



Neptun Student Web Guide

Debrecen, 2024.



UNIVERSITY *of*
DEBRECEN

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Introduction

From the academic year 2024/2025 new student web will be introduced, which fundamentally reshapes Neptun student web interfaces, functions, and services. The new student web was designed to be more modern and more responsive to today's needs (it can be used on several devices - such as desktop computers, notebooks, tablets and mobile phones).

Please enter the new interface and familiarize yourself with its construction and structure. The functions and topics available on the current student web can also be found on the new web.

Below you will find basic information about the most frequently used functions, such as term registration, subject registration, submit requests, record financial item, exam registration and student card request processes.

If you would like to learn more about the listed or other functions, you can find information in the Neptun student documentation.

The collection of information related to the functions of the new student web (Neptun student documentation) is available at the following link:

<https://tudasbazis.sdainformatika.hu/pages/viewpage.action?pageId=141689985>

You can report technical questions / problems related to the new student web at neptun@unideb.hu.

Term registration

It can be accessed by selecting the *Administration/Term registration* menu item.

You can only register for the term if there is an ongoing registration period and you have an actual semester.

The screenshot shows the 'Term registration' page. At the top, there is a navigation menu with 'Menu' and a search bar. The user profile is 'Test Student (LCP50A)' with a course 'BSc in Business Administration and Ma...' and a score of '970'. The breadcrumb trail is 'Administration > Term registration'. The main heading is 'Term registration'. Below it, there are two sections: 'Next term' and 'Actual term'. Each section contains four cards with icons and text: '2024/25/1' (term), 'Undetermined' (term status), 'New' (registration status), and '2023/24/2' (admission year). A 'Register' button is present under the 'Next term' section. Below these sections is the 'Previous terms' section.

By clicking on the **Register / Change status** button, you can select **Active** or **Passive** term status in the pop-up window, then click on the **Select** button.

The screenshot shows a 'Term status' pop-up window. The title is 'Term status'. Below the title, there is a declaration: 'I declare that in the currently selected BSc in Business Administration and Management, training the status of my 2024/25/1 term is:'. There are two radio button options: 'Active' (selected) and 'Passive'. At the bottom right, there are 'Cancel' and 'Select' buttons. The background shows the 'Term registration' page with a table of terms.

Term	Term status	Admission year
2023/24/2 Accepted	Active	2023/24/2

Registration of subjects

It can be accessed by selecting the *Subject/Register for subject* menu item.

After entering the filter criteria, you can use the **Search subject** button to list the subjects that match the criteria. By clicking on the **V** symbol at the end of the row of the chosen subject, the courses of the subject will be displayed. In order to register a subject you must **select the checkboxes** in front of the rows of the courses you wish to register, then you may register the subject with the **Take subject** button. If the selected course or the subject cannot be registered for some reason, information about the exact reason appears in the push notification in the top right corner.

You may drop a subject with the **Drop subject** button. This action drops the subject and all the connected registered courses, and simultaneously deletes them from the Class schedule planner (see below).

The screenshot displays a list of subjects in a light blue interface. The first subject is 'Economics (macroeconomics)', which is expanded to show its courses. The subject header includes 'Obligatory - 5 credit - Recommended term: 3 - Exam - GT_AGMN016-17' and a notification icon with the number '2'. Below the subject name are buttons for 'Take subject', 'Subject details', and 'Download syllabus'. A note states 'Practical - Choosing a course is mandatory.' The course list includes: 'GT_AGMN016-17-GY3' (checked, 'Added to planner'), 'GT_AGMN016-17-GY2' (unchecked, 'Add to planner'), and 'GT_AGMN016-17-GY1' (unchecked, 'Add to planner'). Below this is the 'Theoretical' section with 'GT_AGMN016-17-E' (checked, 'Added to planner'). Other subjects visible are 'Economics of Renewable Energy Sources' and 'Fundamentals of International Business'. A 'Class schedule planner' button is visible at the bottom left.

