

Neptun Student Web Interface Guide

Debrecen, 2025.



**UNIVERSITY of
DEBRECEN**

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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.

The screenshot shows the 'Term registration' page. 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 'Administration > Term registration' is visible. The main heading is 'Term registration'. Underneath, there are three sections: 'Next term', 'Current term', and 'Previous terms'. The 'Next term' section shows a table with columns for term, term status, registration status, and admission year. The row for '2025/26/1' has a 'Register' button. The 'Current term' section shows a table with the same columns. The row for '2024/25/2' has a 'Documents' link. The 'Previous terms' section is currently empty.

term	term status	registration status	admission year
2025/26/1	-	New	2024/25/2

Register

term	term status	registration status	admission year
2024/25/2	Active	Accepted	2024/25/2

Documents >

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 window has a title bar with a close button. The main content area contains the text 'I declare that in the currently selected Special Needs Education, training the status of my 2025/26/1 term is:'. Below this text are two radio buttons: 'Active' (selected) and 'Passive'. At the bottom of the window, there are two buttons: 'Cancel' and 'Select'.

Term status

I declare that in the currently selected Special Needs Education, training the status of my 2025/26/1 term is:

☒ Active

☐ Passive

Cancel Select

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).

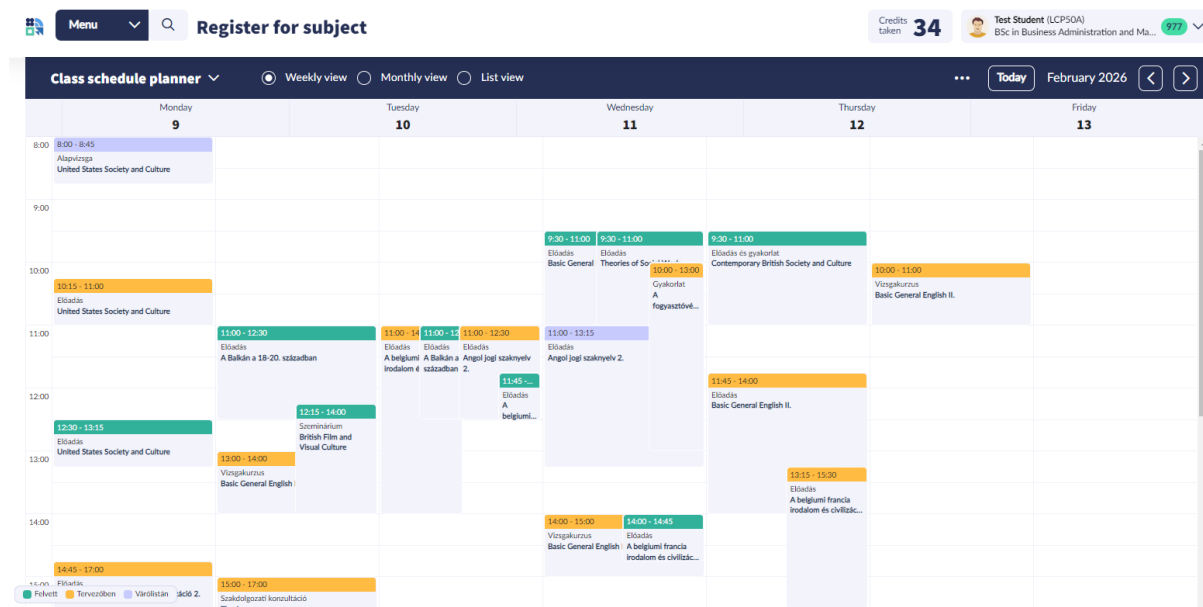
The screenshot shows a web interface for subject registration. At the top, there's a header bar with a 'Class schedule planner' button on the left and a list of subjects on the right. The subjects listed are 'Economics (macroeconomics)', 'Economics of Renewable Energy Sources', and 'Fundamentals of International Business'. The 'Economics (macroeconomics)' subject is expanded, showing a list of courses. Each course row has a checkbox, a course name, a description, and an 'Add to planner' button. The courses are categorized into 'Practical' and 'Theoretical' sections. The 'Practical' section includes 'GT_AGMN016-17-GY3', 'GT_AGMN016-17-GY2', and 'GT_AGMN016-17-GY1'. The 'Theoretical' section includes 'GT_AGMN016-17-E'. The 'GT_AGMN016-17-GY3' and 'GT_AGMN016-17-E' courses are already added to the planner, indicated by a green checkmark and 'Added to planner' text. The 'GT_AGMN016-17-GY2' and 'GT_AGMN016-17-GY1' courses are not yet added, indicated by a grey circle and 'Add to planner' text. A 'Take subject' button is visible at the top of the subject details section.

