

# NEPTUN USER GUIDE FOR STUDENTS

User documentation  
version 4.6.

Budapest, 2016.



## Table of contents

1	General functions .....	7
1.1	General functions.....	7
1.1.1	Login.....	7
1.1.2	Display, the structure of the interface.....	8
1.1.3	Use of icons (print, search, pin, Excel export) .....	14
1.1.4	Other options.....	15
2	Special functions .....	17
2.1	Training .....	17
2.2	Favourite functions .....	17
2.3	Messages/Inbox.....	18
2.3.1	Read and reply to messages .....	19
2.3.2	Delete messages .....	19
2.3.3	Compose new message .....	20
2.4	Messages/Sent messages .....	22
2.4.1	Read sent messages.....	23
2.4.2	Delete sent messages.....	23
2.5	Messages/Settings .....	23
2.5.1	Enable the reception of messages (disable) .....	23
2.5.2	Automatic notifications .....	24
2.5.3	SMS service information .....	26
2.6	Messages/Directory.....	26
2.7	Topicalities .....	27
2.8	Calendar.....	28
2.9	Favourite forums.....	28
3	Own data .....	29
3.1	Personal data .....	29
3.1.1	Personal data tab .....	29
3.1.2	Student card data.....	30
3.1.3	Records .....	31
3.1.4	Preference .....	31
3.2	Qualifications.....	31
3.2.1	Previous qualifications tab.....	32
3.2.2	Parallel studies/guest student studies .....	32
3.2.3	Languages tab .....	32
3.2.4	Competitions tab .....	32
3.3	Contact information .....	32
3.3.1	Add new contact information .....	33
3.3.2	Modify contact information .....	33
3.3.3	Delete contact information.....	33
3.3.4	Default e-mail address/ phone number .....	33
3.3.5	Record address (in one piece or in detail) .....	34
3.3.6	Print data.....	35
3.3.7	Data modification rights.....	36
3.4	Settings.....	36
3.4.1	Change login name (optional) .....	36



3.4.2	Change password tab .....	36
3.4.3	Search authorization tab .....	37
3.4.4	Profile management .....	37
3.4.5	Nickname .....	37
3.4.6	Export to Outlook .....	37
3.5	Data modifications .....	38
4	Studies .....	40
4.1	Training data .....	40
4.2	Semesters .....	41
4.2.1	Basic term data .....	41
4.2.2	Details .....	41
4.2.3	Display data for selected semester .....	41
4.2.4	View results .....	42
4.2.5	Transcribe item .....	46
4.3	Class schedule .....	46
4.3.1	Own class schedule .....	46
4.3.2	Institution class schedule .....	51
4.3.3	Subject data .....	51
4.3.4	Course data .....	54
4.3.5	Exam data .....	56
4.4	Special gradebook rows .....	57
4.5	Grade averages .....	57
4.6	Gradebook .....	59
4.7	Curriculum .....	61
4.7.1	List subjects of curriculum .....	61
4.7.2	Subject data .....	62
4.7.3	Course data .....	64
4.8	Milestones .....	66
4.9	Student degree theses .....	66
4.10	Field practice .....	67
4.11	Publications .....	68
4.12	E-learning materials .....	68
4.13	Consultations .....	69
4.14	Advancement .....	70
4.15	Official notes .....	71
4.16	6th year outer practice .....	72
5	Subjects .....	74
5.1	Registered subjects .....	74
5.1.1	Subjects of current term .....	74
5.1.2	The interface .....	74
5.1.3	Download syllabus .....	75
5.1.4	Print basic data of the subject .....	75
5.1.5	Drop subject .....	75
5.1.6	Course change .....	77
5.1.7	View results .....	77
5.1.8	Subject data .....	77
5.1.9	Course data .....	79



5.1.10	Statement of subjects.....	82
5.2	Taken courses .....	82
5.2.1	The interface .....	82
5.2.2	Courses of current term.....	83
5.2.3	Course data .....	83
5.2.4	Display ranked registration .....	86
5.2.5	Taken courses – Options.....	86
5.3	Register for subject.....	86
5.3.1	Show subject list .....	87
5.3.2	Options: Subject data, Download syllabus, Forum .....	91
5.3.3	Subject data – Available courses .....	91
5.3.4	Subject data – Basic data tab.....	95
5.3.5	Subject data - Topics, Textbooks tabs .....	95
5.3.6	Subject data – Students tab.....	95
5.3.7	Subject data – Tabular pre-requirements.....	95
5.3.8	Course data .....	96
5.3.9	Class schedule planner– register for subject from the class schedule planner .....	98
5.4	Tasks .....	100
5.4.1	Hand in task .....	102
5.4.2	Message to the lecturer .....	102
5.4.3	Handed in tasks .....	102
5.5	Offered grades .....	103
5.6	Approve grades .....	104
6	Exams .....	105
6.1	Exam registration.....	105
6.1.1	List exams .....	105
6.1.2	Exam data .....	106
6.1.3	Exam registration .....	108
6.2	Selected exams (taken exams) .....	108
6.2.1	List of exam occasions.....	108
6.2.2	Drop exam.....	110
6.2.3	Change exam.....	110
6.3	Taking exam (electronic exam) .....	111
6.4	Practice (electronic practice exam task).....	111
7	Finances.....	112
7.1	Payment.....	112
7.1.1	Pay in, pay back - list of transcribed items .....	112
7.1.2	Further operations with the item .....	113
7.1.3	Modify payer .....	115
7.1.4	Transcribe items (optional) .....	116
7.1.5	Delete item (optional).....	117
7.1.6	Pay in item .....	117
7.1.7	Distribute and merge items (optional) .....	118
7.1.8	"Pay back" tab .....	118
7.1.9	Financial request submission.....	119
7.2	Invoices .....	120
7.3	Transaction list .....	120



7.3.1	Transfer money back from joint account .....	121
7.4	Stipend, payouts .....	121
7.4.1	“Stipend, payouts” tab .....	121
7.4.2	“Corrections” tab .....	122
7.5	Settings (financial options) .....	122
7.5.1	Bank accounts .....	122
7.5.2	Partners .....	123
7.5.3	Organizations .....	123
7.5.4	Distribution rules .....	124
7.5.5	Allow electronic invoices .....	124
7.5.6	Automatic execution .....	124
7.5.7	Pension Fund .....	125
7.5.8	Student loan2 .....	125
8	Information .....	126
8.1	Periods .....	126
8.2	Students search .....	126
8.2.1	Search for students .....	126
8.2.2	Sending message to a specific student .....	126
8.3	Organizational units .....	126
8.3.1	Institutional curriculums .....	127
8.4	Textbook search .....	127
8.5	Subject recognition .....	128
8.6	Documents .....	129
8.7	Inquiries/Information .....	129
8.8	OMHV reports .....	130
8.9	General forms .....	130
8.10	Subject/Course list .....	131
8.11	FIR data .....	135
9	Administration .....	136
9.1	Registration/ Login .....	136
9.1.1	Registration progress .....	136
9.1.2	Registration with registration sheet .....	138
9.1.3	Print registration/enrollment sheet .....	138
9.2	Dormitory registration .....	139
9.2.1	Select period and dormitory .....	139
9.2.2	Dormitory registration .....	140
9.2.3	Dormitory scores .....	140
9.2.4	Cancel dormitory registration .....	141
9.2.5	Correction points .....	141
9.3	Select specialization .....	141
9.4	Final exams .....	142
9.4.1	Final exam registration .....	142
9.4.2	Drop a final exam .....	146
9.4.3	Final Exam - exam exchange .....	147
9.5	Questionnaires .....	147
9.6	Recategorization request .....	148
9.7	Requests .....	148



9.8	Reserve dates .....	150
9.9	Request estimation .....	151
9.10	Student Card request .....	153
9.11	Register for degree thesis topic.....	155
9.12	Erasmus .....	156
9.13	Student loan request.....	158
9.14	Dormitory student data .....	158
9.15	Dormitory admission .....	159
9.15.1	Admitting applicants .....	159
9.15.2	Arrange students into dormitories .....	160

# 1 General functions

## 1.1 General functions

### Login, display, search and sort possibilities in the list

#### 1.1.1 Login

On entering the Neptun web interface a login screen appears, on which we can login by selecting the identifier and password received (and the language) from the institution. By changing the language the Hungarian texts on the interface, necessary for login, would also change to the actual language. It is important that on entering in the selected language and then logging out from the program regularly, henceforth automatically generated system messages will be received in the selected language!

At the bottom half of the interface you can find the **latest news**, **downloadable documents** and **useful links** uploaded by the institution arbitrarily (in different languages only news, descriptions and documents of the current language will appear). Consequently, the institution may inform you with current, general information in such a way that you do not need to enter the interface. The login window appearance may vary by institutions.

On the interface the added description also appears at the Latest News. The description can be displayed at the Downloadable documents and at Useful links in tooltips by positioning the mouse over the given document or link.



*Login screen*



If you try to login the Neptun on a not supported web browser, the program will not let you enter, but a warning message will appear which informs you that you are using an unsupported browser. In such a case, the links for downloading the current versions of the supported browsers will be also displayed, by clicking on which the supported version can be downloaded easily, quickly and for free. If you wish to disregard the warning, you will also have the opportunity to move on and log in to the web interface. For the safe use of the Neptun, however, you should always use the **web browser supported** by the software.

Once you click the **Login** button, the button becomes inactive, indicating that the entry is already in progress. If the login fails, the button becomes active again and it is possible to start the re-entry.

It can be set at institutional level how many times a student can enter. If the user can log in just once, then the program will not prevent the new login, but this time by the operation when entering, the program will examine whether the student is already logged in. If so then a new session starts and the old one will be deleted.

### Automatic login

On the web login interfaces (above the flags at the language section) the current server name and a number value appear, which shows the number of students who can still login on the current server according to the set number limitations. If the server is overloaded, then if the student or the teacher would exceed the number limitation at login, depending on the institutional setting, an automatic logon window may be displayed, which attempts to logon the user in every 10 seconds automatically. In case of no other operations, this lasts for 5 minutes, after which the system automatically stops the login process.

The system counts the experiments, it shows their number and then a text appears that shows whether the experiment was successful or not. If the attempt is successful, this text is displayed in green, and then the system logs the user on. The former "server overload" message disappears with this new logon window.

With the help of the automatic login, the program makes it easier for users to login also in periods of increased loading.

To ensure safe use of the program, storing the login name and password does not work for the supported browsers (so unauthorized access with saved password can be prevented). **ATTENTION!** Students attending more trainings have to select in this pop-up window on each entering that which training they would like to work with.

### 1.1.2 Display, the structure of the interface

The web interface can be both horizontally and vertically divided into several parts, on the left side and at the top of the screen you can find the menu bars, while on the middle of the interface the content corresponding to the menus.

On the first entry the password has to be changed in a pop-up window which serves the user's interest. Only after this you are able to use the interface. The login interface can be set by the institution, on each entry the program will automatically enter to this interface.





On further entries there may also appear a warning pop-up window, which for example informs you of a message that is required to be read, of an offered grade which you have to dispose over or of a questionnaire to fill in.

If you would like to settle the tasks included in the notice by clicking on the appropriate text on these windows, then the program will navigate you to the relevant interface.

The screenshot displays the NEPTUN user interface. At the top, there is a header with the NEPTUN logo and navigation tabs: My data, Studies, Subjects, Exams, Finances, Information, and Administration. The main content area is titled 'Training data' and shows details for a training program named 'Economy'. The interface is organized into several sections: Messages (Inbox 16494), Favourite functions, Calendar (April 2015), and Favourite forums. The 'Training data' section includes a list of actions (Add to favourites) and a detailed list of attributes such as Start of legal relation, Date of admission, Registration number, Number of trainings, Financial status, Status, Expected graduation date, Training name, Training type, Organization unit, No. of active terms, No. of passive terms, Payment method, Graduation date, Registration type, and Description. A 'Taken programme' section is also visible, listing attributes like Code, Name, Short name, Financial status, Language, Status, Max. number of terms, No. of terms, and Internet address.

*The interface in orange skin*

## The header

Over the header, on the top right corner the name and the Neptun code of the signed student and also the "Logout" button (to exit safely from the program) can be seen. Between the Neptun code and the logout, a countdown **time display** shows that when will the program log the user out automatically, if there is no operation. The time interval, which is available in case of idle use of the program, is called **session** and it will be mentioned later on.

This automatic logout has safety significance, that if by chance you do not exit the program properly, the program automatically logs you out after the set time. Naturally, the counter is reset to default values on every single interface operation, so if you are actively using the program, this means no time limit at all. Before the automatic logout the program warns you about the logout, thus you may avoid the unwanted automation.

Over the header, on the top left corner the "Training" label is displayed, which allows you to switch between your trainings. The name of the currently selected training with the admission year is shown next to the training label.


The possibility of switching training appears in a separate window.





*Switch training*

**ATTENTION!** Students attending more trainings have to select in this pop-up window on each entering that which training they would like to work with.

After entering, you can change the user language with the help of the globe icon in the header. The selection of languages is possible by clicking on the globe icon and marking the flags similarly to the language selection on the login screen.

 In case of inner language change, the interface is displayed in the selected language, and in order to update the proper translations, the program will go to the default login screen from every interface. That is, you must return to the interface previously used before language change. If changing the language with the internal language change and logging out in the new language properly, the language profile of the user changes in the same way as if the change had been made on the login screen. Thus in such a case, system messages after logging out will be generated in the selected new language in the system, until the user switches to another language and accordingly logs out from the system.

You can see the graphics of the Neptun in the header, which depends on the set skin. You can select the skin  by clicking on the color circle on the right side of the header. Dragging the mouse over the icon a pop-up information panel (tooltip) informs you about it, too. By dragging the mouse over the different colors the thumbnail of the current **skin** is displayed, thus the selection is simpler. The skin determines the display of the header and the entire interface by a specific color scheme.