Change course: If the subject has several courses of the same type, it is possible to change course. Clicking the **Change course** button launches the process of the course change. It changes the status of the row of the already registered course to inactive, and you must select the course you would like to change it to. The process is completed with the **Course exchange/Exchange** button.

The screenshot shows the 'Change course' process for the 'Economics (macroeconomics)' subject. A notification icon with '2' is present. A message box says 'Select the course you want to exchange the course you have taken.' with 'Cancel' and 'Course exchange' buttons. Below, the 'Practical' section shows 'GT_AGMN016-17-GY3' (checked, 'Course added'), 'GT_AGMN016-17-GY2' (checked, 'Add to planner'), and 'GT_AGMN016-17-GY1' (unchecked, 'Add to planner'). The 'Theoretical' section shows 'GT_AGMN016-17-E' (checked, 'Course added').

If you only use the **Add to planner** option at the end of the course row, the chosen course will not be taken, but will only be added to the **Class schedule planner**.

Class schedule planner: Can be opened in the lower left corner. The courses added to the Planner and having a schedule can be viewed in the **Class schedule planner**. With the help of the **Class schedule planner** you are able to create an ideal schedule for the semester already before the subject registration. The courses that can be registered for a subject can be compared: which fits best in the schedule.

Registered subjects can be viewed on the *Subject/Registered subjects* screen. By default the subjects registered in the actual semester are displayed on the screen. By changing the semester in the filtering tool, the subjects registered in a previous semester of the education can be viewed too.

A pie chart above the subject list show the completed credits out of the credits taken in the actual semester.

Name	Code	Credit	No. of times registered for	Requirement
Competitiveness and structural policies Optional	GT_ASZVN090-17	3	1	Term grade
Controlling Fulfilled	GT_AGMN030-17	4	1	Exam
Marketing	GT_AGMN019-17	4	1	Term grade

Submit requests

You can start submitting a new request by clicking on the **Request Fill** button under the *Administration/Requests* menu item.

You can also filter and sort the request forms with the buttons in the upper right corner.

Administration > Requests > Available request forms

Available request forms

Complete list of available requests

Request form name	Valid until
Certificate of student status	1 May 2023 at 08:00 -

Inspection >

Top of page ^

The detailed screen of the request is displayed by clicking on the name of the request or the **Inspection** button, and the data related to the request can be seen, if the logged in user is allowed to fill it in. You can start filling out the request with the **Start filling** button.

Administration > Requests > Available request forms > Hallgatói jogviszony igazolás igénylése

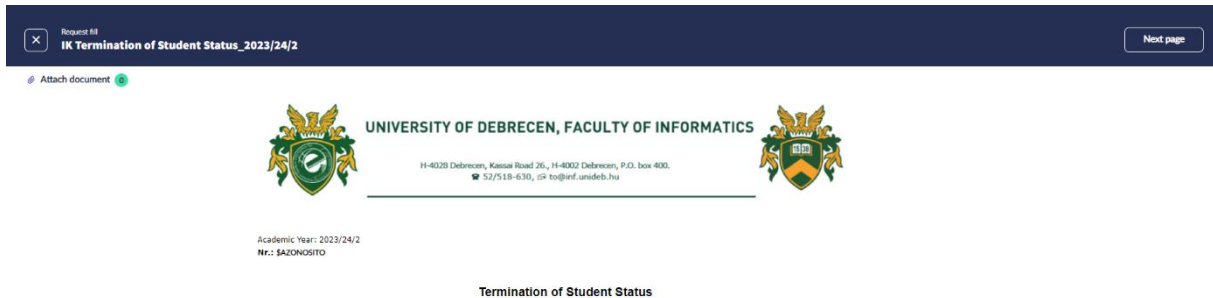
Certificate of student status

Start filling

Valid from	1 May 2023 at 08:00
Valid until	-
Fee obligation	-
Starting date of subject to fees	-
Description	-

In case of certain requests, a document can be attached to the request with the **Attach documents** button.

You can continue with the **Next page** button.



