can pay it by selecting the checkbox at the end of the item's line, and clicking on „pay in”. If you have no money on you collective account, you have to transfer money, see step. 4.1.

Now, you can register the exam.

### 3.3. „Register subject 2nd or later time” fee

If at the subject registration you receive a message like „**A tárgy ismételt felvétele miatt fizetnie kell.**”, then you have to pay a „subject re-register” fee.



First, you have to transcribe it: go to the Finances/payments menu, and click on „Transscribe item”.

Then select Payment title: „Service”.

Then choose Terms: „All terms”.

Then Service type: „Tárgy ismételt felvétele (3000 HUF)”.

Then select the subject you want to register again. Please select the subject with the exact same code you want to register.

Finally, click on „Create item”.

Now, you can list all the transcribed items, by clicking on „List” in the „Finances/Payments” menu.

At the lower part of the screen, you see the 3000 HUF item you just created.

IF you have money on your Neptun joint account, you can pay it by selecting the checkbox at the end of the item’s line, and clicking on „pay in”.

Now, you can register the subject.

### 3.4. How to transfer money to your Neptun collective account

To transfer money to the Neptun joint (collective) account the details can be found in "**Making payments via Neptun**" document on the Neptun login page: <http://neptun.uni-miskolc.hu>

The account number can be found in that document.

It is very important, that in the „memo” (or notice) field you have to write the text:

*NK-abc123*

where you write your Neptun code instead of *abc123*. With the help of this text, the Neptun system can automatically identify the receiver of the transfer.



The transferred money will appear on your Neptun joint account in 2-3 workdays. It will show up in the "Finances/ payment" menu.

It is usually a good idea to transfer more than the required amount: the remaining money can always be transferred back to your bank account.

If the transferred money wouldn't arrive in 2-3 workdays, email the faculty's Neptun administrator the transfer details:

- source account number (your bank account number)
- target account number,
- the transferred sum,
- the date of the transfer
- your Neptun ID.

Thus we can look up the possibly wrong transfer, if possible. Otherwise, the transfers whose owner cannot be identified are usually sent back to the originating account, after a few days.

## 4. General FAQ

### What do I have to do at the beginning of the semester?

1. You have to register for the semester (active or passive).
2. You have to enrol the subjects of that semester.

### When can I register for the semester?

You have a one week period for the registration, the so-called registration period (or registration week). It is the week at the very beginning of the semester: for the autumn semester, it usually starts around the end of August. For the spring semester, it starts at the end of January.

### Where can I register for the semester?

In the Neptun system, at <http://neptun.uni-miskolc.hu>

### How can I register for the semester?

Please see the 1a section of the document.

### How can I enrol a subject?

Please see the first chapter of this document.

### Which subject should I enrol?

The subjects can be found in the subject list of the programme, and on the home page of the Faculty of Economics ([gtk.uni-miskolc.hu](http://gtk.uni-miskolc.hu)), under the menu „Tanrendek”. However, it is probably faster to ask your program administrator/secretary.

### The Neptun system does not allow me to register for the semester, what should I do?

It is possible that you have transcribed an item before, but forgot to pay it. The system considers it as an overdue debt, and does not allow to register. But you can delete the item, since it was transcribed by you.

If there is no such item, then read the error message, and ask for help from the Neptun administrator.

### How can I ask for help from the Neptun administrator?

You should write him an email. In the email give a detailed description of the problem, and don't forget to include the error message (if any), your Neptun ID, and the subject code.

The Neptun administrator's email address can be found on the Neptun homepage:

<http://neptun.uni-miskolc.hu/hall.html>

### What are the subject requirements?

This subject lecturer should answer this question.

### What are the subject types?

There are compulsory and optional subjects. To finish the programme, the students have to finish every compulsory subject, and the given number of optional subjects, too.

### **I am unable to register a subject, what should do now?**

First, you have to check if the subject is opened in the current semester or not. Subject are usually opened either in the autumn or the spring semester, but not both. The opened subjects of the current semester can be found in the „Tanrend“ (semester subject list), and can be found on the Faculty homepage.

If the subject has opened courses, and during the subject enrollment you receive an error message, that could mean several problems:

1. It is possible that you have an overdue debt: an old item, which is not payed yet. Pay it or delete it.
2. It is possible that you have not yet registered for the semester.
3. It is possible that the subject has a prerequisite subject, which is not finished yet.
4. It is possible that there are some configuration/authorization problems, in that case you should inform your Neptun administrator.

### **I forgot to enrol a subject during the registration week, what should I do?**

You should ask for help from the Dean's Office.

### **I forgot my Neptun ID, who can help me?**

After identification, the Neptun admin can tell you your Neptun ID.

### **I forgot my password, what should I do?**

After personal identification, the Student Office of the Faculty's Neptun admin can give you a new password. After the first login, you should change it.

### **I forgot my password, can anyone tell it to me?**

No.

### **My email address has been changed, what should I do?**

Log in to the Neptun system, and change your email address in the personal data menu.

### **I forgot to register to the semester, what will happen now?**

Your semester will be set as „passive“. However, only two consecutive semesters can be „passive“, after that the student will be deleted from the programme.

### **I cannot register on an exam, what should I do?**

There are several possible reasons, most often the reasons can be find in 3.1 and 3.2 chapters of this document.

It is also possible that you have a transcribed, but unpaid item. If it was created by you, then you can delete is.

### **After the exam, the grade is not in the Neptun system**

Registering the grade may take more than a day. After two days, you should inform the lecturer that your grade is missing: after the exam period, the correction of the missing data may take more time.

**Where can I find the timetable for the lectures?**

It can be found on the university homepage, in the menu „Órarend”, but it is easier to ask your program secretary.