

**SEMMELWEIS UNIVERSITY**



# NEPTUN MANUAL FOR STUDENTS

NEPTUN FOR STUDENTS

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## Introduction

A new student web interface will be launched from the academic year 2025/26 bringing substantial changes to the Neptun student web platform, its functions and services.

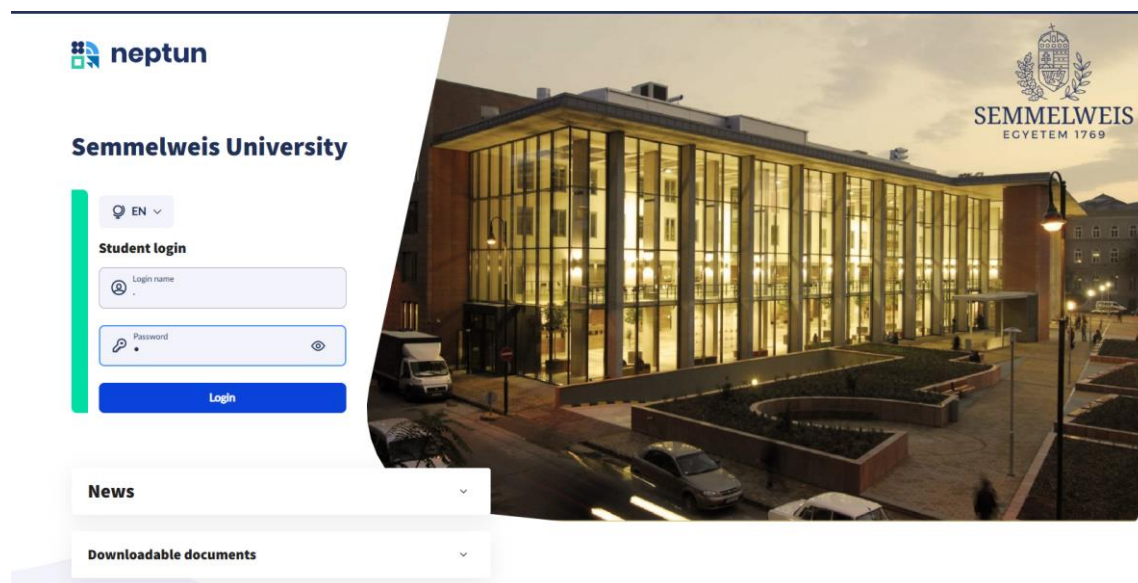
The new student web is an interface designed with a modern, responsive layout, making it easily accessible across multiple devices, such as a desktop computer, a laptop, a tablet, and a mobile phone. This allows students to continuously track their studies and complete related tasks efficiently.

Upon logging in to the new interface, you can explore its structure. All previously available features and topics remain accessible.

Below, you can find essential information on the most frequently used functions, such as Login to Neptun student platform, term (semester) registration, subject or course registration, Student Card request, managing financial items, completing and submitting forms, and exam registration processes.

## 1. Student login to the Neptun web interface

You can log in via the login screen of Semmelweis University using the username and password provided by the institution. The name of the institution appears on the left, above the login input fields. You can change the language using the language selector located below the institution's name.

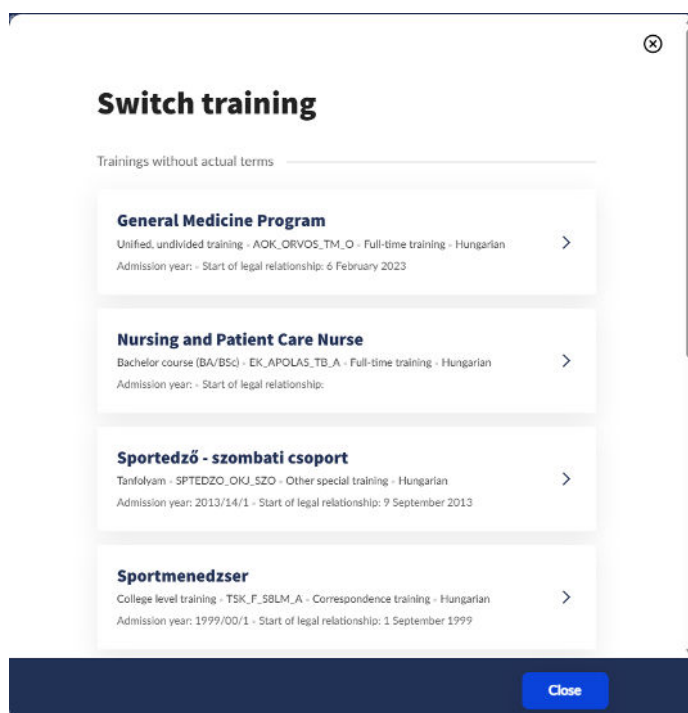


### Login

On the login screen, enter your username, your password, and then click ***Login***.