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 'Course exchange' interface. At the top, there's a header bar with a 'Cancel' button and a 'Course exchange' button. Below the header, there's a section titled 'Practical - Choosing a course is mandatory.' which contains a list of courses. Each course row has a checkbox, a course name, a description, and an 'Add to planner' button. The courses are categorized into 'Practical' and 'Theoretical' sections. The 'Practical' section includes 'GT_AGMN016-17-GY3', 'GT_AGMN016-17-GY2', and 'GT_AGMN016-17-GY1'. The 'Theoretical' section includes 'GT_AGMN016-17-E'. The 'GT_AGMN016-17-GY3' and 'GT_AGMN016-17-E' courses are already added to the planner, indicated by a green checkmark and 'Course added' text. The 'GT_AGMN016-17-GY2' and 'GT_AGMN016-17-GY1' courses are not yet added, indicated by a grey circle and 'Add to planner' text. A 'Select the course you want to exchange the course you have taken.' message is displayed at the top of the course list.

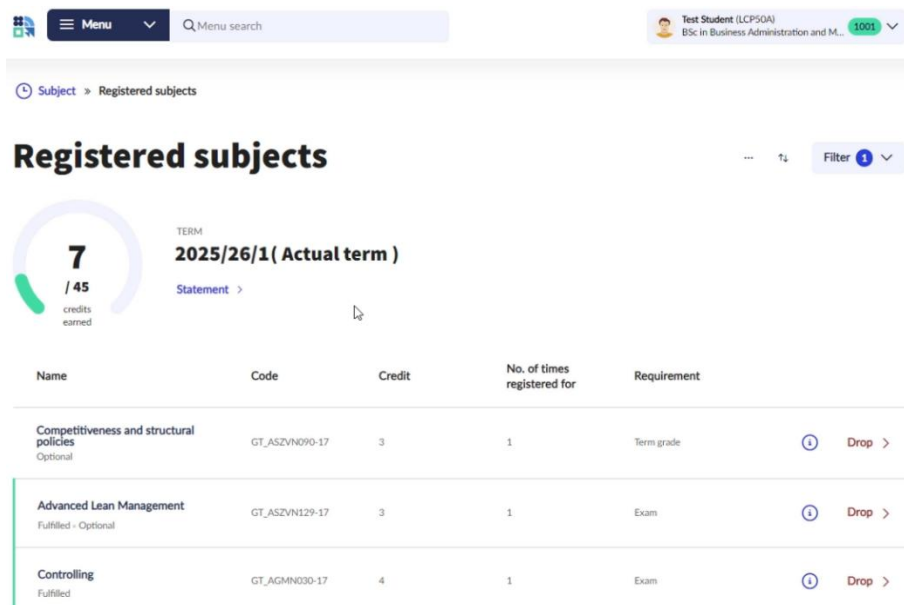
If you only use the **Add to planner** option at the end of the course row, the chosen course will not be taken, but will only be added to the **Class schedule planner**.

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 screenshot shows the top navigation bar with a logo, a 'Menu' button, a search bar, and a user profile for 'Test Student (LCP50A)'. The breadcrumb trail is 'Administration > Requests > Available request forms'. The main heading is 'Available request forms' with a 'Filter' button. Below the heading is a table with two columns: 'Request form name' and 'Valid until'. The table contains one row for 'Certificate of student status' with a valid until date of '1 May 2023 at 08:00'. An 'Inspection' button is next to the row. A 'Top of page' link is at the bottom right.

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

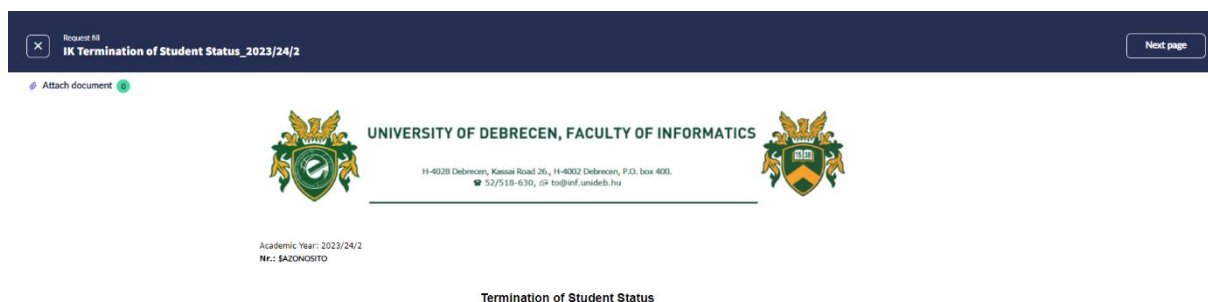
The detailed screen of the request is displayed by clicking on the name of the request or the **Inspection** button, and the data related to the request can be seen, if the logged in user is allowed to fill it in. You can start filling out the request with the **Start filling** button.