 Next to the skin selector icon, another yellow circle icon allows to display a contrasting skin **for users with impaired vision**.

You can decide in the header whether you would like to use the **Education System**, or the **Neptun Meet Street (NMS)** management interface.

**ATTENTION!** The **Neptun Meet Street (NMS)** tab is displayed if the institution does not use this module as well. In such case, by clicking on it the program informs you that this module cannot be used in your institution.

By the way, the NMS serves for sharing documents, creating virtual spaces as a new channel of communication, irrespectively of study matters as well.

The **header can be hidden**, if you drag the mouse over the empty area between the header and top menu bar and you click on the now appearing small arrow (or anywhere on the interface at this height). In this case, a message appears to inform you about this possibility. By closing the header, the selection choice between the Education System and the NMS is transferred to the top of the page, next to the training selection option. The closed header can be reopened the same way as it was closed; this time the little arrow points down.



## The left menu bar

You can see four icons in the left menu bar: an **A letter** (as topicalities – topical information), a **star symbol**, an **envelope** and a **calendar**. By clicking on the icons we can access the **topical information**, the operational possibilities pertain to **messages**, the **calendar**, and the **favourites** menu item (we can collect here the frequently used menu items - or even submenu items as well). A calendar displays the lessons, exams and meetings in accordance with the class schedule.

If you click on the icon again, then these options can be made to disappear from the interface, and thus the size of the center operational interface can be enlarged if you want to work there. The left menu bar can be hidden at once, if you click on the small arrow appearing on the area between the left menu bar and main interface (middle operator interface). The option only appears if you drag the mouse over the separator area. If the interface is zoomed in, then the little arrow on the left side of the interface becomes visible, and by clicking on it you can again shrink the middle main interface at any time.

The background color of the fields in the left menu bar can be changed individually if you click on the little **color picker icon** at the beginning of the header of the field.

It is possible to define or modify the order of the left elements (Topicalities, Messages, Favorite functions, Calendar, Favorite forums using NMS) by arbitrarily transfer. By dragging the mouse next to the label found in the header of the item, a dual arrow appears. Then by pushing down the left mouse button and keeping it down the item can be dragged and dropped over another item to replace it arbitrary.

If the institution uses the **Neptun SMS** service, you can also read about it in the **Topicalities** box, and you can also register for the service from here.

In the **Calendar** field, the current day is tagged and days which contain events (lesson, exam, task, meeting, and consultation and subscription lists type of records) will be marked specifically. By clicking on any day in the calendar, the class schedule is opened with displaying the corresponding week. There are 6 checkboxes below the calendar, out of which less can be used if the institution does not use the NMS module. (Lessons, Exams, Tasks, Consultations). By marking them, you can select which calendar entry you would like to mark in the above calendar.

By clicking on the **Outlook export button** (before which there is the Outlook icon displayed) found at the bottom of Calendar field, your calendar (your class schedule) can be exported to the mentioned e-mail program, making it easier to manage or share it. The Outlook export button can also be found on the class schedule interface. After pressing the Outlook export button, the program navigates to a new interface, "Personal data/ Settings" menu, "Outlook export" tab, so further review of export can be found at the certain menu item in the documentation.

## The top menu bar

The top menu bar serves for fulfilling our institutional duties (such as educational matters) and tasks related to our personal data.

By clicking on the menu items, and setting the various internal filters a list is displayed which contains the data corresponding to the settings. You can display or hide the filter settings apply to the list by means of the arrows found on the left side of the "**Filters**" labeled header. This operates uniformly on all interfaces. In case of the up arrows, the filters are just open, if arrows are pointing down, then the filter interface is closed,

which can be displayed by clicking on the arrow. The "**List**" button is positioned in accordance with the position of the current filter. If the filter is not open, then it is situated in the header of the filter.



*The header of the filter with the appearing settings without the List button*



A simple example to display content is the "Inbox" interface, where the list of messages appears. The list appears in a separate table, at the top of which you can set in the "**Page size**" field that data of how many lines should the system display on a page. If the list only fits on more pages, then the numbers at the top of the list indicate the pages; you actually see the faint numbered page.

By clicking on any field in the title bar of the list, you can line up the whole content of the list according to the selected field. You can see that items are just lined up by which field from that next to the given field a small arrow appears, which shows the direction of the order. All sort settings are saved in the user's profile. In case of those columns which cannot be sorted by their data content, the column label appear in grey and by dragging the mouse over the column label, a tooltip shows the following text: „Cannot be ordered!”.

A new sorting option has been developed by which data can be sorted according to more columns. Thus, according to several columns, that is after sorting on the basis of data of one column and holding down the CTRL key, multiple ordering is available by clicking on one or more other columns header.

On sorting, in the header the sorting arrows appear next to the text on the right, and where it is needed in the header of the column, the font size of the header's naming is reduced in order to the number of selections be fit into the column.

**ATTENTION!** It is not practical to disable the "Shockwave Flash" add in the browser which is enabled by default because in consequence of that anomalies may occur in this function on the interface!

The line end "**Options**" icon () or a different colored text usually serve for the management of the lines included in list, but on those interfaces, where the "Options" icon can be seen, clicking on any data of the line a small text bubble icon () appears, on which clicking once again operational opportunities, information related to the data can be obtained.

### Fields that are required

On certain interfaces or pop-up windows data fields to be filled are also included. Some of the data fields can be filled freely and some are mandatory to fill in. The display of such required fields is different from the conventional data fields; these have a pale background color and a red dotted frame.

If you ignore filling a required field, when saving the operation the program informs you with a pop-up warning message of the need to fill the fields. This warning message appears next to the empty required field.



Such required fields can be found in the message writing window where the "Message subject" and "Neptun codes" fields are required to send the message. But among others, we can find such fields at recording contact information.

### **More functions button**

It was placed on such interfaces where the large number of function keys made it necessary for creating a user-friendly appearance. By clicking on the button the user can select the desired option in a drop-down list.

### **Document upload option**

Documents can be uploaded on certain interfaces. On these interfaces this option appears:

The button lets you upload files in formats defined by the institution.

### **Hierarchical lines, pop-up windows on the interface**

When the lines can be seen in the list contain information at several levels (hierarchical), then by clicking on the + sign found at the forefront of the line, the second or further levels belonging to the line unfold. By clicking in the header's + sign, the second or further levels of all elements of the table are displayed as well.

If there is such a lot of data (line) shown on an interface that paging is possible, then operational buttons being found on the interface are doubled in order to have easier handling; buttons can also be used at the top and bottom of the list. This primarily facilitates the work when displaying a large list, since then for further operation with the selected line at the bottom of the table, there is no need to scroll back to the button bar at the top of the table, but you can use the bar below the table.

On the website the retrieved information (for example, subject data) often appears in a **pop-up window**. The size of the pop-up window can be changed, increased or decreased by clicking on the arrow being composed of dots in the lower right corner of the window. By clicking in the header of the pop-up window while holding down the button, it is also possible to move the window. By clicking on the little question mark found at the top right corner of the window, you can also display the screen sensitive help of the pop-up window (modal popup).

Pop-up windows may be windows containing feedback messages, but may be warning windows as well. Such an alert box may appear after the first login into the system, when the program calls for the mandatory password change. But such warnings may be in case of incoming messages that are required to be read or even if an offered grade has been made.

**ATTENTION!** Different orders belonging to the middle, large operational interface (to the listed data) (e.g. on the „Finances/Pay in" interface, the "Transcribe item" operation), are displayed below the filters block in links.

### **Save to profile**



Applied filters and column sorting performed on web interfaces are automatically saved in the user's profile. So if you want to work again later on the interface, then the program memorize your previously applied settings and you do not need to filter or sort again.

**ATTENTION! For the correct operation of the web interfaces, enable javascript. This can be verified at the web browser's security settings, at the setup of "Scripting / Active scripting". In Windows Internet Explorer at the following location: "Tools, Internet Options, Security, Custom Level, Scripting - Active Scripting"; at the end of the path you have to set the "Enable" check box for proper the operation.**

## The Footer

The web information documentation can be found in the footer: "**Help file**", the "**Help**" (context-sensitive help), the "**Sitemap**" and "**Error/Registration form**" as well. If there is no uploaded help for the context-sensitive help, then a tooltip provides information about it.

## The session

For safety reasons, as usual on web-based requests, after a specified time (this time is set by the institution) the session also expires in the Neptun. This is important if a user may exit incorrectly, then no one else has access to his/her data.

Few minutes (this is also determined by the institution) before the session expires, the program warns about it and offers the choice, whether to continue the current operation or close the program. Accordingly, you are able to finish a long pending operation as well (e.g. writing and send a message).

## The information panel

The information panel serves for displaying definitely important information on certain interfaces. The information panel is situated in a conspicuous yellow text bubble in a prominent place next to a "smile face" on every interface, where it is needed.



Type in your old password then twice the new one and click on the "Change password" button!

*The appearance of the information panel on the password change interface*

### 1.1.3 Use of icons (print, search, pin, Excel export)



*Icons on web interfaces*

By clicking the **search** (magnifying glass) icon a search interface appears on the top of the list. Here you can select from the combo box that which data of the line you want to search, then enter the search text and click on the "Search" button. Then in the list, only lines corresponding to the given conditions remain.



Searching works for part-word as well, and it is not sensitive to small and block letters. You may use the % character (text substitute character) in searching before and after the requested text-detail. Thus, you can search for a text, of which you only know the beginning, or just the end (or just a small part of it). If you want to see the full list again, click on the "Search" button in a way that the "Search text" field is left blank.

The **push-pin** (map-pin) serves for "pinning" the current list, which should be used when a lot of data found in the given list. In such a case the internal scroll bar helps to manage the interface.

By clicking the **printer** icon you can print the current page. Then a print preview will appear in a new window.

On any interface where it is possible to print the listed data and the items appear on multiple pages, you can **print all the data**. By clicking on the printer icon, a warning message is displayed: "Do you want to print the current page only?" If you give the "No, all of them" answer, then all the lines of the list will be displayed on the print preview regardless of whatever page size is set and on which number of page you are. If all the data is listed on an interface and there is no paging option either, you will not see the pop-up window, since in such a case it would be pointless.

The **Excel (xls)** icon serves for export the content of the list to Excel, so you can also edit the data in Excel.

It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

## 1.1.4 Other options

### The date picker pop-up interface

On every interface where it is possible to set the date, the date picker pop-up window can be used. By using it, beyond the year, month and day, the hour and minute data can also be selected. The hour/minute can be determined by using a slider.

The month and year can be changed with the arrows pointing to right and left in the header.

By the "**Now**" button the current date/time will be set. The date picker interface can be closed after selecting the time with the "**Done**" button.

By using it, it is also possible not only to select the date but to fill the date with the keyboard. In case of using the keyboard, mind that non-existent date cannot be entered.

In case of logged the system in other language than Hungarian, the interface follows on the language characteristics.

### Delete confirmation - feedback

On interfaces where it is possible to delete data, before the deletion, the program sends a confirmation feedback message in which it asks whether the user is certain to delete the selected rows or values or not. Consequently, accidental deletions can be avoided.



## Using the text editor

On those interfaces (such as message editing), where the program enables word processing, an HTML editor with generally known features is available for the user.

It is possible to copy an already edited text (e.g. from Word) with keeping the formatting, or with the removal of them. Or you can remove all the formatting posteriorly at once. In addition, there are options of defining the block style, format, font size and font color, font type, you can switch to full screen, undo the last operation and you can also use the upper and lower index display. By the help of the component used by the Neptun you can easily copy already formatted text files.





## 2 Special functions

### 2.1 Training

Here you are able to choose the training (if you attend more trainings) in relation to which you would like to operate hereafter.

The possibility of training switching appears in a separate window where you can choose from a drop-down list. If you rather do not want to switch, then you can return to the previous interface by clicking on the "**Back**" button.

**ATTENTION!** Students attending more trainings have to select in this pop-up window on each entering that which training they would like to work with. Only after this they can continue their work.

**ATTENTION!** If you choose one of your trainings, then all further operations and all operations available with the upper menu bar will pertain to this training exclusively. Therefore, be cautious and always make sure that you are connected to the appropriate training when you want to change something!

It is important that all your lessons, exams of your every training are showed on the class schedule interface, but you can perform operations only with those that belong to the training set on this interface.

As a result of the development, after entering the Student's web, in case of students who change training and/or who are attending more trainings that training will be displayed by default on which the student has current term. In case of parallel training, no additional sorting is available among the trainings of the current term. The selected training is saved in the student's profile. After deleting the profile, the default operation resets again, so the program sets the training of the current term.

### 2.2 Favourite functions

One important point of the left menu bar is the "My Favourites" where you can create your own menu bar in accordance with your own demand. Consequently, you can collect either those frequently used menu items or also submenu items that are highly significant for you in the program.

This makes it possible that you do not need to search among the many menu items. After exiting, the menu of the favourites is saved in the user web profile, it will not lost.

The icon of the favourites box is the **yellow star** found on the left side of the interface. By clicking on this icon the favourites box can be displayed or hide.

If you display a certain interface with the upper menu bar, then an "**Add to favourites**" link appears on every interface, on which clicking you can add this menu item to the favourites, which is then added to the favourites box of the left menu bar. After this, this label will not appear on the given interface again.

A little x icon appears in the favourites window next to menu item's name, with which you can remove the added menu item from the favourites.



You are able to close the Favourites box by means of the x found at the top right corner of the box, which then disappears from the left menu bar. The hide or display of the favourites box is also possible by clicking on the yellow star icon on the left side.

## 2.3 Messages/Inbox

One of the boxes of the left menu bar is the "Messages" field, which you can display or hide by clicking on the **yellow envelope icon** in the left menu. The message box can be hidden by its own close button, which is a small x on the upper right corner of it.