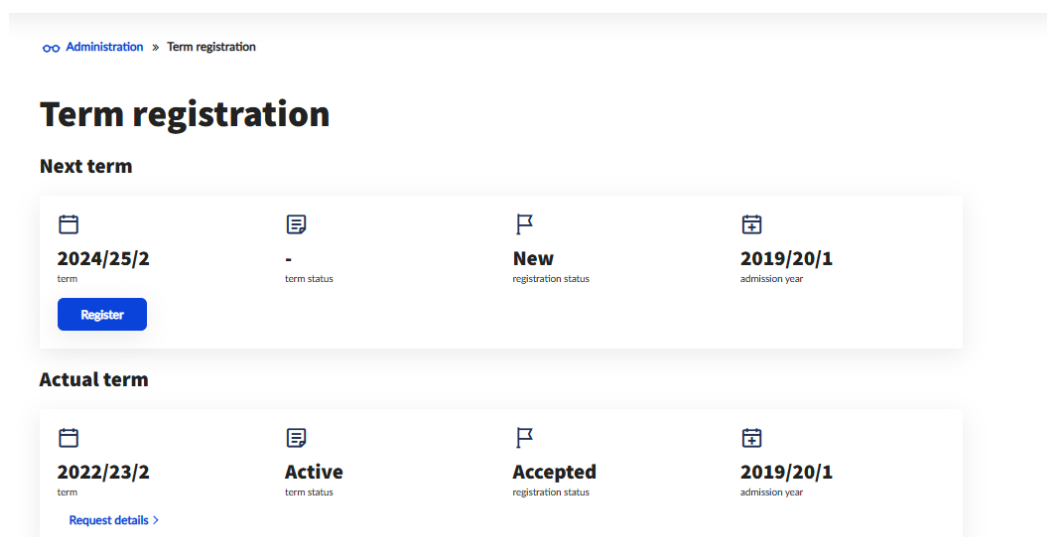
### Mandatory program selection

The display depends on the settings of the institution you enter. If you are an active student enrolled in more than one training program within an institution, you will be prompted to select a training program (***Switch training***).



## 2. Term registration (Registration and/or Enrollment)

You can find *Term registration* by selecting the *Administration/Term registration* menu item. You can only register for a term (semester) during the enrollment/registration period, and only if you have an active term assigned to your program.



After clicking on the button **Register/Term Status** you can select between “Active” or “Passive” (inactive). Then click Select.

### 3. Registration for a subject/course

You can register by selecting the menu item **Subject/ Register for subject**. After setting the filter criteria, click the **Search subject** button to list the matching subjects.

Click the icon:  at the end of the subject row, the courses of the selected subject will appear. To register for a subject, first select the desired courses using the checkboxes at the beginning of each line, then click the **Take subject** button to complete your registration.

If any of the selected courses or the subject cannot be registered, a pop-up window in the upper right corner will appear explaining the reason.

To drop a subject, use the **Drop subject** button. This action removes the subject along with all related courses, and deletes them from your timetable (see below).

Contemporary British Society and Culture

Kötelező - 5 kredit - Ajánlott félév: 3 - Kollokvium - DZSDLBVKLYCY-38 - Angol nyelvű irodalmak és kultúrák specializáció

1

United States Society and Culture

Kötelező - 5 kredit - Ajánlott félév: 3 - Kollokvium - HTTYNYLYPWDZSQ-96 - Angol nyelvű irodalmak és kultúrák specializáció

3 1

Szakszöveg-fordítás (angol nyelvű)

Kötelező - 3 kredit - Ajánlott félév: 3 - Gyakorlati jegy - YZNYGSZDZSLWH-51

✓

Angol jogi szaknyelv 2.

Szakirányon kötelezően választható - 2 kredit - Ajánlott félév: 3 - Gyakorlati jegy - DZXKQLINC-37

1

Tárgy felvétele

Tárgy részletek

Tárgytematika letöltése

Eldadás- Egy kurzus választása kötelező.

☒ 300

Eldadás - 0 fő / 0 várolista / 300 limit - [Részletek](#)

Tervezőhöz adva ☒

☐ 400

[Jövőhagyásos](#) - Eldadás - 0 fő / 0 várolista / 400 limit - [Részletek](#)

Tervezőhöz adás ☐

Komplex vizsga- Egy kurzus választása kötelező.