The screenshot shows the detailed view of the 'Certificate of student status' request. The breadcrumb trail is 'Administration > Requests > Available request forms > Hallgatói jogviszony igazolás igénylése'. The main heading is 'Certificate of student status'. Below the heading is a 'Start filling' button. The table shows the following details:

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-4002 Debrecen, Kossuth Road 26., H-4002 Debrecen, P.O. box 400.
☎ 52/518-630, ✉ toi@inf.unideb.hu

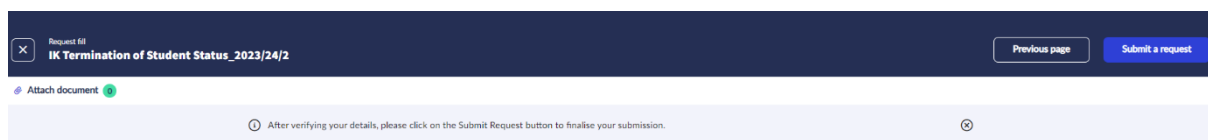
Academic Year: 2023/24/2
Nr.: SAZONOSITO

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' button, a search bar, and a user profile for 'Test Student (LCP50A)' with a balance of '981'. Below the navigation bar, the breadcrumb trail is 'Finances > Overview'. The main heading is 'Finances', with a 'Data and settings' link on the right. A 'Transcribe item' section with a document icon and the text 'Here you can create a financial item to pay for yourself' is followed by a blue 'New item' button. Below this, there is a 'Collective account' dropdown menu, an 'Automatic execution' status of 'Active', and a 'Collective account balance' of '-'. 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 navigation bar is identical to the previous screen. The breadcrumb trail is 'Finances > Overview > To be paid'. The main heading is 'To be paid'. Below it, there is a 'Transcribe item' section with a document icon and the text 'Here you can create a financial item to pay for yourself', followed by a blue 'New item' button.

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

The screenshot shows the 'Business practices III' exam page. The breadcrumb trail is 'Exams > Overview > Take exam > Business practices III'. The main heading is 'Business practices III' with the identifier 'GT_MSZN108'. Below the heading, there are four exam details: 'in a month' (17 December 2025 Wednesday), '60 minutes' (10:00 - 11:00), 'Written' (Exam type), and 'Unlimited free space' (0 person, 0 on waiting list). At the bottom, there are two buttons: 'Take exam' and 'Transcribe item >'.

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.

The screenshot shows the 'To be paid' interface. At the top, there is a breadcrumb trail: 'Finances > Overview > To be paid'. Below this is a section titled 'To be paid' with a 'Transcribe item' button and a 'New item' button. The main part of the interface is a table of items. The table has columns: 'Name', 'Amount', 'Deadline', 'Term', and 'Type'. There is one item listed: 'Dormitory application procedure fee' with an amount of '1000 HUF', a deadline of '26 November 2025', and a term of '2025/26/1'. A checkbox is checked in the first column. Below the table, there is a dark blue action bar with the text '1 items selected' and several buttons: 'Payment' (highlighted with a mouse cursor), 'Breakdown into several items', 'Delete', 'Submit request', and 'Signing up with a student loan'.

<input checked="" type="checkbox"/>	Name	Amount	Deadline	Term	Type
<input checked="" type="checkbox"/>	Dormitory application procedure fee	1000 HUF	26 November 2025	2025/26/1	Dormitory application procedure fee

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.


This screenshot shows the same 'To be paid' interface as the previous one, but with a confirmation pop-up window in the center. The pop-up window has a title 'confirm' and contains the text: 'The amount to be transferred from the collective account: 1000 HUF' and 'The operation cannot be cancelled after confirmation!'. At the bottom of the pop-up, there are two buttons: 'Cancel' and 'confirm' (highlighted with a mouse cursor). The background interface is dimmed.

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.

 Menu

Q Menu search

TH Test Student (WCD03Z)
Supply Chain Management GT_MEM... 1437

[Exams](#) » [Overview](#) » Take exam

Filter 1

Term
2025/26/1 (Current term)

Subject
All items

Exam type
All items

Exam registration
All items

Lecturer

☐ Keep filter open

Delete filter

Filter list

Business practices III
GT_MSZN108


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.