You can find three menu items in the messages box:

- **Inbox**
- **Sent messages**
- **Settings**

In this screen you can read your incoming messages and here you can write new messages as well. Within Neptun you can receive messages from education administrators of higher education institution, from lecturers, as well as from students for whom you permitted access in the "Settings" screen of messages. Besides, even Neptun itself may send messages about system events if you subscribe to be notified of them. This also can be done in the "Settings" menu of messages, where you can request e-mail or SMS notification as well.

Your institution may make certain types of messages obligatory to view. In such cases, when the interface is updated (but after 5 minutes at the latest) the message will appear in a pop-up window which cannot be closed until the content of the message has not been displayed.

The program displays the mandatory message in a pop-up window with a 5-minute delay. Thus, the obligatory system messages may appear during the usage as a pop-up window. So you will be informed during using the program of the current mandatory message, there is no need to re-enter the software. In case of other warning message windows (e.g. Notifying windows of filling in a questionnaire, accepting an offered grade, changing password), notifications will only appear on login.

Those of your messages that you have not read yet, appear in bold type (red in the subject field), and the "Inbox" link of the left menu bar appears also in bold and next to it the number of unread messages in small brackets can be seen. Thus unread messages are separated from the already read ones spectacularly.

In the lines of such messages a **closed envelope icon** is displayed in front of the subject field, while at the already read messages there is an **open envelope icon** at the same place.

In case of an **information message of writing out a meeting**, a small **icon depicting a group** is displayed in front of the sender name, making it easier to distinguish such messages.

**ATTENTION!** In case of messages, it may be useful to display the showed list in descending order of arrival, but you can sort the content of the whole list by clicking on any fields in the title bar (Sender or even Subject) on the basis of the selected field.

Messages can be listed according to 3 types on the "Inbox" menu item:

- **Custom messages,**
- **Automatic messages,**



### - All messages.

By selecting the "Custom Messages" check box, on listing, system generated messages appear on the screen independently of whether it came from lecturer, student or administrator through the program.

In case of true value of the "Automatic messages" selection box, only those messages are displayed on the interface, which are automatic messages. I.e. messages which were generated by the system when an event had taken place. If the "All messages" checkbox is selected, according to the previous operation, all messages will appear on the interface. By default, messages are displayed by the "All messages" check box. The state of checkboxes is stored into the user profile.

The list of messages can be printed by clicking on the printer icon, and then clicking on the "Print" button at the displayed print preview; while certain messages by clicking on the "**Print message**" button in the pop-up window of the message.

You are able to choose from more print templates, if this is allowed by your institution. (You may choose from blanks uploaded by the institution on several web interfaces of Neptun, so you can use the format that meets the expectations of the institution). If you have more templates to choose from, then a template selector window will appear; if just one template is uploaded to the system, the program will automatically begin to print that pdf.

## 2.3.1 Read and reply to messages

To read the message, click on the **link of the Subject column**. You can view the text of the message in a pop-up window. There are 5 recipients in the "**Recipients**" field; if there are more, you can view them by clicking on the "**Further recipients**" link.

Display restrictions of recipients can occur either because of institutional setting or on the level of single messages. If secret recipients have been identified when sending the message, then only your name will be displayed among the recipients.

The "**Reply**" button is the potential for an immediate reply. This option cannot be used in case of a system notification. The same rules apply to response as for writing a message, except that here addressing is not based on Neptun codes. In the response message and at the sent messages after sending, the recipient's name will be shown.

By clicking on the "**Print Message**" button you have the option to print the message according to the template defined by the institution.

With the help of the "Previous" and "Next" buttons above the text box, you can skip to the next or previous message.

By clicking on the "**Add user to the directory**" button the message sender can be added to the directory. You can add this person to the appropriate, existing group in the appearing pop-up window. In this popup window, you can also create a new group with the green button (with white cross in it) situated next to the group drop-down menu.

From now on, this user will be included in the directory by name.

## 2.3.2 Delete messages

If you want to delete some messages, select the check box(es) in the line(s) of selected message(s), and click the "Delete" button.



If you want to delete all messages, select the "**Delete**" check box on the top of the column, and click the "Delete" button.

On web interfaces, when you delete a message a feedback message of success of the deletion appears on the top of the lines of messages **in a green information bar** which can be seen timed for 5 seconds and then disappears from the interface. If the institution uses NMS module, in case of accepting/rejecting the system message of a written meeting, the feedback of the successful operation also appears in the same way.

Successfully deleted

*Display of message deletion*

### 2.3.3 Compose new message

You can send messages to any Neptun user (administrators, lecturers, students), however, they will receive them only if in their settings you are enabled to send them messages. Otherwise, you will receive an error message when you attempt to send message to them. To send the message you need to know the Neptun code of the recipient as well which you are only able to see if it is allowed by the receiver party.

To write a new message, click on the "**Compose new message**" link. In the popup window enter the Neptun code of recipient(s) (if there are more separate the codes by commas), fill in the **subject of the message**, and type in the **message text!** All these fields are needed to be filled; otherwise the message cannot be sent. To edit the message a **HTML editor** is available, by the help of which you are able to edit the text as you wish.

#### **Validate the message receiving of recipients**

When composing a message and typing the recipients in the "Recipient(s)" field or when they are get in the box, the program checks whether the recipients can receive messages or not.

At this point, when you click on the next field and if there is someone among the addressees who cannot receive messages, the program provides a warning text in red letters above the field: "Some recipients cannot receive messages!"

In this case, the field itself is also colored, and if you drag the mouse over the Neptun code of the recipient, then it is displayed in a pop-up information box (tooltip) that which recipient cannot receive messages.

If more than one recipient is included in the box, then the message will be send to those who can receive messages and it appears in an informational text that who could not receive it because of the prohibition of message reception.



*Compose new message*

### Secret recipients

Depending on the institutional setting, it is possible to encrypt the recipients. Accordingly, two recipient boxes may appear in the message sending window:

- Recipient(s)
- Secret recipient(s)

The Neptun codes of the visible recipients can be specified in the "**Recipient(s)**" field, while the encrypted ones in the "**Secret recipient(s)**" field.

It is possible that the institution allows determining only public, only secret, or public and secret recipients (at the same time).

When receiving a message, only visible, unencrypted recipients appear in the message for the recipients of the single messages. The receiver of the message cannot see the secret recipients.



When composing a new message, form check runs down for the content of the "Recipient(s)" and the "Secret recipient(s)" fields. If the fields do not contain - separated by commas - Neptun codes, the system does not send the message and lists the formal incorrect recipients in a feedback window.

### Group message sending

You can send a group message from the "Inbox" interface by typing in the Neptun codes, but this type of messaging is also possible on several menus. You can send a message to a group such as students of a course or exam (fellow-student) on interfaces for these functions. In this case, the program will display recipients by name and you can choose to send the message to all the students or you would like to select those recipients from the list to whom you want to send it.

In case of group messaging, where you can choose from the "All students" and the "Select custom students" options, a "Secret" check box appears. If this is ticked, then the selected recipients get into the "Secret recipient(s)" field, but if the check box is in false position, then into the "Recipient(s)" field.

In the "**Valid until**" field you can enter a date after which the Neptun system automatically deletes the message from the recipient's mailbox. This field is optional.

To send the message, click "**Send**". The system notifies you of the successful delivery of the message.

To return to the previous screen without sending the message, click "**Back**" or close the popup window.

**ATTENTION! Messages can only be sent by indicating the Neptun code** (with the exception of the reply message when only the recipient's name is visible)! **In case of more recipients, the codes should be separated by commas!**

**In accordance with institutional decisions, certain students may be disabled to communicate, at such times message cannot be sent by the student.**

### Attach a file to message

It is able to attach a file to the message. Attachment of a file can be carried out in two ways. You can upload previously uploaded documents from the document library with the "**Existing document reference**" button or an entirely new document with the "**New document reference**" button. The uploaded message is displayed in the Description field as a link. An attach (paper-clip) icon can be seen next to the received message at the addressee of a message to indicate that attachment is included. To view the attachment, open the message and click on the link there. After you click on the link a window appears with the data of the received document in which if you click on the file download link the attached document can be viewed.

**WARNING! The option of document attachment to message is available only if the institution uses the Neptun Meet Street module.**

## 2.4 Messages/Sent messages

You can see the list of your sent messages on this interface (these may be newly posted messages or answers). In lines of the messages the message's subject is displayed ('Subject' column), and also the send date field which helps to identify the message on searching. In addition, the recipient is also shown, but if there are



more recipients in the field, here only the first is displayed by the system; you can view the full list of recipients by viewing the message.

### 2.4.1 Read sent messages

To read the message, click on the **link of the Subject column**.

With the **"Print message"** button appearing in the sent message pop-up window, you have the option to print the specific message. You can choose from a number of print templates, if it is allowed by the institution. (You may choose from blanks uploaded by the institution on several web interfaces of Neptun, so you can use the format that meets the expectations of the institution). If you have more templates to choose from, then a template selector window will appear; if just one template is uploaded to the system, the program will automatically begin to print that pdf.

### 2.4.2 Delete sent messages

If you want to delete from your sent messages, then tick the check box(es) found in the line of the selected message(s), then click on the "Delete" button found below the list. You may delete the message when viewing it as well by clicking on the "Delete" button situated in the pop-up window.

If you want to delete all of your messages on the given page, then click on the top check box in the "Delete" column, and then the "Delete" button.

## 2.5 Messages/Settings

In this screen by stepping through the tabs, you can set the preferences of sending and receiving messages. You can set whether a student is prohibited or permitted to send messages to you, or what format and what types of messages you want to receive, as well as you can subscribe to information via SMS.

### 2.5.1 Enable the reception of messages (disable)

Here you can prohibit or permit to send messages by other students.

By selecting **"Prohibit"** at **"Permit message sending for all students"** option button, you generally restrict all students to send you messages. If you select **"Permit"**, all students will be allowed to send you messages.

If you want to exempt some students from the above prohibition or permission, you have to add those user(s) to the **"Exceptions"** list at the bottom of screen. Should you apply either option (global prohibition or permit), click on **"New exception"** link and insert the Neptun code of those student for whom you want to permit or prohibit to send messages, depending on the above rule. Then select the required option. Fix the rule by clicking "Save". After this, the saved rule will appear on the screen and later can be edited or removed (mark the check box "Delete", and click **"Delete selected exceptions"**) by clicking the appropriate button.

**ATTENTION! Messages from lecturers, administrators or automatic system messages are not allowed to be prohibited in the system.**



## 2.5.2 Automatic notifications

You can see those types of system messages listed on this interface which are generated by the changes taking place in the program. These messages can be very important in terms of your studies. Such messages may be for example: transcribed financial fees to be paid, entering grades, or class schedule date changes of a course, room changes of a course.

Your institution generates messages of all message types that are shown in the image. You can set certain message types as mandatory which means that on system entry you must read those types in order to proceed. This serves your interests.

### Forwarding Email / SMS

Here you can define which message types you want to be notified of via **email and/or SMS**.

**ATTENTION! The SMS service is available only if you previously register to it** ("SMS service information" tab / "Subscribe to SMS service" button). It is possible to add e-mail addresses in the "Personal Data" / "Contact information" menu "Email addresses" tab. It is important to define a default email address as well. Messages will arrive here automatically.

**The reach of the SMS service depends on whether the institution uses this module or not.**

Messages have basically four types: from **the university staff, from other students, concerning studies, or concerning finances**. All four types can be requested both via email or SMS.

Beyond the big categories you can receive system messages of notifications, duties pertaining **requests and questionnaires** as well.

By selecting the check boxes in "Email" and "SMS" columns, you can define whether you need the messages related to that particular line or not.

For example if you want to receive messages from employees of the institution also by email, select the check box under "Email" column next to the line of "Messages from the university staff". To save the settings, click "Save".

The check box selection is possible all at once by selecting the check box next to the name of the group, but each message type can be selected individually. If you use the group selection, each member of the group is automatically added to the selection.

Each group can be opened or closed with the help of the + or – signal at the front of the group.

The settings can be fixed with the "Save" button.

**The following message types can be set:**

- **Messages concerning exams**  
(Exam appointment has been changed, Registered for an exam from the waiting list, Exam registration by an administrator, Place of exam has been changed, New exam announcement in the exam period)
- **Messages concerning financial matters**  
(Imposition of payment obligation, Scholarship disbursement has occurred, Payment to the collective account, Transfer back from the joint account, Modification of payment obligation, Deletion of payment obligation)
- **Messages concerning grade registration**





(Exam grade has been registered, Mid-term task result has been registered, Grade has been registered, Exam grade has been deleted, Course grade has been deleted, Exam grade modification)

- **Messages concerning prohibitions**

(Disable term registration, Prohibition of term subject registration, Prohibition of term exam registration, Prohibition of exam registration for the given subject)

- **Messages concerning subject and course registration**

(Registered for a course from the waiting list, Register for subject by administrator, Course registration by administrator, Course registration to waiting list by administrator, Subject deregistration by administrator, Course deregistration by administrator)

- **Messages concerning requests**

(Change of request-related imposition status, Request status change)

- **Messages concerning studies**

(Change in study state, Change in financial state, New official note entry, Change in course class schedule, Delete course from class schedule)

- **Messages concerning virtual space**

(Forum assignment, Deletion of forum topic membership, Document assignment, Deletion of document access, Member assignment, Deletion from the members of virtual space)

- **Messages concerning questionnaires**

(Notification of new questionnaires, Notification of filling of questionnaires approaching deadline)

- **Messages concerning user administration**

(Merging persons)

- **Messages sent by lecturers or administrators**

- **Messages sent by students**

- **Messages defined by the institution**

(Message types of this group can be determined by the institution arbitrarily)

### **End of day / concatenated messages and e-mail (digest)**

In order to ease the comprehension of the increased system message turnover in certain periods, it can be set that the same type of system messages be sent concatenated once a day.

The institution may determine the time of delivery as it wishes.