☒ 999

Komplex vizsga - 0 fő / 0 várolista / 999 limit - [Részletek](#)

Tervezőhöz adás ☐

Szeminárium- Egy kurzus választása kötelező.

☒ 600

[Nem indul](#) - [Hibrid](#) - Szeminárium - 0 fő / 0 várolista / 10 limit - [Részletek](#)

Tervezőhöz adás ☐

Listening and Speaking Skills II.

Kötelező - 3 kredit - Ajánlott félév: 2 - Gyakorlati jegy - CSCSPKLDZSZLYN-92 - Szakmai ismeretek

✓ 1

Továbbiak betöltése

Oldal tetejére ^

Órarendtervező ^

! Whenever you register for a subject, you must also select a course. You are also required to select at least one course of each type. The only exception is an exam course, which must be taken on its own, and cannot be combined with other course types.

You can view the subjects you have registered for using the menu item **Subjects/Registered subjects**. Subjects registered for the current term are displayed by default. You can also view courses from previous terms of the program by changing the term (semester) in the filter. Above the list of your courses, a pie chart shows how many of your registered credits have been completed for that term.

## Registered subjects

... ↑↓ Filter 1

TERM  
**2024/25/1 ( Actual term )**  
[Statement >](#)

| Name                                 | Code          | Credit | No. of times registered for | Requirement |                                             |
|--------------------------------------|---------------|--------|-----------------------------|-------------|---------------------------------------------|
| Medical Communication                | AOKMAG1091_1M | 3      | 1                           | Exam        | <a href="#">i</a> <a href="#">Drop &gt;</a> |
| Macroscopic Anatomy and Embryology I | AOKANT1089_1M | 8      | 1                           | Exam        | <a href="#">i</a> <a href="#">Drop &gt;</a> |

Top of page ^

## 4. Studies/Advancement

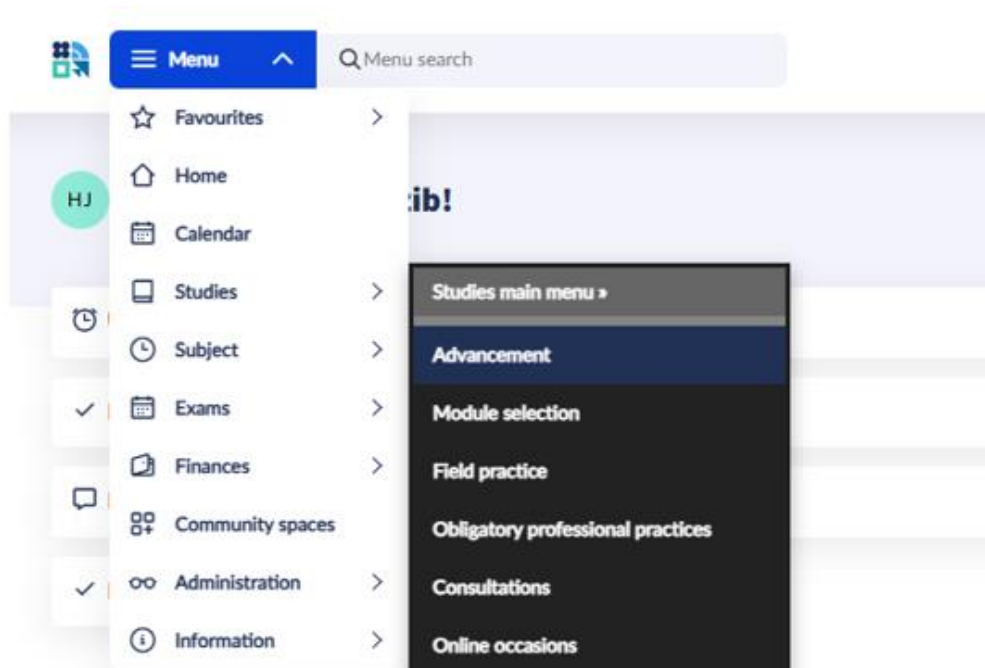
**In the new interface, the previously used Gradebook menu has been removed, and its features are now available under Advancement!**

The Advancement overview page contains the most important information related to your academic progress, such as details about the completed credits and grade averages. From here, you also access the Curriculum network and the list of Subjects that can be completed, detailed averages and your Registry record.

### Completed credits, Averages

The overview page shows all credits earned, including a breakdown of the **compulsory**, **compulsory optional** and **optional subjects**. Information on the required credits is displayed only if the institution has set the corresponding values in the Curricula.

In the Averages section, the three most important averages from the latest calculations are displayed. The names and appearance of these averages may vary by institution.





