Neptun Student Web Interface Guide

Debrecen, 2025.

Contents

Introduction

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).

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

A detailed and complete description of all the features of the new Neptun is available in the so-called **Neptun student documentation**, which can be accessed by entering the new Neptun interface, clicking on the "**Help**" button in the top right corner of the **Profile menu**.

You can report technical questions / problems related to the new student web at neptun@unideb.hu. Please also attach a screenshot if relevant.

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.

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.

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 **∨** 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).


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.

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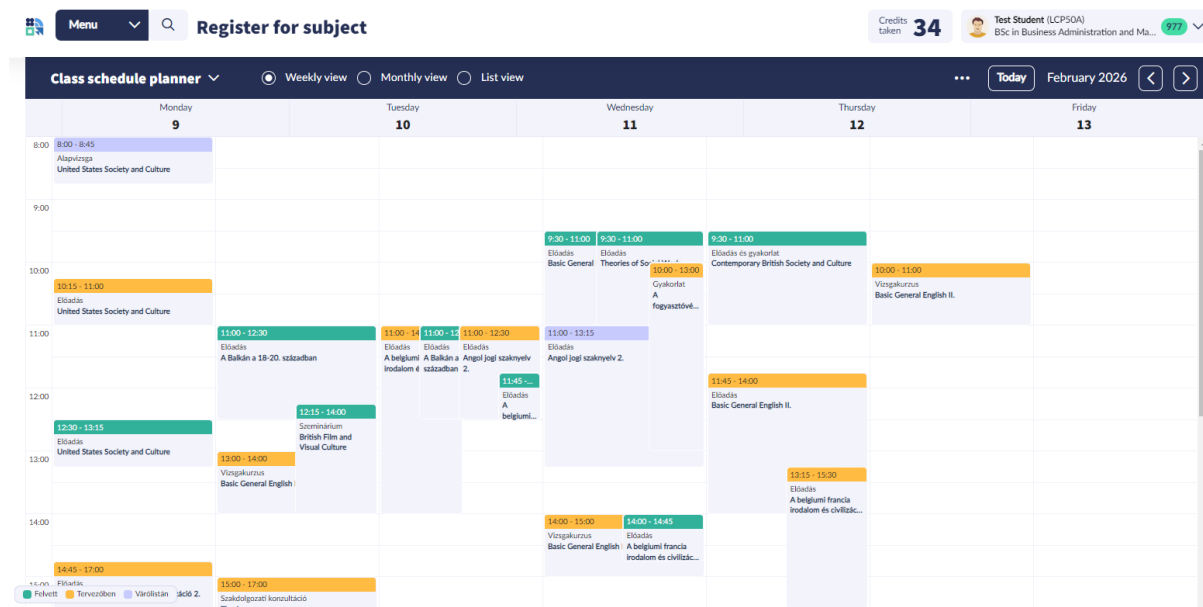
Registered subjects can be viewed on the *Subject/Registered subjects* screen. By default the subjects registered in the actual semester are displayed on the screen. By changing the semester in the filtering tool, the subjects registered in a previous semester of the education can be viewed too.

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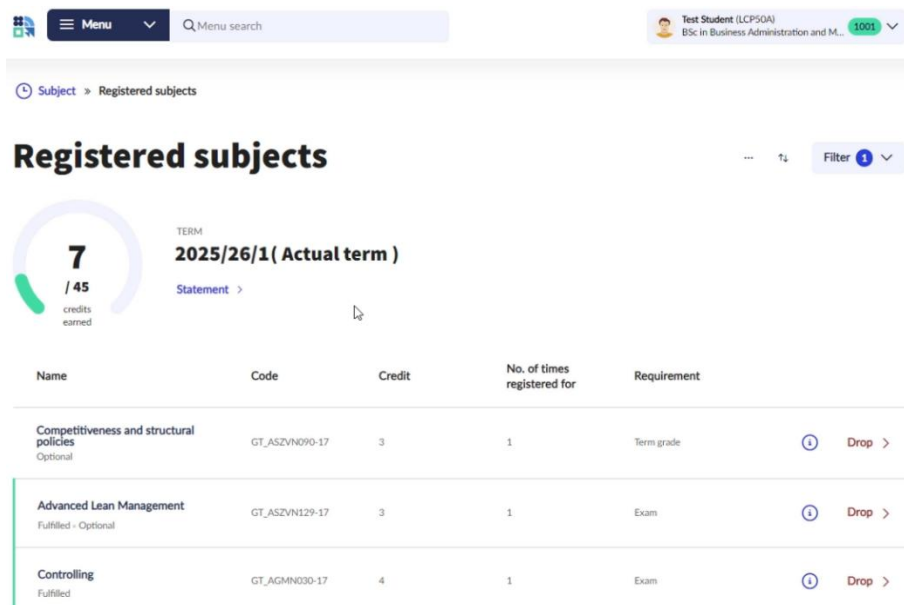
Submit requests