To receive concatenated, end of day message from certain types of messages, you have to tick the "**Digest message**" and the "**Digest email**" columns check boxes.

**ATTENTION!** If the user requests an end of the day notice from a given message type, the program sends end-of-day notification only, immediately not.



**Message settings**

Actions: **New exception**

Message delivery settings | **Message forwarding** | SMS service information

On this interface you can set that from what type of messages you would like to receive automatic notifications via e-mail and NeptunSMS service.

**Message notification settings**

Actions: **Save**

Type	Email	SMS	Digest message	Digest email
<b>Messages concerning financial matters</b>				
Type	Email	SMS	Napvégi üzenet	Napvégi email
Transfer back from the joint account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify payment liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancel payment liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Befizetési kötelezettség megosztása	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarship disbursement has occurred	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatikus késedelmi díj generálás	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment to the joint account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment liability has been transcribed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Messages sent by lecturers and administrators</b>				
<b>Messages concerning exams</b>				
Type	Email	SMS	Napvégi üzenet	Napvégi email
New exam appointment created during exam period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exam appointment has been changed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exam registration by administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place of exam has been changed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered to an exam from the waiting list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Enabling message types*

A term parameter is included in automatic system messages related to the subject- and course registration, entering course and subject grades, modification and deletion of grades, thanks to which it becomes clear from the text that on which term of your training has the operation taken place.

Accordingly, in such cases when the operation refers to a period one or more semesters former (e.g. subsequent deregistration from a course or grade modification etc.) it also becomes clear immediately that the given operation with data of which semester has taken place.

### 2.5.3 SMS service information

**ATTENTION!** The Neptun SMS service was cancelled in 2015. No more SMS package is possible to be bought from 06/24/2015.

This tab will be displayed on the students' interface if this module is ordered by institution. In this case, you can get to the SMS service interface with the "**Subscribe to SMS service**" button.

On the first entry to the SMS site, after accepting the conditions you need to register first. The portal will then become usable, and after this when ordering another dose of SMS you can go to the SMS portal interface from the Neptun web interface without login.

**You can find a more detailed description of the use and order of SMS notifications on the SMS portal.**

## 2.6 Messages/Directory

On the directory interface you are able to arrange recipients into optional groups and to send a group message to the group members (the possibility of group message sending depends on the institutional setting).



Accordingly, the interface gives an opportunity not only to send a group message to the existing groups of subject, course or examination and select recipient, but to create an often used, personalized list of recipients in accordance with other, freely formed groups.

There is a **group filtering option** on the directory interface where you can choose from your own previously defined groups.

You can select the group of which you want to list the recipients from the group drop-down menu. You have the option to be list "All groups". To list, press the "**List**" button!

Members listed on the basis of the group appear by name and you can see in a table to which group they belong and also the comments that you have added to the person when you add him/her. You can modify the group of the person, the related comment and you can send a message to the person with the line-end "Options" icon. By clicking on the "**Group message sending**" button you can also send a message to all persons of the list at the same time (the possibility of group message sending depends on the institutional setting).

By clicking on the "**Add new**" button, you can add a new directory member by Neptun code on this interface.

If you click on the "**Edit**" button next to the "Group" drop-down menu at the filter, a new interface appears, where you can administer your directory groups.

On the "**Directory groups**" interface, you can see your already created groups listed, and you can also create a new group with the "**New Group**" button. By clicking on the "New Group" button, you only have to enter the name of the group in a pop-up window, and then finalize it with saving. So after that click the newly created group will appear in the list.

The names of the groups listed can be edited by selecting the "Modify" link below the line-end "Options". A certain group can be deleted by marking the check box and then clicking on the "Delete" button.

### **Add persons to the directory**

To add a new member to the directory is possible not only with the "**Add new**" button on the interface, but on several other places.

In an opened message on the "Inbox" interface it is possible with the "**Add user to the directory**" button as it has been described at the messages.

**Other possible options for adding persons to the directory** are the list of students appearing in the windows of the Subject, Course and Exam (where there is an "Options" menu accordingly) or it is also possible at the virtual members of the Neptun Meet Street.

On the web interface of students, users can also be added to the directory in the "Information/ Search for students" menu item.

At these lists the "**Add user to the directory**" link is displayed when you click on the "Options" icon seen in the line of the given person, on which clicking you are able to assign the person to the appropriate group in a pop-up window. In this popup window, you can create a new group as well with the green button (with white cross in it) next to the group drop-down menu.

Moreover, in the student list of the Subject, Course and Exam, individual and group messaging functions have been created.

## 2.7 Topicalities

On the left sided "Topicalities" menu, you can read important information to the use of the Neptun, or about other significant information. To visualize or hide the topicalities box, click on the left **A letter** icon. The



box can also be hidden by its own closing x button from the menu bar. By clicking on the update button of the small window you can update the content of the box.

## 2.8 Calendar

The calendar box can be displayed or removed from the left menu bar with the little calendar icon on the left.

The box can also be hidden by its own closing x button and the content of it can be updated by clicking on the update button.

**Lessons, exams, appointments, tasks, subscription lists and consultations are displayed in the calendar.** It is situated in the left menu, so you can always look at it, it is always at hand. It is possible to display the days and its associated occasions per month. You can change month by clicking on the arrow located on the two brink of the header. It is possible to display different variations of the lessons, exams and meetings, even with selecting only one type. You can choose by the help of the check box next to the appropriate text. The current day is highlighted in red.

By dragging the mouse over the event, a tooltip shows the details of it. The same data are displayed which are also shown at the class schedule. The holidays are also displayed.

If you click on one day in the calendar, then the program navigates you to the “**Studies / Class schedule**” interface, where you can see your schedule more precisely, and you can display details of subject and course data.

Various occasions appear in the calendar and class schedule irrespective of the training. If you would like to perform further operations with a lesson or an exam occasion starting from here, it will be only possible if you select the training related to the certain subject or exam at the "Training".

You can export your calendar / class schedule into your calendar of your Outlook e-mail program with the "**Outlook Export**" button, and later on it is also possible to synchronize the calendar. By clicking on the button, the program navigates you to the Outlook export interface below the "Personal data/Settings" menu item.

**ATTENTION!** If the institution does not use the NMS module, you will neither see any possibility of adding a meeting, and nor the meetings!

## 2.9 Favourite forums



If the institution uses the Neptun Meet Street public space module then the favorite forums icon and the corresponding field appears among special functions on the left.

Favorite forums selected arbitrarily in the Neptun Street Meet can be displayed in this field.



## 3 Own data

### 3.1 Personal data

#### 3.1.1 Personal data tab

You can find four tabs on this interface, and in this first, “**Personal data**” tab you can view your basic personal data (e.g. address, name, citizenship, tax identification number, date of birth, educational identifier etc.) and here you are allowed to edit them by clicking the “**Modify data**” button.

If you have a dual citizenship and the institution also records it, then a “**Citizenship2**” line appears on the interface below the Citizenship, in which the secondary citizenship can be viewed. If the institution does not record your secondary nationality, the Citizenship2 field does not either appear on the web.

**ATTENTION!** Your data displayed here are crucial as they are required, among others, to the administration of tax relief for fees, of scholarships or of availing you with social security services, so you are requested to modify them only in justified cases.

#### **Higher Education Information System**

A link at the bottom of the interface allows you to view data reported into the Higher Education Information System (FIR).

You can check your data reported into the Higher Education Information System (FIR) on the [www.magyarorszag.hu](http://www.magyarorszag.hu) website. This requires an Ügyfélkapu account to log in which can be obtained personally in an Okmányiroda (Office of Government Issued Documents).

With an Ügyfélkapu account open <https://ugyintezes.magyarorszag.hu/szolgalatasok/fir.html> website, click on the Használok a szolgáltatást (Use service) button, then look for the Adatkeresés (Data query) menu on the top left. Enter your Education ID to view the data reported by your school about you.

#### **Modify basic data window**


Here you can enter your modified data. The modification request sent by clicking to “**Send modification request**” will be registered and the system issues a confirmation.



### Edit basic data

**Edit basic data**

◆ Title:	<input type="text"/>
◆ Family name:	<input type="text" value="Kollár"/>
◆ Given name:	<input type="text" value="Elemér"/>
◆ Marital status:	<input type="text" value="Divorced"/>
◆ Number of children:	<input type="text" value="1"/>
◆ Tax ID:	<input type="text"/>
◆ Birth country:	<input type="text" value="Hungary"/>
◆ Régi kód (en):	<input type="text"/>
◆ Kollégium (en):	<input type="text" value="Georgikon Diákszálló"/>

 **I assume legal responsibility for the accuracy of the data that I hereby submit.**

### *Modify personal data*

It depends on institutional setting that which data can be modified in the window.

Depending on the institution's settings, the sent modification will be accepted automatically or manually by an administrator. In the latter case, it can occur that the modified data should be submitted personally and justify by documents at the Education Administration Office. In such cases, the modification sent through the "Personal data" screen will not appear immediately, but only after its approval. For further information about the settings applicable in your institution and of documents required to justify modifications, please consult the Education Administration Office or the information leaflets published by your institution.

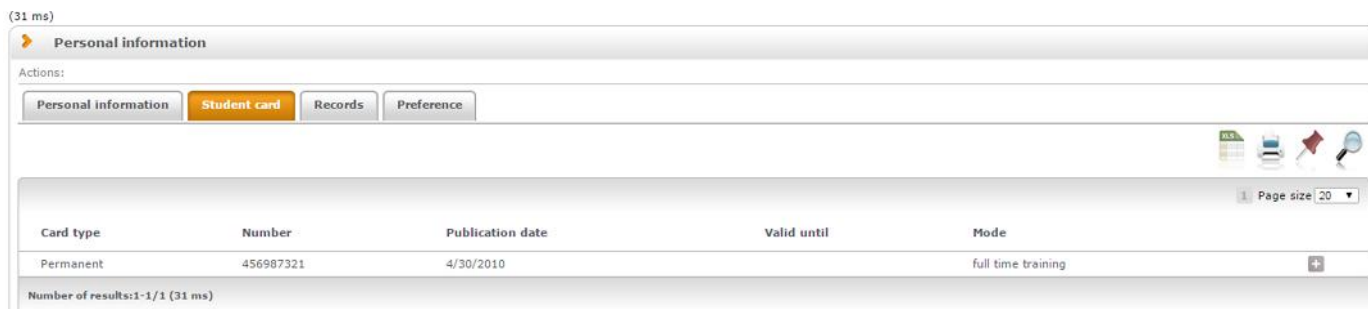
### 3.1.2 Student card data

On the Personal data interface, below the second "**Permanent/Temporary student card**" tab, permanent and temporary student card data are displayed.

The basic data of the student card appear in the line of the student card: the card type (permanent or temporary), the card serial number, date of issue, period of validity, as well as the division (this is the division of the student's training, which can be for example full-time, correspondence or evening).



By clicking the "Options" icon at the end of the line you can view the data of the decal and possible identity card belonging to the certain student card. The validity of student cards is showed on the interface as well. In case of a temporary card in the pop-up window.



### *Student Card Information*

### 3.1.3 Records

Under the third, "**Records**" tab on the Personal data interface, your official documents are shown that have been uploaded to the system. Here you have the opportunity (if your institution authorizes it) to upload a new record/records and modify or even delete the existing data as well.

The following columns are displayed on the interface: "Record type", "Identifier", "Expiration date" and "Remark".

You can **modify certain records** by clicking on the "Options" at the end of the line. By clicking on the modification, you can see the alterable data in a pop-up window (e.g. record type, identifier, validity etc.). Data that can be changed may vary by institutions.

### 3.1.4 Preference

Under the fourth, "Preference" tab on the Personal data interface, such data are displayed of you, by which you may receive preference on a certain field that is determined by the institution. This could be the recording of deficiency. You can enforce your modification intention according to the institutional limitations.

## 3.2 Qualifications

This screen displays your previous qualifications, language exams and competition results that have been entered into the system.

**ATTENTION!** It depends on institutional settings that what data can be changed from the web interface. It is possible that some data are read-only and you cannot modify them. Find your data modification requests aggregated under the "Own data/Data modifications" menu.



### 3.2.1 Previous qualifications tab

Here you can view your previously acquired qualifications (leaving certificate, college or university diploma etc.). The data of your secondary and higher degree qualifications appear in separate blocks. They include, inter alia, the date of completion of studies related to that institution, the type of training or the certificate identifier relating to the qualification.

It depends on institutional setting whether you have permission to add new pre-qualification and delete/modify previous qualifications that have been recorded previously or not. **New qualification** can be added by clicking on the same name button. To delete, modify and get **more information** of a qualification, find the operation links at the foot of the data.

By clicking on the "Details" option extra information of previous qualifications administered by the institution can also be viewed.

### 3.2.2 Parallel studies/guest student studies

You can see the data concerning your parallel and guest student studies on this interface. Similarly to other data, the institution may make it possible to change them here as well.

### 3.2.3 Languages tab

Here you can view your previous language exams recorded in the system. The corresponding data of each foreign language exam is displayed in a separate block. Here it is recorded that from what language, when and on what degree you have obtained a state examination. It includes the state examination of foreign language type, the identity of the certificate, and it also indicates whether monolingual or bilingual, whether it is a professional or a general state examination.

It depends on institutional setting whether you have permission to add new language exam or delete/modify language exams that have been recorded previously or not. **New language exam** can be added by clicking on the "New language exam" button. To delete, modify and get **more information** of a language exam, find the operation links at the foot of the data.

### 3.2.4 Competitions tab

You can view your different competition results on this tab. It depends on institutional setting whether you have permission to add new competition or delete/modify competitions that have been recorded previously or not. New competition can be added by clicking on the "**New competition result**" button. To delete, modify a competition, find the operation links at the foot of the data.

## 3.3 Contact information

This screen can be used to upload and edit your contact details, email addresses, phone numbers, mail and website addresses in particular. Due to their personal nature, in the system these data can only be accessed by you and the administrators authorized to that purpose.