## Interfaces and functions available from the Advancement overview

**Curriculum network:** Displays the model curricula in a network (card) or semester-based view, providing comprehensive information about curriculum completion, including subjects, subject groups, and curriculum and model curriculum units.

**Full subject list:** Lists all subjects included in the curricula.

**Compulsory, compulsory optional and optional subjects:** Displays the subjects of the curriculum categorized by enrollment type.

**View all grade averages:** Navigates to the Registry record, where additional semester-based and cumulative averages can be viewed.

**Registry record:** Shows semester data, results and other details related to the program of study.

**Curricula:** Displays the model curricula in a network (card) or semester-based view, providing comprehensive information about curriculum completion, including subjects, subject groups, and curriculum and model curriculum units.

Studies > Advancement

### Advancement

The institution did not determine the number of credits to be completed, so the graphs below may not show an appropriate status!

**Curriculum network**

Subjects and subject groups presented according to the ideal progression

**Full subject list**

Listing of all objects, filterable and sortable

**Subjects that can be completed**

credits earned

**Compulsory subjects**

credits earned

**Mandatory optional subjects**

credits earned

**Optional subjects**

credits earned

### Averages

Term: 2024/25/2

4.87

4.71

4.43

View all grade averages

## 5. Calendar

Using the *Menu/Calendar* menu item, you can view the dates and details of events related to your program, such as scheduled classes, training events, examinations, consultation appointments, or study and examination periods.

By using the filter function in the Calendar, you can set the type of events to be displayed in the calendar. The following options are available: *Show all*, ***Lesson***, ***Exam***, ***Training period***, *Other event*, *Online* (we recommend enabling the bolded filters). By enabling the **Lesson** filter, you can view **the scheduled times of your registered courses**. This function replaces the previous Timetable interface.

The Calendar offers several viewing options. You can switch between week, day, and month view using the navigation panel above the calendar. If some classes appear duplicated, refresh the page, and reselect, this will update the calendar.

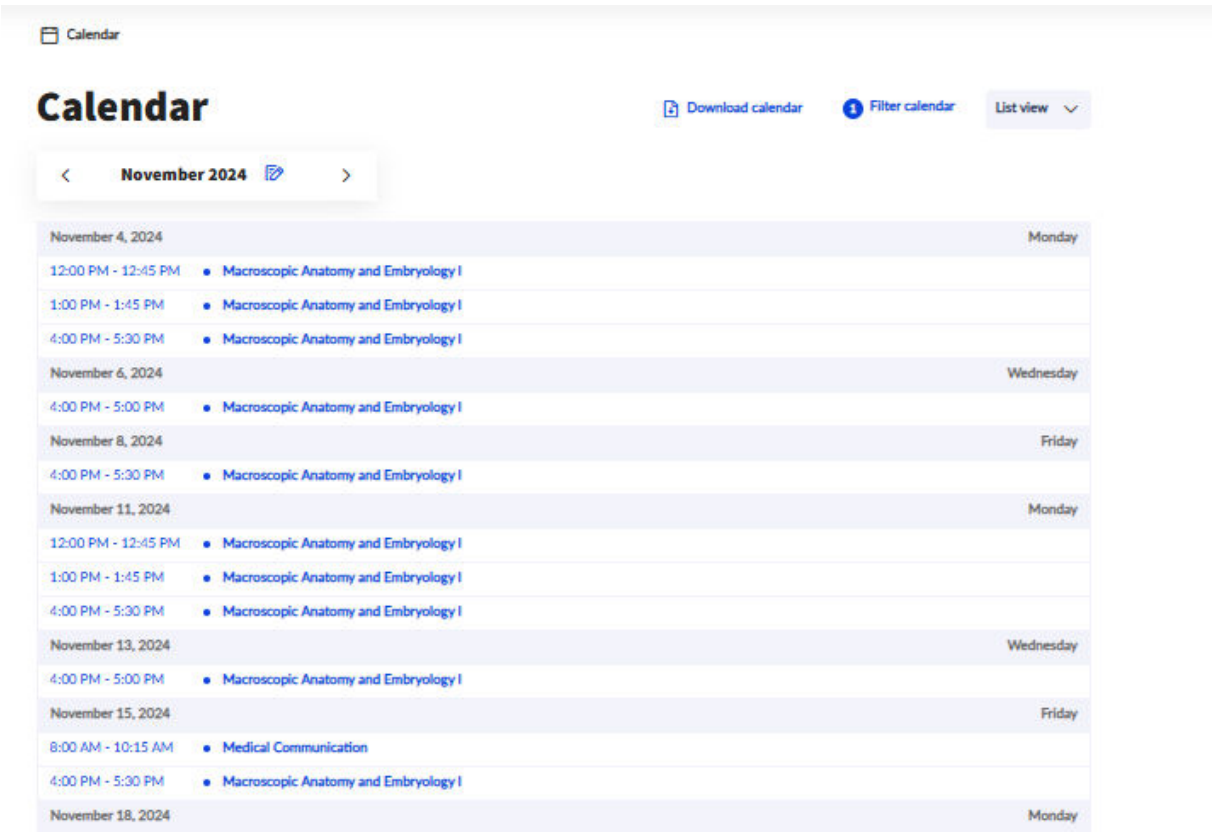
**Calendar** [Download calendar](#) [Filter calendar](#) Weekly view ▾