Menu

TH Test Student (WCD03Z)
Supply Chain Management GT_MEM... 1436

Administration » Student Card request

Student Card request

Please reconcile your Neptun details with the NEK form before requesting. A complete, character-correct match is required to produce a student card. If you notice a discrepancy, please contact your agent before requesting!


Start a new request

210910HAJ1800005
The request can be modified until it is submitted to the FIR

To be sent to FIR ✓
Created: 12 September 2021 at 13:02

Waiting for FIR feedback ✓
Forwarded: 13 September 2021 at 12:40

Feedback ✓
25 October 2021 at 23:41

 **Accepted**

Type	Lost
Training:	gazdálkodási és menedzsment
Mode	Full-time training
FIR status	Manufactured card
Documents	-

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.

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

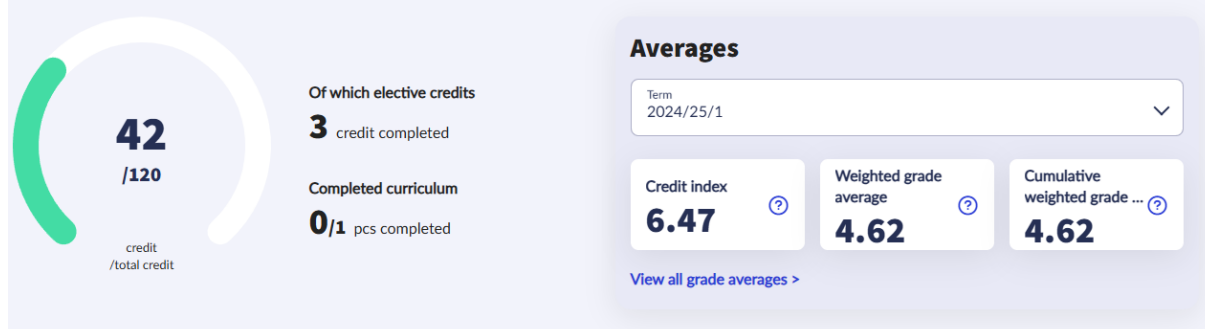
How to view grades and exam results

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.

[Studies](#) » Advancement

Advancement

Supply Chain Management



Registry record
Results of subjects and courses taken, as well as other data of the training

Milestones
Check milestones of curriculums

Subject list
List all subjects related to the training

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.

[Download performance sheet](#)

Registered subjects


... ↑↓ [Filter](#)

Subject name	Subject code	Credit	Registration type	Completion, grade	
Business practices II Completed	GT_MSZN106	3	Optional	Excellent (5)	Details
Advanced Strategic Management Completed	GT_MEMN024-17	5	Obligatory	Excellent (5)	Details
Managerial Economics Completed	GT_MEMN008-17	5	Obligatory	Satisfactory (3)	Details
Legal environment for business Completed	GT_MEMN006-17	3	Obligatory	Satisfactory (3)	Details


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


Excellent (5)
Term mark

Status
Fulfilled

 **Subject's courses** 1 >

 **Results** 2 >

Download syllabus
Change course
Deregister subject

Other operations:
[Print basic data >](#) [Subject review >](#)


Original subject name	-
Credit	3
Requirement type	Term grade
Registration type	Optional
Preliminary requirement	-
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


Excellent (5)
Exam

Status:
Appeared

Counts in:
Yes

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
Entry date	14 January 2025 at 21:08
Entry type	Exam
Term	2024/25/1
Partial result	-

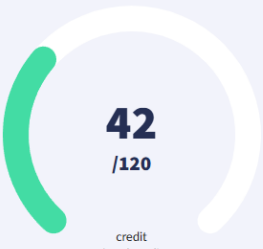
How to view averages and completed credits

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.

[Studies](#) » Advancement

Advancement

Supply Chain Management



42
/120
credit
/total credit

Of which elective credits
3 credit completed

Completed curriculum
0/1 pcs completed

Averages

Term
2024/25/1

Credit index
6.47

Weighted grade
average
4.62

Cumulative
weighted grade ...
4.62

[View all grade averages >](#)

Registry record
Results of subjects and courses taken, as well as other data of the training

Milestones
Check milestones of curriculums

Subject list
List all subjects related to the training

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.

Basic data	Credits completed	42
Averages, credit indexes	Number of credits taken	42
More term averages		-
Other cumulative averages	Weighted grade average	4.62
More term data		-
	Cumulative weighted grade average	4.62
		-

Download performance sheet

Registered subjects

... ↑↓ Filter

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