When stepping through the tabs of “**Email addresses**”, “**Addresses**”, “**URL addresses**” and “**Phone numbers**”, you can view your entered contact information, and here you can modify and remove them, or add new data to the system.

**ATTENTION! Your institution may specify to give permission to modify, delete certain values and probably to add new data, or only allow to view the recorded values.**

**ATTENTION!** It is very important that you enter and keep your contact information up-to-date, as by this way the employees of your institution can contact you if necessary, secondly, the messages, which are sent to you through Neptun, can only be delivered to you via email or SMS if your official email address or mobile phone number is available, thirdly, your permanent address plays an important role, among others, in maintaining postal correspondence, in institutional data service and in proper invoicing of fee-paying.

### 3.3.1 Add new contact information

To upload a new accessibility, use the buttons “New ...” to be found on the tab concerned, enter the new information in the appearing screen, and click “Save”.

### 3.3.2 Modify contact information

If you want to modify a data, click the line-end “Options” icon at the end of the line and then on the “Modify” label, in the popup window carry out the modifications requested, and click “Save”.

**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

### 3.3.3 Delete contact information

The system also allows deleting, if you select “Delete” check box in the data row, which you want to delete, and click “Delete”. If you want to delete all data which were previously added to the tab, select the check box in the column header, which results in the ticking of all check boxes in all data rows then click “Delete”.

### 3.3.4 Default e-mail address/ phone number

Out of the recorded e-mail addresses, every student and employee **must have one and only one default e-mail address**. The default pipe can be used not by type (official and private), but with reference to all addresses, irrespectively of the type. Only one e-mail address of all can be set as default.

On the basis of the operation of the program, if there is not any e-mail address recorded, and a new one is being added, then regardless to the type set, the “Default” check box will be automatically ticked. If one email address is included in the system, and the pipe is exempted from the Default check box, the program



warns that "There is no default e-mail address!". If more e-mail addresses are included, at which the types are filled, and the "Default" check box is ticked at such an address which has been marked as empty up to now, then the program will remove the checkmark from the box of the email address which was previously marked as the default.

If you delete the default address, then the last recorded e-mail address will be automatically the default one. If a new e-mail address is being recorded and its type is not filled in, then the last recorded e-mail address becomes automatically the default e-mail address. Consequently, always the "Official" typed e-mail address will be the default, and if you do not specify the type, then the last recorded e-mail address will be the default, even if you already have an official type e-mail address marked as the default.

**Phone numbers** can be specified as default as well.

Default phone number has significance in case of institutional SMS sending. Here it is always needed to have one default phone number as well.

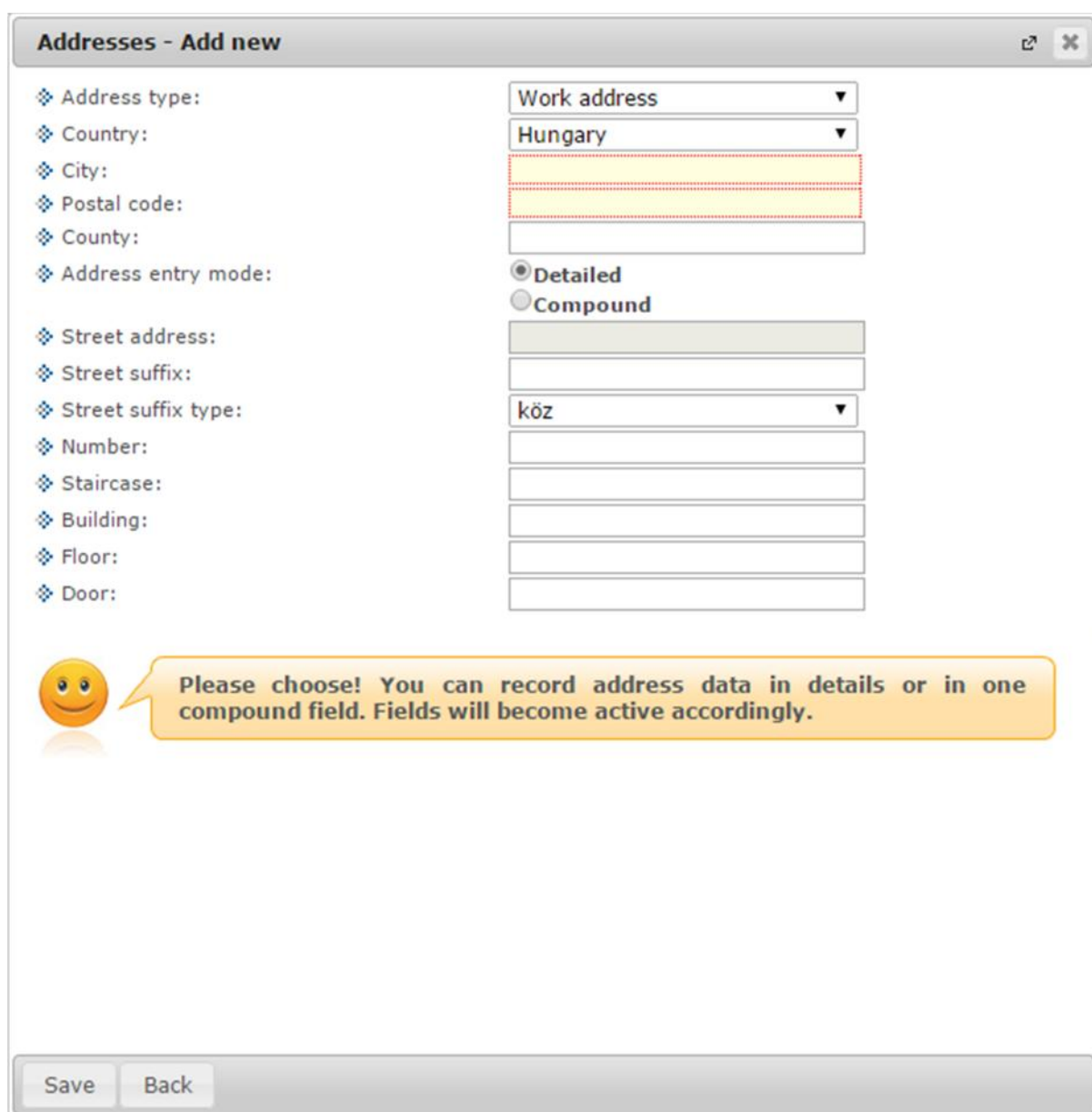
### 3.3.5 Record address (in one piece or in detail)

On recording an address, it depends on the institutional setting whether you have to add your address in one piece or in detail. Both options are available as well. The city and zip code fields are required. Details refer to other parts of the address, to the public place, house number and staircase etc.

If Hungary is selected in the "Country" field, the program checks the accuracy of the postcode and accordingly, in this case it fills the county and city data automatically. In case of foreign address, the post code check is not working.

When typing the city in, the program offers the city/settlement name and the zip code belonging to it based on a set of values in a floating menu. If the user selects one of the offered values, both the "County" and "Zip Code" fields will also be automatically loaded. The value of these fields can be subsequently changed by hand.

Information window also provides information about your choice at the bottom of the pop-up window and the corresponding fields become active.



**Addresses - Add new**

❖ Address type: Work address

❖ Country: Hungary

❖ City:

❖ Postal code:

❖ County:

❖ Address entry mode:  
 Detailed  
 Compound

❖ Street address:

❖ Street suffix:

❖ Street suffix type: köz


❖ Number:

❖ Staircase:

❖ Building:

❖ Floor:

❖ Door:

 Please choose! You can record address data in details or in one compound field. Fields will become active accordingly.

Save Back

*Address can be recorded in one piece or in detail*

### 3.3.6 Print data

You can print the lists by clicking first on the Printer icon at the top right side of the list, and then on the "Print" button in the resulting window.

On entering or modifying addresses, when typing the city, the zip code and the county (if it is a Hungarian address) will be filled automatically. And when typing the zip code, the city and the county will be automatically filled.

**ATTENTION!** You can find your modifications of contact information and data modification requests initiated anywhere on the web interface at the "**Own data/Data modifications**" section.



### 3.3.7 Data modification rights

Whether which data you can change or delete as well as to which data/data circuits you can add new values, is regulated by the institution. Accordingly, certain data fields will be changeable and buttons for adding new value, deletion or modification will appear on the interface.

Your institution may allow to attach the document to certain data, data circuits.

In such a case, the "Attach document" button is displayed under relevant field, by clicking on which you can upload files in a pop-up window. The type, language and description of the document as well as the previously uploaded documents appear in the pop-up window.

## 3.4 Settings

In this screen you can change your password and login name, customize your Neptun look ("Skins" menu item). Here you can also set, which your personal data you allow to be accessed in the menu "Search for students" by your fellow students.

**ATTENTION! The Change login name and the change password tabs will only appear if your institution made these functions available for the students.**

### 3.4.1 Change login name (optional)

Here you can change the login name that you use for logging in to Neptun. In default this is the same as your Neptun code. For changing it, write the desired login name (only capital letters and numbers can be used) into the "New login name" field and click on the button below it.

**ATTENTION!** Although you can change your login name the above mentioned way, your Neptun code will remain the same and the latter will be used for your identification in the education administration, so do not forget it!

### 3.4.2 Change password tab

This tab serves to change the login password you use for signing in Neptun. First enter your old password, then enter twice the new one, then click "Change password". The successful password change will be confirmed by the system. It is advisable to use a password consisting of a specific combination of alphanumeric characters, which cannot be easily guessed by other people.

Passwords can contain small and capital Hungarian alphabetic characters, as well as numerals.

In case your institution uses a different system for authentication which means you can't set your password within the Neptun then this tab will not appear, as you should change your password in that other system.

On web entry, as well as on changing password, a warning message appears when Caps Lock is on.

**ATTENTION!** Passwords are recommended to be changed regularly to prevent unauthorized access to your personal settings and data. For this reason, when you first sign in the system, this screen appears automatically.



**IN THIS CASE YOU MUST CHANGE YOUR PASSWORD, AND FURTHER ON NEVER USE YOUR BIRTH DATE FOR IT!**

### 3.4.3 Search authorization tab

Here you can set which of your personal data are allowed to be viewed in the system by your fellow students using the "Search for students" menu. (For example, if you select "Permit" under "Neptun code", you can be found by other users in the "Search for students" screen when they search you by your Neptun code.) After having selected the required settings, click "Save".

### 3.4.4 Profile management

Here you have the possibility to delete your personalized user settings previously saved by the program with the "**Delete profile**" button. Such as for example the different sorting settings, or search settings which are saved by the program. By deleting the profile you obtain the program's default settings.

### 3.4.5 Nickname

This will allow you to define a nickname, which practically corresponds to the "nickname" expression used on web sites. The essence is that you have the option to attend with this nickname on the various interfaces of Neptun anonymously and thus become searchable (e.g. when announcing a new meeting at the selection of the recipients). The nickname currently serves for facilitating the search in the NMS for the students and teachers, so we ask you to take this into consideration when you add your nickname.

**ATTENTION!** The nickname menu item is only available if using the NMS module.

### 3.4.6 Export to Outlook

The entries of your calendar/class schedule can be exported to Microsoft Outlook email client (in Normal view). You can use the "Outlook Export" interface for this. The Outlook export link appears below the Calendar of the left-hand menu bar as well as on the class schedule interface in normal view (furthermore also on the Calendar interface in the NMS similarly to the class schedule).

**ATTENTION! The contracted and the semester view of calendar/ class schedule cannot be exported!**

If you click on the Outlook export link anywhere in the program, you will automatically get to this interface.

There are two types of exports available:

1. Automatic update (Outlook and/or web-based calendar, for example Google Calendar)
2. Manual update



### Automatic update

If you click on the „**By clicking here you can set in Outlook**” labeled link, all entries of the calendar and class schedule will be loaded in the Microsoft Outlook program.

After this grant, by restarting the Microsoft Outlook and synchronizing folders manually, entries will be updated. No more further exports will be necessary for this.

The webcal protocol name cannot be imported for calendars used on the web (e.g. Google Calendar), it has to be replaced to https. For ease of handling another link can be found with the following beginning: "**Copy this link to Web calendars**". The new link uses https protocol, so after copying and importing it into a web calendar it allows export of the calendar with automatic update. It is important that in case of web calendars, the auto-update is typically slower than the update of calendar exported to the Outlook.

### Manual update

In case of a manual update, you can specify a time interval on the Neptun Web interface in which entries should be exported.

The "Date from" field is loaded with the current date and the "Date to" field is loaded with the same day of the following month by default.

Only those types of entries will be exported that are selected to be displayed elements in the left side calendar or the calendar of the NMS or in the class schedule.

With opening, the file can be loaded in the Microsoft Outlook program immediately. Or if you choose saving, an .ics (iCalendar) file will be saved which can be imported into the Microsoft Outlook (or Google Calendar as well).

**ATTENTION! Manually updated .ics file can be loaded into and used in Google Calendar!**

In case of manual update, after the loading the .ics file and the mail program folder synchronization, class schedule entries will not be updated in the Microsoft Outlook.

On the interface a **training selection** drop-down menu is displayed below the date fields, so you can export events optionally pertaining to the selected training.

If the interval that has been specified at the Outlook export does not include any calendar entry, you will receive a **warning message** about this; consequently, unnecessary empty export can be prevented.

### Excel export

Next to the Outlook Export link there is an **Excel export** link that allows you to export the class schedule entries into the Excel. Setting filters of the data to be exported can be done the same way and the same place as the setting option for Outlook export manual update. You can specify a time interval which is the interval of export entries. In the Excel export file those types of events will be included which have been selected before pressing the Excel export button. When you export to Excel and the set time interval does not include any calendar entry you will receive a warning message about it.