< **November 25, 2024 - December 1, 2024** >

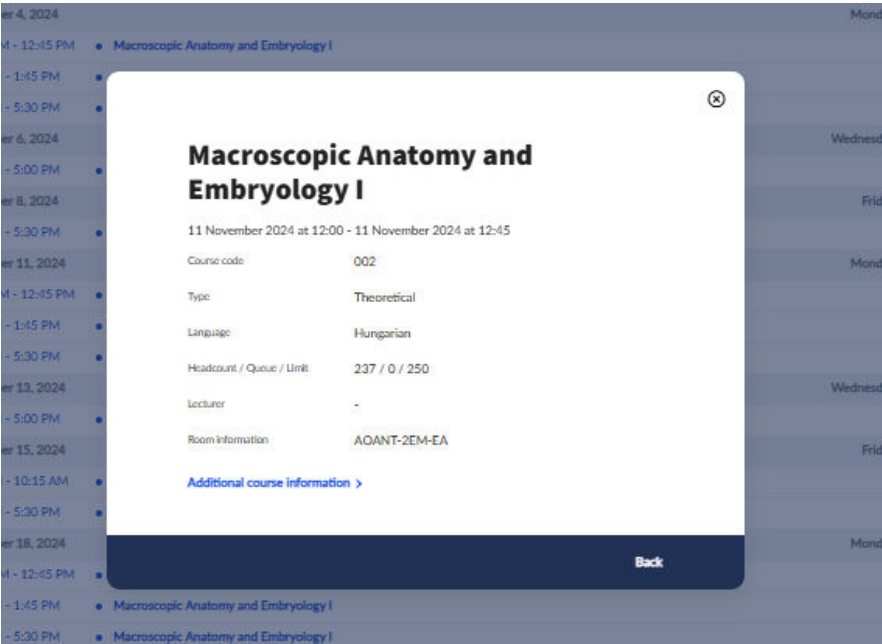
|         | Monday<br>25                                                | Tuesday<br>26 | Wednesday<br>27                                           | Thursday<br>28 | Friday<br>29                                              | Saturday<br>30 | Sunday<br>1 |
|---------|-------------------------------------------------------------|---------------|-----------------------------------------------------------|----------------|-----------------------------------------------------------|----------------|-------------|
| 8:00am  |                                                             |               |                                                           |                | 8:00 AM - 10:15 AM<br>Medical Communication               |                |             |
| 9:00am  |                                                             |               |                                                           |                |                                                           |                |             |
| 10:00am |                                                             |               |                                                           |                |                                                           |                |             |
| 11:00am |                                                             |               |                                                           |                |                                                           |                |             |
| 12:00pm | 12:00 PM - 12:45 PM<br>Macroscopic Anatomy and Embryology I |               |                                                           |                |                                                           |                |             |
| 1:00pm  | 1:00 PM - 1:45 PM<br>Macroscopic Anatomy and Embryology I   |               |                                                           |                |                                                           |                |             |
| 2:00pm  |                                                             |               |                                                           |                |                                                           |                |             |
| 3:00pm  |                                                             |               |                                                           |                |                                                           |                |             |
| 4:00pm  | 4:00 PM - 5:30 PM<br>Macroscopic Anatomy and Embryology I   |               | 4:00 PM - 5:00 PM<br>Macroscopic Anatomy and Embryology I |                | 4:00 PM - 5:30 PM<br>Macroscopic Anatomy and Embryology I |                |             |
| 5:00pm  |                                                             |               |                                                           |                |                                                           |                |             |
| 6:00pm  |                                                             |               |                                                           |                |                                                           |                |             |