Request fill
IK Termination of Student Status_2023/24/2

Attach document

UNIVERSITY OF DEBRECEN, FACULTY OF INFORMATICS

H-4026 Debrecen, Kassai Road 26., H-4002 Debrecen, P.O. box 400.
☎ +36/518-630, ✉ to@inf.unideb.hu

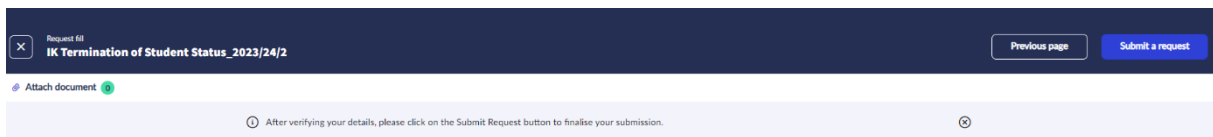
Academic Year: 2023/24/2
Nr.: SAZONOSITO

Termination of Student Status

Next page

You cannot move to the next page if a mandatory field is not filled in.

The request can be submitted after confirmation with the **Submit a request** button on the last page.



Request fill
IK Termination of Student Status_2023/24/2

Attach document

Previous page

Submit a request

After verifying your details, please click on the Submit Request button to finalise your submission.

The system confirms if the request was successfully submitted.

Record financial item

On Neptun Student Web Interface you can record and pay an item in order to fulfil an obligation. Such items can be for example repeated exam fee, dormitory application procedure fee, etc.

An item can be recorded at 2 separate places:

By pressing **New item** on *Finances/Overview* screen

The screenshot shows the 'Finances Overview' page. At the top, there is a navigation bar with a 'Menu' dropdown, a search bar, and a user profile for 'Test Student (LCP50A)'. Below the navigation bar, the breadcrumb trail reads 'Finances > Overview'. The main heading is 'Finances', with a 'Data and settings' link. A 'Transcribe item' section is visible, with a 'New item' button. Below this, there is a 'Collective account' section with a dropdown menu, 'Automatic execution: Active', and 'Collective account balance: -'. A 'Manage collective accounts' button is also present.

By pressing **New item** on *Finances/To be paid* screen

The screenshot shows the 'To be paid' page. The breadcrumb trail is 'Finances > Overview > To be paid'. The main heading is 'To be paid'. A 'Transcribe item' section is visible, with a 'New item' button.

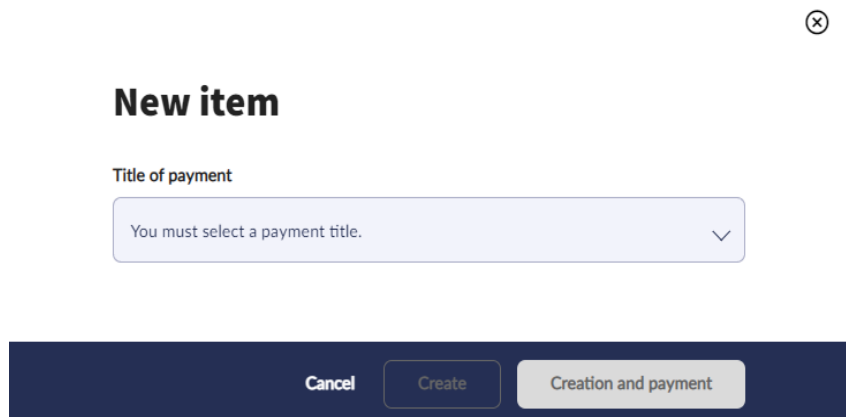
Furthermore you can record **repeated exam fee** by pressing **Transcribe item** on *Exams/Take exam* screen

The screenshot shows the 'Business Informatics' exam screen. The breadcrumb trail is 'Exams > Take exam > Business Informatics'. The main heading is 'Business Informatics', with the identifier 'GT_AGMN007-17'. Below the heading, there are four cards: 'in a month' (Sunday 8 September 2024), '120 minutes' (8 September 2024 at 00:00 - 02:00), 'Written' (Exam type), and 'Unlimited' (0 person, 0 on waiting list). A 'Take exam' button and a 'Transcribe item' link are visible at the bottom.