## 3.5 Data modifications

You see here your previously sent data modification requests. In the "Accepted" column you can see whether a request has already been accepted or not. If it has been accepted, a green tick gets into the column. In this case, the date is also displayed in the "Date of judgment" column.



All of your data modification requests are shown on this interface, independently of on which web-based interface you have initiated the data change (e.g. you can find here your address modification requests as well as your language exam demands).

Here you can check that which values of each of your data were modified and when. Moreover you can get more details if you open the single rows.

You can see in the main line of the modification that what type of data have been modified (such as a permanent address), and if you open the hierarchically subordinate line, you will see precisely what you have modified to what (for example in case of address, street, city, country etc.).



## 4 Studies

### 4.1 Training data

**Using the menu you can view the data pertaining to your training(s), programme(s), specialization(s) and diploma.**

Data belonging to your **training** are displayed at the top of the interface. Here you can get information about, among others the time interval of the training legal relationship, about the maximum number of useable terms, but all the essential training data can be found here (including the student's level of training, mode, program type, module type, the maximum number of semesters, date of pre degree certificate, etc.). The "Training organization unit" is the organization unit of the student's training where the student is administered within the institution.

The screenshot shows a web interface titled "Training data". At the top, there is a tab labeled "Training | Economy" and an "Actions" menu with "Add to favourites". The main content is divided into two sections: "Training" and "Taken programme | Gazdálkodás".

**Training | Economy**

- Start of legal relation: 12/5/2012
- Date of admission: 2/11/2000
- Registration number: VE-1999002-14K-GA-FBYNCF
- Number of trainings: 1
- Financial status: Undetermined
- Status: Active
- Expected graduation date: 1/30/2003 12:00:00 AM
- Training name: Economy
- Training type: Párhuzamos
- Organization unit: Műszaki Kar
- No. of active terms: 5
- No. of passive terms: 3
- Payment method:
- Graduation date:
- Registration type:
- Description:
- Floor: MA/MSc
- Mode: full time training
- Number of terms: 6
- Max. number of terms: 12
- Program: Other
- Programme type: Undergraduate course
- Degree type:
- OM classified name: 236
- Module: Training
- English name: Economy
- Code: TEMK-F-L-GGA
- Homepage:
- Language: Hungarian
- Administrator:
- Extra1:

**Taken programme | Gazdálkodás**

- Code: TEMK-Y-W-GGA
- Name: Gazdálkodás
- Short name:
- Financial status: Undetermined
- Language: Hungarian
- Description:
- Status: Active
- Max. number of terms:
- No. of terms: 8
- Internet address:

#### *Training data*

Labels that appear on the interface depend on institutional setting as well as on the state of some data's administration. Only those labels are displayed which contains data.

In the middle third of this interface important information about your **programmes/specializations** related to your training can be seen.

If you are interested in the **qualification of your diploma**, you will find at the bottom of this interface.

This screen only provides information you are not allowed to modify data here. Should there be any changes to your data, or should you feel the data displayed is incorrect, please contact the registrar's department.

**ATTENTION!** The interface only displays specializations for which you have already been registered. To apply for a specialization, click "Select specialization" on the "Administration" menu. However, requests marked here will not appear at once on the list of your specializations, this will happen only after the





registration process is closed. As long as you do not have any specialization, the following message appears: "You have not taken any specializations".

! The screen will always inform you about your currently selected training. Should you participate in more than one training, by clicking the "Change training" button in the "**Training**" frame at the top left of the page, a popup appears in which you can select a training of yours from a dropdown list to have the related information displayed on the screen.

## 4.2 Semesters

### 4.2.1 Basic term data

This screen allows you to display basic details of your semesters, by semester, and the registered subjects for the current semester. You also have the option of viewing details on individual subjects and your results for the subject concerned. Additionally, in the Preliminary and Final subject registration period as well as in the Course registration period, under subject data, you are allowed to change courses or to drop the particular subject.

The following labels appear at the "Basic term data": year, study group, semester, state, financial state, registration.

When opening the interface, the subjects of the current semester will automatically be shown.

### 4.2.2 Details

The following fields and their values which are keeping recorded by the institution have been put on this interface: "Reason for financial status change," "Foreign funding" and "Reason for passive status". Here other values may also appear which are arbitrarily set by the institution.

### 4.2.3 Display data for selected semester

Select the semester to be displayed from the "Semesters" drop-down list, and then click on the 'List' button! In this way you can list the subjects belonging to the semester. Then essential information concerning the selected semester are displayed in the '**Basic semester data**' block such as "Year", "State", "Financial state" etc.

Here you can see the "Rank1" and "Rank2" fields as well, if the institution uses the ranking and set the Neptun so that these values are also be visible for students. The ranking is based on two methods of calculation and it shows a headcount data and its position compared to it - based on the ranking - in x/y format (calculation methods may vary by institution, so if you have further questions about this please contact your institution!)

**ATTENTION!** This ranking list does not match the order of rank defined by the ranked subject registration.

Term subjects that are listed by the filter can be identified by names and codes as well, and information concerning their credit values and subject types (e.g. mandatory, optional etc.) are also included in their lines. You find a green tick in the column of the „**You can register for exam**” column if you can register for exam of the subject, and a red icon with exclamation mark indicates that you are on waiting-list of the subject in the „**Waiting list**” column.



You may be on waiting-list as a result of ranked subject and course registration or in such a case when you could not be registered for the subject because of number limitation.

#### 4.2.4 View results

By clicking on the "Results" menu located under the line-end "Options" icon, a pop-up window displays the list of the recorded results obtained from the subject.

**ATTENTION! By clicking anywhere in the selected line (not on the mentioned icons), a small text bubble icon will be seen in the line, on which clicking again the shortcut menu can also be reached.**

#### Subject data

On the interface beside the code and name of the subject, the subject credit, and type also appear as important piece of information and you can even see that from what subject you can register for exam in the check-box column.

If you click on the name of any subject in the list, then the subject data is displayed in a pop-up window (you get here by clicking on the line end "Options/ Subject Data" text as well). By clicking anywhere in the selected line (not on the mentioned icons), a small text bubble icon will be seen in the line, on which clicking again the context menu can also be reached.

The subject data window is present on many interfaces and the following tabs appear in the window on each interface.

- **Subject's courses**

Here you can see the announced courses in the given semester belonging to the selected subject. In the window the type of course is displayed in the "**Course type**" column. The course type helps the student with joining various courses (for example when she/he has to join lecture and practical courses as well).

In the "**Member/Limit**" column you can see how many people have registered for the course till now and how many people can register in all. The value which is displayed on the interface refers to the concrete course headcount, but it is important that several number limitations exist in terms of course registration. To display them, position your mouse on the **blue icon with exclamation mark** next to the value, and further number data can be viewed (such as by the curriculum, by subject or waiting list number limit).

If you are on waiting list on the given course, then a **red or yellow waiting-list icon** (also with exclamation mark) appears next to the number icon. These icons indicate that you are in the waiting list for the course. This means that you have not got into the true number selection of the course yet, but you are waiting in such a list for entry from which you can potentially get into later. The red waiting list icon can be a result of number limit and a ranked subject registration. In case of a ranked subject registration, the "**Ranking scores**" column will be loaded as well.



The progress of ranked subject registration is described in text belonging to the "Subject registration" menu.

The "**Class schedule inf.**" column shows that the given course when (and where) will be according to the class schedule. The days of the week are indicated by their initial letter.

In the "Teachers", "Language", "Site", "Comment", "Description" columns, data can only be seen if these fields have been filled by the institution.

If you would like to get further information on the individual courses, then click on the given course code in the list, and then another pop-up window appear with the course details. The information on this window you can find in the following paragraph of this chapter (or in the screen-sensitive help belonging to the subjects, courses menu items).

**ATTENTION! Taking or dropping subjects and courses is not possible through this menu; you can do such operations on the "Subject registration," "Registered subject" or 'Class schedule' menu items.**

- **Basic data tab**

Here you can view the basic data of the selected subject, such as the requirements ("Pre-requirement", "Final requirement") and the description of the subject, the responsible lecturer's name, and the organization unit of the subject. The **original subject name** is displayed (if it has been renamed and the institution administers it).

The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

- **Topics and Textbooks tabs**

Here you can view the topics and the textbooks of the selected subject, if they have been uploaded in the system.

- **Students tab**

Here you can view the list of students registered to a particular subject. For the details of who have registered for each individual course please go to the course details! You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory.

By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

- **Tabular pre-requirements**

Your institution may define preliminary requirements for subjects by various criteria. The requirements pertain to register or fulfill other subject(s), accordingly the names of columns refer to whether only the **registration** or also **the fulfillment** of a certain subject is obligatory.



The institution may set up requirements according to the nature of the current subject registration period so there can be **preliminary** (at preliminary and ranked subject registration) and **final** (in final subject registration period) requirements.

Requirements in compliance with a certain period may belong to **exams** of a certain subject as well, in which case only the **preliminary exam condition** matters for exam registration.

Individual requirements can create one rule in which rule all the requirements are obligatory to be fulfilled. However, among the rules it is enough for the student to meet only one of them. The rules and subjects belong to them appear in hierarchical arrangement.

## Course data

By clicking on the course code below the "Courses of the subject " list, the "**Course data**" interface is displayed (similar to the subject data in the form of a pop-up window).

Course information is displayed on tabs, similar to the window of subject data. The course data window also appears in several places on the web interface.

- **Basic data**

On the "Basic data" tab you can see basic information about the course. Among the basic data, inter alia, information on headcount limits (Min., Max. members, waiting-list number limit), and possibly set pre-requirement for registering the course are included as well ("Pre-requirement").

By clicking on the "**More class schedule information**" button found below the basic data, all the class schedule dates of the course appear by dates in a pop-up window. So compared to the "Class schedule information" displayed on the Basic data interface, this one is more extended in a way that it lists the specific dates.

In the table of '**Subjects belonging to the course**' every subject is listed to which the course has been assigned (since a course can belong to more subjects simultaneously). The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

**ATTENTION!** As a rule, a course in a semester may be taken only once. So if it has been taken from a subject, you will no longer be able to add the same course from another subject in the same term.

- **Students**

On the "Students" tab, the list of only those students can be seen who have registered for this course. You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory. By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

- **Lecturers**



On this tab those lecturers appear who have been assigned to this course.

- **Class schedule**

On the "Class schedule" tab you will find the list of lessons of the course, but after registering for the subjects and courses, you may be able to see all your registered courses in one place at the "Class schedule" menu item belonging to the "Studies" menu.

- **Tasks**

Under this tab you can find the tasks belonging to the course added by the lecturers. These are mid-term tasks for which the lecturer can give grades, which may affect the term assessment of the subject.

The tasks may include subtasks; accordingly on the interface subordinate subtasks appear under the tasks hierarchically. If a subtask belongs to the task, a plus sign appears at the beginning of the line, on which clicking you can display the subtask. The lecturer can enter grades to each subtask separately.

If you have the option to make up for a task or subtask, then the make-up possibility may appear in a new line.

By clicking on the tasks, subtasks, or make-ups a pop-up window displays the details and the **results you obtained** of the current task or make-up. If your school does not use the Neptun Meet Street module then you can only see the "Task basic data" (here results can be seen) in the pop-up window of the tasks, subtasks, make-ups.

Detailed information of the task/sub-task/make-up can also be retrieved from the menu at the end of the line, plus **documents assigned to task** is also being displayed.

The pop-up window of the task of the first line contains the grades of the task and of the connected subtasks and make-ups too, while of the sub-tasks it contains the grades of the given sub-task and of its make-ups and the pop-up window of the make-ups shows only the grades of the current make-up.

If your school uses the Neptun Meet Street module, the pop-up window of individual tasks, sub-tasks, make-ups will appear with the following options:

- Task basic data
- Hand in task
- Handed in tasks
- Message to the lecturer

**In** such a case these menu items can also be retrieved from the menu found at the end of the line. You can see the tasks by terms, independently of the course, on the "Subjects/Tasks" menu item. You may find possibilities related to the Tasks in the section of this documentation referring to this menu item.

- **Attendance statistics**

Here you can view the statistics of your lesson participation. You can see at each lesson how your participation has been administered divided into columns. Three columns appear: *participated*, *was late*, and *did not participate*. If it has not been administered, the fourth *it is not filled in* column gets its value.



- **Textbooks**

On this interface you are able to view the textbooks possibly assigned to the course.

- **E-learning materials**

On this interface you are able to view materials possibly assigned to the course.

## 4.2.5 Transcribe item

You can find the 'Transcribe item' option under the 'Options' icon which appears at the subject. By this, you can transcribe items if the institution has made it possible for you.

**This item imposition does not correspond to the process under the finances;** here you can transcribe amount in particular defined to the current courses of the subject.

If there is an amount determined to one of your registered course then item imposition works. If there are amounts determined to registered courses of more subjects then these amounts will be added up. If there is no amount at your registered courses, the following message appears: "It is not allowed to transcribe items!" If a course of your registered ones is in waiting-list, the same message will show up.

## 4.3 Class schedule

### 4.3.1 Own class schedule

You can view your constructed class schedule on the Class schedule interface by selecting the "Class schedule" tab (the program shows this by default, while the Institution class schedule tab only appears if you the institution set up the interface in that way).

You are able to view the schedule of your lessons or exams on the basis of several settings or you can print you class schedule according to the selected display setting.

You can select at the "**Items to show**" that you would like to view your lessons, exams, tasks, meetings, consultations or your subscription lists. The number of items displayed may depend on the view.

You can **display the class schedule in 3 types of view** which are as follows:

- **Normal**
- **Contracted**
- **Term**

In **Normal view**, you can display the class schedule elements of a specific time interval. You can reach the selected day, week or month at the date setting option displayed at the upper part of the table. The currently set period of time is always shown in the header of the class schedule chart.