Lesson Exam Training period Task Other event Online

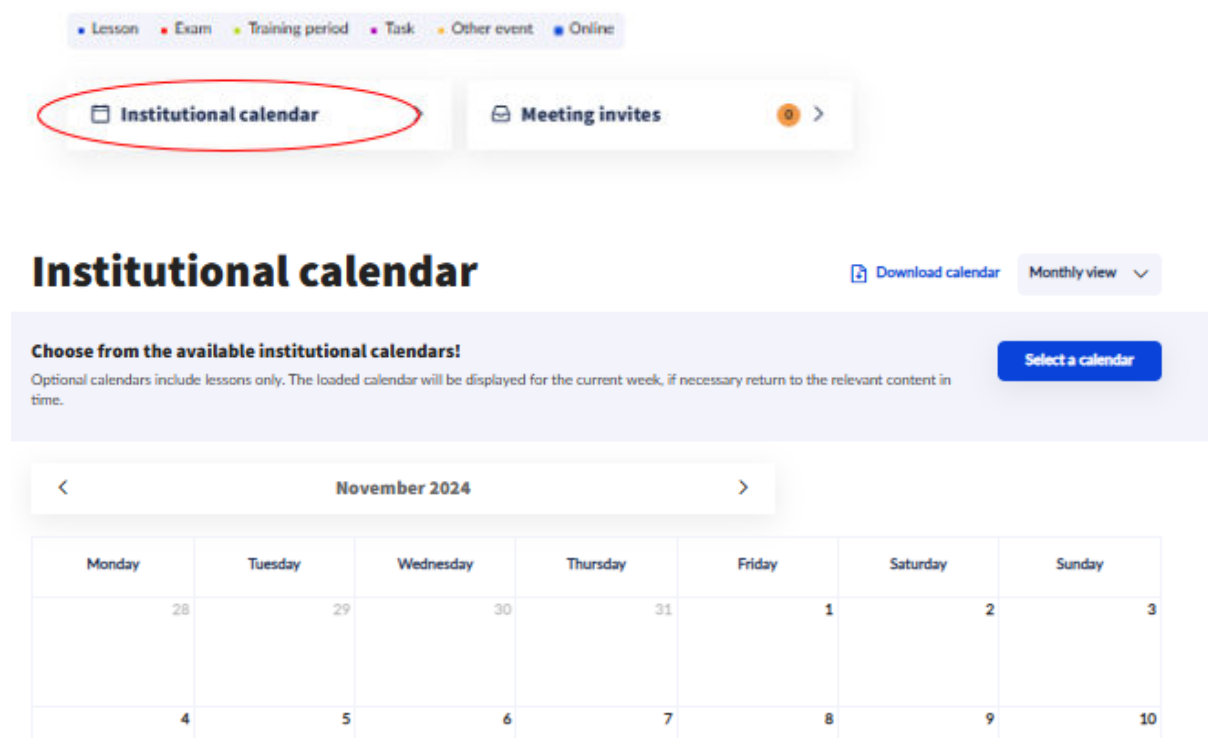
[Institutional calendar](#) > [Meeting invites](#) 0 >



Clicking on the time slots reveals additional information (e.g., instructor and room details).



The *Institutional calendar* button is located at the bottom of the Calendar page.



Lesson Exam Training period Task Other event Online

**Institutional calendar** Meeting invites 0 >

## Institutional calendar

[Download calendar](#) Monthly view ▾

**Choose from the available institutional calendars!**

Optional calendars include lessons only. The loaded calendar will be displayed for the current week, if necessary return to the relevant content in time.

[Select a calendar](#)

< November 2024 >

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 28     | 29      | 30        | 31       | 1      | 2        | 3      |
| 4      | 5       | 6         | 7        | 8      | 9        | 10     |

## 6. Student Card request

To request a Student Card, select *Administration/Student Card request* from the **menu**. On this interface, you can submit a new request, track the current status of an ongoing request, and view information about your previously submitted requests.

## Student Card request

**i** 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

18 [REDACTED]

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

To be sent to FIR ✓

Created: 1 September 2019 at 21:56

Waiting for FIR feedback ✓

Forwarded: 11 October 2019 at 10:30

Feedback ✓

16 November 2019 at 03:03

✓ Accepted

|             |                    |
|-------------|--------------------|
| Type:       | Due to data change |
| Training:   | fogorvos           |
| Mode:       | Full-time training |
| FIR status: | Legvártott kártya  |
| Documents:  | -                  |

## NEK identifier

The NEK identifier is located in the upper right section of the NEK data sheet. It consists of the issuance date, a three-character county code of the issuing authority, and a serial number, separated by hyphens.

## New request

The application is submitted with FIR data.

### Application form

On this page you can enter important data.

#### Basic data

NEK identifier

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

Reason for request

Select an item

Training:

General Medicine Program

Delete

Edit

Address

In case of Hungarian address data, the address of the address card!