Process of recording an item

Item can be recorded by providing the following data, after pressing the **New item** button on the *Overview* and *To be paid* screens:

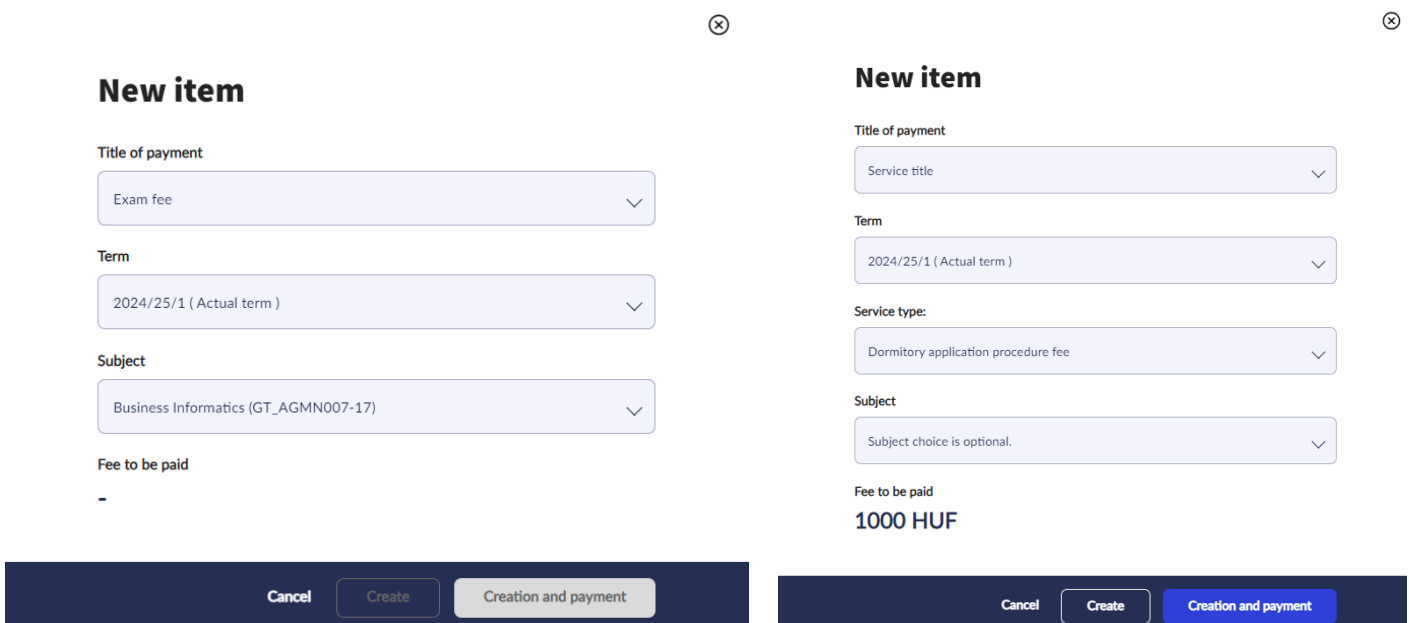
First the **Title of payment** must be specified. This can be either Service or Exam fee.



The screenshot shows a 'New item' form with a dark blue header. A dropdown menu for 'Title of payment' is open, displaying the message 'You must select a payment title.' Below the form, there are three buttons: 'Cancel', 'Create', and 'Creation and payment'.

Depending on the title, further data must be entered.

If you set everything properly, you have two ways to complete the action. By clicking the **Create** button the item is created and will be displayed on the *To be paid* screen. You can also click on **Creation and payment** button. In this case the system offers the payment methods window, and you can immediately pay the item, if the appropriate amount is available on your collective account balance. Afterwards the item can be viewed on the *Paid in items* screen.