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.
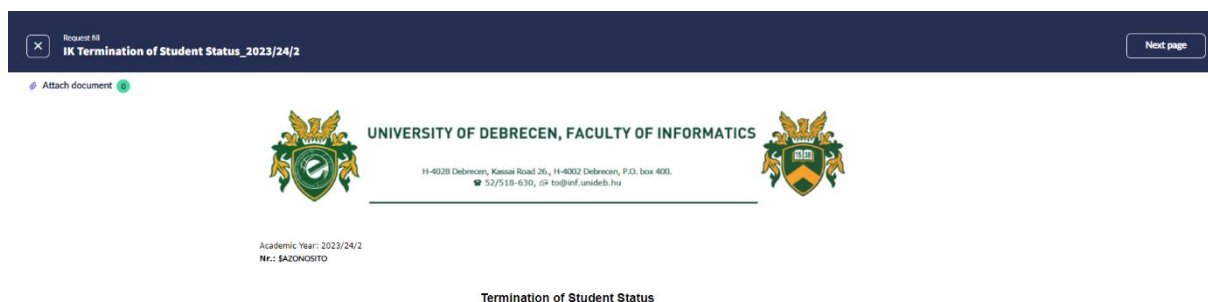

The detailed screen of the request is displayed by clicking on the name of the request or the **Inspection** button, and the data related to the request can be seen, if the logged in user is allowed to fill it in. You can start filling out the request with the **Start filling** button.

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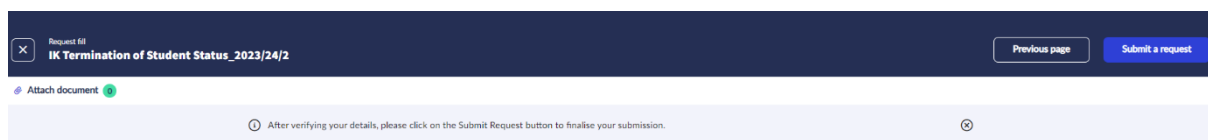
You cannot move to the next page if a mandatory field is not filled in.

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

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

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

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

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.

New item

Title of payment

You must select a payment title.

Cancel   Create   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.

New item

Title of payment

Exam fee

Term

2025/26/1 (Current term)

Subject

Business practices III (GT_MSZN108)

Fee to be paid

-

Cancel   Create   Creation and payment

New item

Title of payment

Service title

Term

2025/26/1 (Current term)

Service type:

Dormitory application procedure fee

Subject

Subject choice is optional.

Fee to be paid

1000 HUF

Cancel   Create   Creation and payment

Payment of financial item recorded by administrator

It can be accessed by selecting the *Finances/To be paid* menu item.

More items can be selected here, or only one item can be paid. The checkbox(es) of the item(s), the student wants to settle, must be selected at the beginning of the row(s). A menu bar appears at the bottom of the screen if a selection is made, showing the functions applicable for the items.

After clicking the **Payment** button the payment type must be selected. After that you have to click on the **Confirm** button to finalize. At the end of the process, you will receive a confirmation message in a pop-up window about the successful payment.

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.

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.

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.