Permanent address

5700, Gyula Róz József utca 5. B ép. 3 a.

Delete

Edit

## 7. Managing financial items

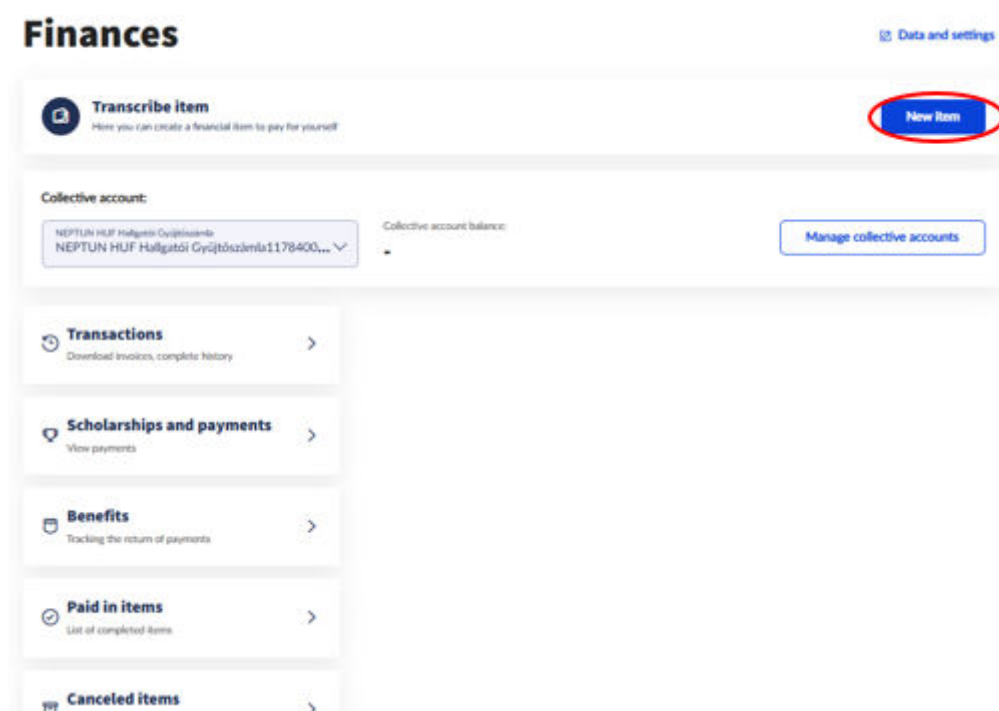
The **Finances** menu allows you to manage all financial matters related to your studies.

On the Neptun student web, you can generate and pay your own fee items to fulfill specific obligations.

For example, this may include a repeated exam fee. One way to generate a fee item is through **Finances/Overview**, by clicking the **New item** button.

*The **Finances/ Overview** menu is a newly introduced interface in the updated student web, which, as its name suggests, offers a comprehensive view of your study-related finances.*

*The interface displays the balance of the selected collective account, a list of current payment obligations, and other menu options.*



To create a new item, click **New item** in menu item **Finances/To be paid**.

On the new student web interface, **To be paid**, **Paid in items**, **benefits**, and **canceled items** transactions are displayed on separate pages.

Your payment and refund obligations can be found under menu item **Finances/To be paid**.

The payment status is indicated by color-coded icons at the beginning of each row:

**red:** payment deadline has passed;

**orange:** payment deadline is within two weeks;

**blue:** payment is assigned to a partner or institution, or the payment is in progress via your student loan.

## To be paid


**Transcribe item**  
 Here you can create a financial item to pay for yourself

New item

**Items**

...

↑↓

| <input type="checkbox"/> | Name                                                  | Amount   | Deadline       | Term      | Type |           |
|--------------------------|-------------------------------------------------------|----------|----------------|-----------|------|-----------|
| <input type="checkbox"/> | <b>Tuition fee 2024/25/1_2</b><br>Overdue             | 500 USD  | 1 October 2024 | 2024/25/1 | -    | Details > |
| <input type="checkbox"/> | <b>Tuition fee EM1 and EM2 2024/2025/1</b><br>Overdue | 9100 USD | 1 October 2024 | 2024/25/1 | -    | Details > |

Top of page ^

Under menu item **Finances/ Overview/Collective account balance**, after selecting a collective account, you can enable automatic payment. This is a convenience feature that ensures if you have an overdue payment obligation and sufficient funds are available in your collective account, the system will automatically settle the debt using that balance.

**117** [REDACTED]

NEPTUN HUF Hallgatói Gyűjtőszámla

Transactions >

Balance: - HUF

**Transfer back**  
The money in the collective account can be returned to your own bank account.  
Minimum refundable amount: 100 HUF

[Transfer back from collective account](#)

⚠ There is no fixed bank account number in HUF currency!