By selecting the **contracted display mode**, items are listed similar to the "Normal" view interface, in an aggregate division. This means that the program displays all class schedule elements of the term in a cross-



section of a week. At this type of view, the term to display must be selected at the "Semester" option. The **contracted division can only be used for courses**, thus only the "lessons" item is active at the display elements, and others are disabled.

In case of the **term display mode**, you must select the desired semester to display at the "Semester" option. In this view you can choose from all the items to be displayed (e.g., lessons, exams, tasks etc.). The Semester view displays **your daily programs pertaining to the whole semester time interval in a list-like layout** similarly to the display manner of the Diary view within the "Normal" view.

Under the single days, various programs appear in colors according to the class schedule events. In the lines of each event the time interval, type (e.g. task, or lesson, exam etc.) and possible repetition information (e.g. Every week) of the event appear. In this display form, days that do not include entries are not displayed.

Within the Normal view, you can decide whether to display a "**Daily view**", "**Weekly view**", "**Monthly view**" or a "**Diary view**" of the class schedule. These settings can be reached by clicking on the same named links found in the header of the class schedule's chart. The selected view is displayed in frame with other colored background.

The daily view shows the events of one day. In the weekly division courses and exams of a week, which start date has been selected, can be displayed. And naturally the period of one month can be viewed with the help of the monthly view.

The **Diary view** similarly to list printing shows your daily programs in a list-like layout. Under the single days, various programs appear in colors according to the class schedule events. In the lines of each event the time interval, type (e.g. task, or lesson, exam etc.) and possible repetition information (e.g. Every week) of the event appear. In this display form, days that do not include entries are not displayed.

You can reach the selected day, week or month at the date setting option displayed at the upper part of the table. The currently set period of time is always shown in the header of the class schedule chart.

By clicking on the "**Back to today**" link, you can easily set the date to the present day. You are able to update the content of the currently displayed view with the "**View update**" link. And by using the arrow keys pointing left and right you can take steps according to the currently set unit of time (if the daily view is set then one day forward or back).

You can switch between the **dynamic view** and the **all-day view**. By choosing the all-day view, the schedule of the selected class schedule starts from 0:00 to 24:00 hour. But if the dynamic view is selected, the schedule of the class schedule starts from 8:00 to 16:00 hour which is dynamically changing in either direction, depending on the start and end date of the class schedule items. The button for switching between views is situated in the header of the class schedule. If you use the interface in all day view, the label of the button is "Dynamic View" but in dynamic view the button's name changes to "All-day view".

In case of the normal - dynamic and the contracted display, if the week includes an event which extends beyond the daily 17-hour limit, then the upper time limit of the schedule will be extended to the end date of the event. Thus, every single event will be fully displayed which starting time falls on the time bar corresponding to the view.

To print the class schedule click the "**Print**" link in the header of the class schedule (according to the selected display).



With the help of the "**Print list**" link, you can print out your class schedule not in a table, but in a list form, so you can see the dates, types of occasions and the specific name of the event (e.g. a lesson with marking the codes of the subject and course and the subject name).

On the web "Class schedule" interface individual settings **are saved in the user's profile**. Accordingly, the software saves that which was the last view that the user selected, the items that were displayed (e.g. classes, exams etc.) and also that data of which semester was listed (in case of contracted and term view). Within the "Normal" view other setting options are saved as further views, for example the weekly, monthly, and the selected date - interval. Thus when the user selects the "Class schedule" interface again it is not needed to select each setting modes again, since the program will remember the last settings.

## Outlook export

The entries of your calendar/class schedule can be exported to Microsoft Outlook email client (in Normal view). You can use the "Outlook Export" interface for this. The Outlook export link appears below the Calendar of the left-hand menu bar as well as on the class schedule interface in normal view (furthermore also on the Calendar interface in the NMS similarly to the class schedule).

**ATTENTION! The contracted and the semester view of calendar/class schedule cannot be exported!**

If you click on the Outlook export link anywhere in the program, you will automatically get to this interface.

There are two types of exports available:

1. Automatic update
2. Manual update

### Automatic update

If you click on the „**Add calendar to Outlook**” labeled link, all entries of the calendar and class schedule will be loaded in the Microsoft Outlook program.

After this grant, by restarting the Microsoft Outlook and synchronizing folders manually, entries will be updated. No more further exports will be necessary for this.

### Manual update

In case of a manual update, you can specify a time interval on the Neptun Web interface in which entries should be exported.

The "Date from" field is loaded with the current date and the "Date to" field is loaded with the same day of the following month by default.

Only those types of entries will be exported that are selected to be displayed elements in the left side calendar or the calendar of the NMS or in the class schedule.

With opening, the file can be loaded in the Microsoft Outlook program immediately. Or if you choose saving, an .ics (iCalendar) file will be saved which can be imported into the Microsoft Outlook (or Google Calendar as well).

**ATTENTION! Manually updated .ics file can be loaded into and used in Google Calendar!**

In case of manual update, after the loading the .ics file and the mail program folder synchronization, class schedule entries will not be updated in the Microsoft Outlook.





On the interface a **training selection** drop-down menu is displayed below the date fields, so you can export events optionally pertaining to the selected training.

If the interval that has been specified at the Outlook export does not include any calendar entry, you will receive a **warning message** about this, consequently, unnecessary empty export can be prevented.

### Excel export

Next to the Outlook Export link there is an **Excel export** link that allows you to export the class schedule entries into the Excel. Setting filters of the data to be exported can be done the same way and the same place as the setting option for Outlook export manual update. You can specify a time interval which is the interval of export entries. In the Excel export file those types of events will be included which have been selected before pressing the Excel export button. When you export to Excel and the set time interval does not include any calendar entry you will receive a warning message about it.

### Further features of class schedule interface

You have the option to display all day long activities or activities which last several days at the separated band below the days in daily and weekly views.

By choosing the „**Contracted/semester view**” tab you can see your class schedule in a **contracted** or a **whole semester** view. In case of these views, you have to select the semester which is desired to be displayed at the **Semester** option. In the entire semester division, all the courses and the exams of the selected semester will appear. The contracted view can only be used for courses, when the program shows the courses appearing on different weeks simultaneously in the cross section of a week.

In case of the Contracted/Semester view there is the **Week type** option. The week type can be: Every week, Even week, and Odd week. The Week type can be also set both in the contracted and in the semester class schedule types.

In case of choosing the Every week option, all such items appear which are included in any week of the selected semester (here not only entry that is educated on each week appears, but those that are included in any given week, even items that are included in only one week or e.g. items which are included in only even weeks). By selecting Even weeks, all such items are displayed which are included in any even week in the semester (i.e., class schedule items educated on every week are also shown here since they are taught on even weeks as well). By choosing the Odd week option all such items appear that are included in any odd week in the semester (thus class schedule items educated on every week are also shown here, because they are taught on odd weeks as well).

The contracted and semester view cannot be exported to Outlook.

**\*ATTENTION!** The monthly view can only be selected if it is also possible to use the NMS (Neptun Meet Street) module.

If you select the “**Meetings/Personal entries**” view, meetings and individual entries are displayed on the calendar interface. By clicking on any date on the class schedule interface a possibility appears: “**Add new meeting**”. By clicking on this, you can arrange a new appointment on a certain date, which time interval can be specified at the start and end dates of the pop-up window.

You can determine the subject of the meeting in the "Subject" field, it's location in the "Location" field, and you have the opportunity to give details about the meeting in the "Description" field.

The recipients become visible only when the "**Save**" button situated at the bottom of the page is pressed, and then you will see the "Recipients" tab, where you have the opportunity to assign participants/ recipients to the meeting.



By clicking on the "**Add recipients**" button, you can choose in the appearing pop-up window, with setting different filters (e.g. name, programme, specialization, organization unit, etc), students or teachers.

**ATTENTION! The possibility of writing out a meeting appears only in institutions which use the NMS named public space module.**

### Colors in the class schedule

In normal view, certain remark types are displayed in different colors:

- **Lessons (from the class schedule): blue**
- **Exams (from the class schedule): red**
- **Meetings / personal entries: orange**
- **Tasks: bright green**
- **Subscription lists: brown**
- **Consultations: purple**

Uniform light yellow coloring has been introduced to indicate the current day.

The holidays are displayed in grey. If the current day falls on a holiday, it is added to the header with grey-green coloring.

### Class schedule items

**By clicking on the items in the class schedule**, a window appears according to the type of the item is (e.g. in case of exam, the exam data window). By clicking on a lesson, the subject data window appears.

**By dragging your mouse over a class schedule item a pop-up information window (tooltip) provide information** about the data of the given item without the need to click on it. Thus, you may acquire significant data about an event if you do not want to click on it, but the interface does not show enough information.

For example, in case of an exam, the exam time interval, the subject of the exam, exam type (e.g. oral) and the location of the exam are shown.

**At lessons a comment field** also appears in which the lecturer may add a detailed comment to the item.

Class schedule items are displayed on the basis of the time setting of the server, so differently set time zones on user level do not affect the appearance time of class schedule items.

### Indication of waiting list in class schedule

Among the class schedule items, in the header of the blue colored lessons a **yellow triangle icon with exclamation mark** appears in the case when you are on waiting list of the lesson's course.

If you drag the mouse over the header of the class schedule item and the resulting yellow icon, a pop-up information tooltip informs you about the basic information of the class schedule item (which otherwise are shown on the interface in the section of the item but it is not certain that the whole text will fit). Among the basic information in case of the course of waiting list, the following text also informs you that you are on waiting list on the given course: "You are on waiting list of the course or on another course of the course's subject!".

The text may differ according to institutional settings.



**ATTENTION! Since a course can also connect to more subjects, therefore it is important to know that you can see the relevant information about that subject from which the course has been taken.**

**ATTENTION!**

**The course data which can be reached here are only your already registered subject's course data. In this window you have the option to drop the subject or the course as well.**

### 4.3.2 Institution class schedule

On the Students' web interface, the "Institution class schedule" tab can be found next to the "Class schedule" tab under the "Studies/Class schedule" menu item. Those institutional class schedules appear on this interface which are allowed to be viewed by your school.

The list of class schedules that were allowed by the institution appear in the "Selected class schedule" field drop-down list. The list contains the code and name of the class schedule and if there are specialization or programme assigned to the class schedule then code, name and type of the module appear also on the interface.

Upon selection, the class schedule appears similar to the "Normal" schedule interface and you can choose whether you want to see it in termly, weekly, daily or in diary view.

The last selected schedule is saved in the user's profile and re-entering the tab that will be reloaded. It is not saved whether you were on tab of your own or on the institution class schedule tab.

When stepping on the interface your own schedule will always be opened by default. From the interface of the new tab it is possible to print and export the selected schedule. A special permissions has been created on this tab. In case the institution does not want to use this option, then it may disable to view the tab. In this case you will not be able to see it either.

### 4.3.3 Subject data

The subject data pop-up window appears on several places on the web interface. Depending on whether it is possible to take subject or courses in accordance with the menu item, the courses belonging to the subject may appear with the name of '**Courses of the subject**', or '**Available courses**'. It is possible to add courses here, so it will appear here like this.

- **Available courses**

Here you can see the courses which have been announced in the current semester, and you can view the registered subject and its course or courses. You can choose which course you would like to drop with the help of the checkbox on the right of the course list. At taken courses the checkbox is checked by default.

**One course may belong to more subjects as well**, therefore at course registration in the list of courses, if you have already joined the given course from another subject then the selection box of course will be



inactive. In this case if you drag the mouse over the line of the course, you can get the information from a pop-up informational text that this course has already been added from another subject.

In the window the course type appears in the "**Course type**" column next to the course code.

The course type helps the student to take the different types of courses.

In the "**Member/Limit**" column you can see how many students have registered for the given course and how many are able to altogether. The value which is displayed on the interface refers to the concrete course headcount, but it is important that several number limitations exist in terms of course registration. To display them, position your mouse on the **blue icon with exclamation mark** next to the value, and further number data can be viewed (such as by the curriculum, by subject or waiting list number limit).

If there are only free places on the waiting-list or you are on waiting list of the given course, then a **red or yellow waiting-list icon** (also with exclamation mark) appears next to the number icon. These icons indicate that you can only get in the waiting-list or you are already in the waiting list of the course. Getting in the waiting-list means that you have not got into the true number selection of the course yet, but you are waiting in such a list for entry from which you can potentially get into later.

The red waiting list icon can be a result of number limit and a ranked subject registration. In case of a ranked subject registration, the "**Ranking scores**" column will be loaded as well.

The progress of ranked subject registration is described in text belonging to the "Subject registration" menu.

The "**Class schedule inf.**" column indicates that when (and where) the given course will be; the days of the week are indicated by their initials.

Data can only be seen in the "Lecturers", "Language", "Site," "Comment", "Description" columns if the institution has filled in these fields. The content of the "Comment" and "Description" fields are displayed in tooltip (in popup information panel temporary) by moving the mouse over the fields.

If you have selected the course(s) you want to drop, click on "Drop subject" button at the bottom of the window. After that, you always get feedback about whether you have succeeded in dropping the subject and course(s) or not, and if an error occurred, the system will indicate the reason of it.

If it is set in the given course that it does not start, though the course appears in the available courses list, but the check box is dimmed and it **cannot be checked for adding**. If you drag the mouse over the given course the following text appears in a pop-up information panel (tooltip): "**This course will not be launched.**"

Likewise, if the institution has disabled course registration, the course will also appear, but it can not be marked to join and by dragging your mouse over the course, a tooltip will appear with the following text: "**The registration for this course has been disabled.**"

And if it is set at your already joined course that deregistration has been disabled, you neither be able to change your selection, and the check box will be dimmed and inactive. In this case, dragging the mouse over the course, a "**The deregistration from this course has been disabled.**" text will appear in a tooltip.

**Your course registration will be only successful if** you have subject and course registration period, and if it has not been banned for you in the educational system.



If you would like to get more information about a course, click on the code of the given course, then another pop-up window will appear with the course's details. You can find information pertaining to this window in the 3th chapter of this document.