NEK data sheet can be uploaded as an electronic file for the application using the **Upload file** (you can upload files from your computer/smartphone) and **Document storage** (previously uploaded NEK data sheet to the Document storage) buttons.
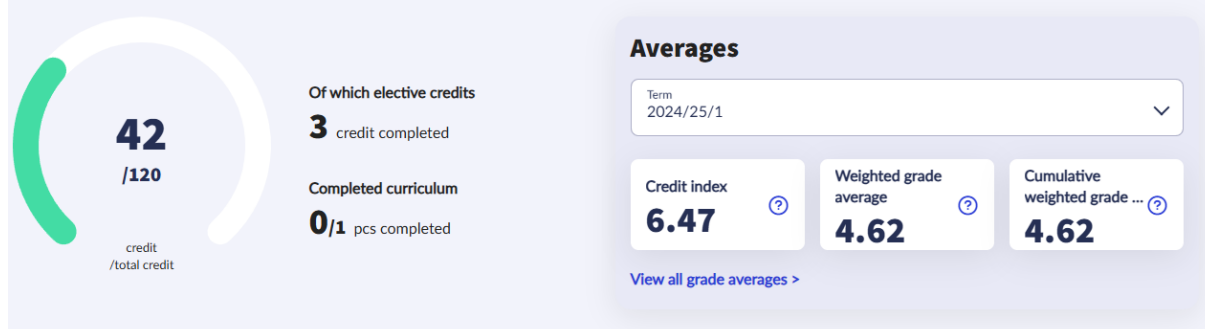
How to view grades and exam results

You can view the credits and grades of your registered subjects by selecting the desired term in the **Averages** window under *Studies/Advancement* menu item and then clicking on the **View all grade averages** link.

After clicking on the link, it is also possible to download the Performance sheet, which contains the data shown on the interface in PDF format, extended with the name of the lecturer(s), the requirement type and the date when signature was obtained.

After clicking on the **Details** link at the end of the lines, you can see the detailed data of the selected subject, such as the subject's courses, the list of students and the results. The interface shown in the image below is also available after clicking on the desired subject in the *Subject/Registered subjects* menu item.

Business practices II

GT_MSZN106

5 Excellent (5) Term mark	**Download syllabus**	**Change course**	**Deregister subject**

Other operations:
Print basic data >   Subject review >

Status	Original subject name	-
Fulfilled	Credit	3
	Requirement type	Term grade
🔢 **Subject's courses** **1** >	Registration type	Optional
	Preliminary requirement	-
🕐 **Results** **2** >	Final requirement	-

The results of your exams can be viewed in the *Exams/Results* menu item, where it is also possible to view the detailed data of the selected exam after clicking on the **Details** button.

📝 Exams » Overview » Results » Production and Service Management

Production and Service Management

GT_MEMN004-17

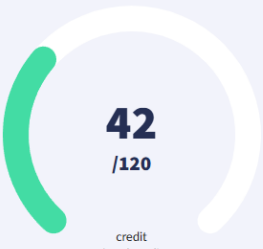|		
5 Excellent (5) Exam	Course code	GT_MVGN020-17-E
	Exam date	14 January 2025 at 13:00
	Exam type	Written and oral exam
	Input date	14 January 2025 at 21:08
Status:	Entry date	14 January 2025 at 21:08
Appeared	Entry type	Exam
Counts in:	Term	2024/25/1
Yes	Partial result	-

How to view averages and completed credits

The *Studies/Advancement* menu item shows all credits earned in the training so far. Within the **Averages** window, by selecting the desired term, you can find your Credit index, Weighted grade average and Cumulative weighted grade average for the selected term.

After clicking on the **View all grade averages** link, you can view your Completed, Taken, Cumulative completed and Cumulative taken credits, Weighted grade and Cumulative weighted grade average for the selected term. Below you can see the credit, grade and information about subject completion for the registered subjects.

Registered subjects

Subject name	Subject code	Credit	Registration type	Completion, grade	
Business practices II Completed	GT_MSZN106	3	Optional	Excellent (5)	Details >