**Automatic execution**  
If there is sufficient coverage in the collective balance, the system will automatically settle a debt when it becomes overdue, so that no overdue debt is created - avoiding the automatic imposition of a late payment fee.

☐ Activate automatic fulfillment

Save

## 8. Requests: Completing and submitting forms

In the *Administration/Requests* menu, click the *Request Fill* button to submit a new request. The buttons in the upper right corner allow you to filter and sort requests.

Clicking on the request name or the *View* button opens the request details page, where relevant information will appear, provided the request is available for the user to complete.

Administration > Requests > Available request forms

### Available request forms

Complete list of available requests

| Request form name                                                                         | Valid until                 |                                 |
|-------------------------------------------------------------------------------------------|-----------------------------|---------------------------------|
| Application for exemption from Physical Education                                         | 22 August 2022 at 00:00 -   | <a href="#">Inspection &gt;</a> |
| Application for the Szentágotthai János (Public Activity) Scholarship - March             | 18 March 2025 at 00:00 -    | <a href="#">Inspection &gt;</a> |
| Application for the Szentágotthai János (Public Activity) Scholarship - March / Presidium | 18 March 2025 at 00:00 -    | <a href="#">Inspection &gt;</a> |
| Application for the Szentágotthai János (Public Activity) Scholarship for January 2025    | 7 February 2025 at 00:00 -  | <a href="#">Inspection &gt;</a> |
| Hallgatói jogviszony igazolás igénylése                                                   | 26 November 2024 at 00:00 - | <a href="#">Inspection &gt;</a> |
| Initiation of Physical Education Exemption Procedure                                      | 13 July 2022 at 13:51 -     | <a href="#">Inspection &gt;</a> |



You can complete the selected form by clicking the ***Start filling*** button.

oo Administration » Requests » Available request forms » Antrag auf Befreiung vom Sportunterricht für Sportler

## Application for exemption from Physical Education

**Start filling**

|                                  |                         |
|----------------------------------|-------------------------|
| Valid from                       | 22 August 2022 at 00:00 |
| Valid until                      | -                       |
| Fee obligation                   | -                       |
| Starting date of subject to fees | -                       |
| Description                      | -                       |

## 9. Registration for exams

You can reach various functions for examination registration and other exam-related tasks by selecting ***Exams*** from the menu.

To register for an examination, select menu item ***Exams/Take exam.***

Use the ***Take*** or ***Drop*** button at the end of the row to register for or withdraw from an exam in a single step. These buttons are only visible during an active exam registration period.

Clicking the ***Details*** button opens the ***Exam details*** page where you can view details of the selected exam, such as the list of registered students, examiners, location, etc. You can also perform additional actions, such as Exchange or Exam free.

Exams » Take exam

## Take exam

**Macroscopic Anatomy and Embryology II.**  
AOKANT853\_2A

| Time                                                         | Exam type             | Headcount/Limit | Lecturer                                             | Course code |                              |
|--------------------------------------------------------------|-----------------------|-----------------|------------------------------------------------------|-------------|------------------------------|
| 24 May 2023 at 10:30<br>Failed to appear                     | Written and oral exam | 18 / 55         | Dr. Adorján István, Dr. Kószusik Márk, Dr. Koltz ... | EM ma 13-24 | <a href="#">Details &gt;</a> |
| 8 June 2023 at 10:30<br>Not completed - Appeared - Counts in | Written and oral exam | 44 / 55         | Dr. Adorján István, Dr. Kószusik Márk, Dr. Koltz ... | EM ma 13-24 | <a href="#">Details &gt;</a> |
| 27 June 2023 at 10:30<br>Fulfilled - Appeared - Counts in    | Written and oral exam | 20 / 55         | Dr. Adorján István, Dr. Kószusik Márk, Dr. Koltz ... | EM ma 13-24 | <a href="#">Details &gt;</a> |

Below the exam type information, the status of each examination is indicated by different colors:

**orange:** minimum number of participants not reached – this appears if a minimum number of students is required for the exam, and the number of students registering has not yet reached this threshold;

**blue:** registration for waiting list only – the maximum number of students has already registered, but you can still sign up for the waiting list;

**blue:** on waiting list – you are on the waiting list for this exam;

**green:** registered – you have a valid, confirmed registration for this examination, you are not on the waiting list;

**orange:** full – the exam is fully booked, and registration is no longer possible, including for the waiting list;

**no color:** online session available – the exam includes an online component (e.g., a Webex meeting).