The image shows two side-by-side screenshots of the 'New item' form. The left screenshot shows the form with the following entries: 'Title of payment' set to 'Exam fee', 'Term' set to '2024/25/1 (Actual term)', and 'Subject' set to 'Business Informatics (GT_AGMN007-17)'. The 'Fee to be paid' field is empty. The right screenshot shows the form with the following entries: 'Title of payment' set to 'Service title', 'Term' set to '2024/25/1 (Actual term)', 'Service type:' set to 'Dormitory application procedure fee', and 'Subject' set to 'Subject choice is optional.'. The 'Fee to be paid' field is filled with '1000 HUF'. Both screenshots show the 'Cancel', 'Create', and 'Creation and payment' buttons at the bottom.

Exam registration

It can be accessed by selecting the *Exams/Take exam* menu item.

Registration and deregistration can be completed with the **Take** or **Drop** buttons in one step.

The **Details** button navigates to the *Exam details* screen, where the detailed data of the exam can be viewed. Further functions are available too, such as switch exam date and record repeat exam fee.

The screenshot shows the 'Take exam' interface. At the top, there is a navigation bar with a 'Menu' button, a search bar, and a user profile for 'Test Student (LCP50A)'. Below the navigation bar, the breadcrumb 'Exams > Take exam' is visible. The main heading is 'Take exam' with a 'Filter 1' button. The content is organized into three sections, each with a table of exam entries.

Business Informatics

GT_AGMN007-17

Time	Exam type	Headcount/Limit	Lecturer	Course code		
8 September 2024 at 00:00	Written	0 / -	Dr. Szilágyi Róbert, Dr. Kovács Tamás	GT_AGMN007-17-GY6	Take	Details >

Competitiveness and structural policies

GT_ASZVN090-17

Time	Exam type	Headcount/Limit	Lecturer	Course code		
8 September 2024 at 00:00	Oral exam	0 / -	Szekeres Alexandra, Szalai Ákos	GT_ASZVN090-17-E	Take	Details >

Controlling

GT_AGMN030-17

Time	Exam type	Headcount/Limit	Lecturer	Course code		
8 September 2024 at 00:00 Admitted	Written	1 / -	Bajnai Péter	GT_AGMN030-17-GY2	Drop	Details >

At the beginning of the exam data row, different colours shows the exam status:

- Minimum headcount not reached - if the min. number of applicants is defined for an exam, and the number of applicants does not reach this value - orange
- Only waiting list application! - the maximum number of applicants for the exam is reached, but waiting list application is still possible - blue
- On waiting list - if the student is on waiting list for the exam - blue
- Admitted - if the student has a valid and not a waiting-list registration for the exam - green
- Full - if the number of applicants for the exam reached its maximum value and no waiting list is set - orange
- Online event is available - if online event (Webex meeting) is linked to the exam - no colour

Student Card request

It can be accessed by selecting the *Administration/Student Card request* menu item.

You can start a new request on the interface, the current status of the request can be viewed and information about previously submitted requests can also be found here.

151030BEH1500081 [Change request >](#)

The request can be modified until it is submitted to the FIR

To be sent to FIR
Created: 8 July 2024 at 12:36

Waiting for FIR feedback

Feedback

Type	Lost
Training:	Tesztképzés
Mode	Full-time training
Documents	-

[Delete application](#)

Earlier requests

NEK identifier	Type	FIR status	Training:	Creation time
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The NEK (National Unified Card System) identifier can be found in the upper right part of the NEK data sheet, it consists of the date of issue, the 3-character code of county of document office and the serial number, separated by hyphens.

The NEK data sheet can be uploaded as an electronic file for the application using the **Upload file** and **Document storage** buttons.

Application form

On this page you can enter important data.

Basic data

NEK identifier

151030BEH1500081

The ID must be entered in the following format: 123456ABC1234567

NEK data sheet

Drag here the file you want to upload, or choose from!

[Upload file](#)

[Document storage](#)

[Extensions and size limits allowed](#)