**ATTENTION!** If you have taken a subject, but for some reason you want to drop it, you can do it with the help of the "Drop subject" button situated on the "Available courses" tab.

**ATTENTION!** In the list of available courses, only such courses appear for which the set site is equal with the site of the organization unit belonging to the student's training or for which no site has been specified at all!

- **Basic data tab**

Here you can view the basic data of the selected subject, such as the requirements ("Pre-requirement", "Final requirement") and the description of the subject, the responsible lecturer's name, and the organization unit of the subject. The **original subject name** is displayed (if it has been renamed and the institution administers it).

The name of the organization unit works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

- **Topics and Textbooks tabs**

Here you can view the topics and the textbooks for the selected subject, if they have been uploaded in the system.

- **Students tab**

Here you can view the list of students registered to a particular subject. For the details of who have registered to each individual course please go to the course details!

You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory.

By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

- **Tabular pre-requirements**

Your institution may define preliminary requirements for subjects by various criteria. The requirements pertain to register or fulfill other subject(s), accordingly the names of columns refer to whether only the **registration** or also **the fulfillment** of a certain subject is obligatory.

The institution may set up requirements according to the nature of the current subject registration period so there can be **preliminary** (at preliminary and ranked subject registration) and **final** (in final subject registration period) requirements.



Requirements in compliance with a certain period may belong to **exams** of a certain subject as well, in which case only the **preliminary exam condition** matters for exam registration.

Individual requirements can create one rule in which rule all the requirements are obligatory to be fulfilled. However, among the rules it is enough for the student to meet only one of them. The rules and subjects belong to them appear in hierarchical arrangement.

#### 4.3.4 Course data

On the subject data tab, by clicking on the course code at the "Available courses" list, the "**Course Data**" window appears.

The "Course Data" pop-up window is displayed several places on the web interface. The course data window contains information by separate tabs, similar to the subject data window.

- **Basic data**

On the "Basic data" tab you can see the basic details of the course. The basic information includes, inter alia, the information concerning the number limits (Min., Max. members), and the possibly set pre-requirement for course registration ("Pre-requirement").

The **maximum and minimum values** display the set number limits belonging to the course as well as the "**Max. number of waiting-list**" value which indicates whether there is a waiting list number on the course or not.

At the course lecturers the percentage set by the institution is displayed.

In the table of '**Subjects belonging to the course**' every subject is listed to which the course has been assigned (since a course can belong to more subjects simultaneously). The name of the organization unit works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

**ATTENTION!** As a rule, a course in a semester may be taken only once. So if it has been taken from a subject, you will no longer be able to add the same course from another subject in the same term.

- **Students**

On the "Students" tab, the list of only those students can be seen who have registered for this course. You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory.

By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

If ranked subject or course registration is in the institution, then you can see on this interface each student rank scores, the ranking sequence and any waiting list type (a red icon indicates if the student is temporarily on the waiting list in case of ranked and waiting-list type registration). The line of the user is displayed in grey background and the letters appear in bold.



- **Lecturers**

On this tab, those lecturers appear who have been assigned to this course.

- **Class schedule**

On the "Class schedule" tab you will find a list of your lessons belonging to the current course, but after registering your subjects and courses, you can also view all your registered courses on one place at the "Studies"/ "Class schedule" menu item.

- **Attendance statistics**

You can see by course- class time that on which lesson you were participated and how the lecturer has administered you. Among the possibilities there are the "Participated", "Did not participate", "Was late". If none of them is set, then the "It is not filled in" column includes the value according to the lesson number.

- **Tasks**

You find those tasks on this interface which have to be submitted during the study period and can be written out by teachers to this course.

To define the **task type**, the **deadline for submission**, **applied evaluation**, **available make-ups** and the **method of counting the result in** is within the competence of the lecturer and the institution.

If you click on a task in the list, then more detailed information of the task can be viewed, such as for example the results obtained from the selected task or its subtasks, make-ups.

Under a task **sub-tasks and make-ups** which belong to it appear hierarchically subordinated. Make-up may belong to task and also subtask so 3-level hierarchy can also occur.

Entry given for the current task, subtask or make-up is displayed in the "**Result**" column at the end of the line.

By clicking on the tasks, subtasks or make-ups you can see the details and results obtained of the task or make-up in a pop-up window. If your school does not use the Neptun Meet Street module then you can only see the "Task basic data" (here results can be seen) in the pop-up window of the tasks, subtasks, make-ups.

Detailed information of the task/sub-task/make-up can also be retrieved from the menu at the end of the line, plus documents assigned to task is also being displayed.

The pop-up window of the task of the first line contains the grades of the task and of the connected subtasks and make-ups too, while of the sub-tasks it contains the grades of the given sub-task and of its make-ups and the pop-up window of the make-ups shows only the grades of the current make-up.

If your school uses the Neptun Meet Street module, the pop-up window of individual tasks, sub-tasks, make-ups will appear with the following options:

- Task basic data
- Hand in task



- Handed in tasks
- Message to the lecturer

In such a case these menu items can also be retrieved from the menu found at the end of the line. You can see the tasks by terms, independently of the course, on the "Subjects/Tasks" menu item. You may find possibilities related to the Tasks in the section of this documentation referring to this menu item.

- **Textbooks**

Here you can view the textbooks possibly assigned to the course.

- **E-learning materials**

Here you can view the e-learning materials possibly assigned to the course.

### 4.3.5 Exam data

If you are searching among your exams, then exam dates and corresponding information will be displayed in the class schedule, while by clicking on them "Exam data" window will appear.

**ATTENTION!** You cannot deregister or register for exams on this interface. ,,

- If you filter by exams in the class schedule, the exams will appear in the class schedule's chart. By clicking on the relevant exam (apart from the last column), you can view the details of the exam in the pop-up window. The exam data appear divided into tabs.

- **Basic data**

On this interface the details of the exam appear. Here you can find out the exam type (e.g. written, oral etc.), the exact time of the exam, the number information, and whether any teacher comments or specific registration period are applied to this exam.

With the help of the 'Print exam voucher' button you can print out a certificate pertaining to the obtained exam result. To do this you must select the appropriate print template. You can choose from several print templates, if the institution allows this. (On the Neptun's web interface, you can choose from templates uploaded by the institution on several interfaces, so as you can use the appropriate format required by the institution).

If one template is uploaded only, then the template selection window does not appear, but the.pdf is printed immediately.

- **Courses, registered students**





In this tab you can view the registered students' names and registration dates by courses,. The "On waiting list" check box at the end of the line shows which students are so far only in the examination queue (students in the waiting list are those persons who will be included in the exam number automatically in case of a potential exam headcount expansion, however, if the number of the exam is not extended, the students in the waiting list cannot take the examination).

You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory.

By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

- **Examiners**

On this interface you can see the examiners assigned to the exam.

- **History**

Here you can view the list of the exams of the given subject, regardless of semesters, for which you have registered earlier. The list also displays the results of each exam as well as the fact if you have deregistered from that occasion before the exam date.

## 4.4 Special gradebook rows

This interface serves for displaying such index line information (subject related), which is administered for you in a special way by your institution, so it is registered in a separate interface. In many cases, the so-called "**recognized**" subjects (previously accredited) appear on this interface as well.

Accordingly, you can find such information in the list which you can see on the "Credit Book" or "Term data" interfaces at your other subjects.

The following information is displayed:

- Subject code
- Subject name
- Term
- Type
- Credit
- Requirement
- Remark type
- Remark
- Accreditation
- Fulfillment

**ATTENTION! The menu item is not used by all institution, so it is possible that you cannot see it!**

## 4.5 Grade averages



In this screen, you can check the data of both your finished and current semesters, their corresponding grade averages, as well as the registered and obtained credits. You can also view the amount of your repeat exams both by semester and cumulated for your studies. Moreover, the registered number of pieces according to subject registration type and credit values (in the supplementary training data field) are also displayed here. The averaged values are displayed in a **hierarchical table**. The main line the following most popular and most frequently used test values are displayed:

- **Selected credits:** total amount of credits for the subjects registered in the current semester during subject registration.
- **Total selected credits:** total amount of credits for all subjects registered in the current and the previous semester(s) during subject registration.
- **Earned credits:** total amount of credits for successfully finished subjects in the current semester.
- **Total earned credits:** total amount of credits for the successfully finished subjects in the current and the previous semester(s).
- **Average:** an average value calculated from the results of the current semester. The rules of average calculation (which subjects are included, what weights are applied etc.) are determined by each institute at its own discretion. For further information please consult the Studies and Exams Code of your institute or the Registrar's Department.
- **Cumulative average:** a cumulative average calculated from results of the current and previous semester(s). Also in this case, the determination of average calculation rules falls within the competence of the higher education institution.

#### ATTENTION!

Please note that the name of the values mentioned above may vary by institution according to the program operation! You may be informed about the certain names from the rules and regulations of your institution.

#### Other values:

If you click on the small plus sign on the left side of the main line, other values belonging to the term appear.

Further values counted by the institution can be seen in three columns named as "**More term averages**", "**Other cumulative averages**" and "**More extra averages**", below which the values appear depending on they are calculated as term or cumulative values at the institution.

They mean partly **repeat exams (IV)** or **credit index, corrected credit index as well as scholarship average** calculations in the hierarchical lines. The former ones can assist you in determining the number of the exams, the latter may be an important basis of calculations (for example, corrected credit index can be determinant for student reclassification).

Here are the so-called **Extra data** which record such other study values calculated by the institution which may be important in some way. (The Extra values can be named freely by the institution, so you are not necessarily going to see the Extra denomination on the interface).

#### Supplementary training data

On this interface you can see the number of your registered/completed subjects by subject registration types and the calculated value of their fulfilled credits:



- The number of all compulsory taken and completed subjects and credit value
- The number of all comp. electively taken and completed subject and credit value
- The number of all optionally taken and completed subject and credit value

**ATTENTION!** These values are referring to the completed and the registered subjects in such a manner that the program separates the completed and registered value from each other with a / sign!

Value is displayed only on this interface if the institution uses the calculation necessary for counting these values in average-counting.

Depending on the institutional setting it may occur that only taken credits are displayed on this interface until the closing of the semester.

Grade average

Actions: Add to favourites

Data:

Term no.	Year, term	Student's status	Financial status	Credit earned	Credits taken	Total credit earned	Total credits taken	Average	Cumulative average	Stipend index
30	2014/15/2	Active	Self supporting student		13					
Other										
29	2014/15/1	Active	Self supporting student	2	13	278	437	2	8.26	0.3
Other										
Resit: 0 All repeated exam: 4 Cr.Index: 0.13 Corr. credits: 15 Aggr. corr. credits: 7.96 Éves kreditindex:										
28	2013/14/2	Active	Self supporting student	5	16	276	424	3	3	0.9
Other										
Resit: 1 All repeated exam: 4 Cr.Index: 0.5 Corr. credits: 0.15 Aggr. corr. credits: 0 Éves kreditindex:										
27	2013/14/1	Active	Self supporting student	0	99	271	408	0	2.91	0
Other										
Resit: 2 All repeated exam: 3 Cr.Index: 0 Corr. credits: 0 Aggr. corr. credits: 1.46 Éves kreditindex:										

*Study averages in hierarchical arrangement*

### Student data sheet averages

If your institution calculates your student data sheet average, you are able to view it here. The student data sheet average is calculated on the basis of a specified average arithmetic rule.

## 4.6 Gradebook

This screen displays the **digital version of your credit book, special gradebook rows** (for example recognized subjects) by term and the **official notes** added in the current term concerned.



By selecting an item from the list of "Terms" and clicking on the "List" button, the data for the particular term appears.

If you choose the **"Every term"** option from the "Term" drop-down list, you can see your index remarks of all terms at the same time. In this case, the displayed list includes a "Term" column as well, so you can see to which term the remark belongs.

By choosing the "Every term", **two types of special gradebook row sections** are displayed. In one, special gradebook row can be connected to terms, while in the other special gradebook rows that are not related to the term appear (special gradebook rows may be such independent of studies and non-related to terms studies, which are administered by institution in an unusual way. Such factors are primarily the recognized subjects). The special gradebook rows because of their functionality are not included in the fulfillment page form available on the interface!

On the interface, you can see your results achieved in the selected term in the **"Signature"** and **"Grades"** fields in chronological order with the name of the entry recording person and the entry date.

In accordance with the traditional index, the name, code, requirements (e.g. exam), hours (lectures, practice, and laboratory) and the credit number of the subject are also displayed as information.

The weekly and term hours are displayed in the Hour column. In case of full-time training the weekly, while in case of the other types of training (correspondence courses, evening classes, distant learning courses) the term hour will be displayed.


By default, always the current term is loaded by the system.

If you are just on waiting list on the course of the given subject, then a red icon **with exclamation mark** is included in the **„Waiting-list“** column. This means that you have not got into the true number selection of the course yet, but you are waiting in such a list for entry from which you can potentially get into later.

The red waiting list icon can be a result of number limit and a ranked subject registration. In case of a ranked subject registration, the **"Ranking scores"** column will be loaded as well.

The progress of ranked subject registration is described in text belonging to the "Subject registration" menu.

In the last **"Completed"** entitled column, you can see whether you have completed the current subject in the given term according to the data of the Neptun system or not. For the easy recognition of the completed and uncompleted subject, the fulfillment is indicated with a big **green tick** and incompleteness with a big **red X** in the "Completed" column.

If the semester is still open at the student and entry has not received yet from the subject, an orange exclamation icon will appear in the "Completed" column: 

If you completed a subject with recognition (previously accredited), then the **"Recognized"** term gets into the "Comment" column.

The **original subject name** recorded by the institution may appear at special gradebook rows in the same named column. The appearance depends on institutional setting.

By clicking the **"Printing fulfillment page"** button you can print your transcript from the interface.

The possible official notes and their uploaded files are found below the subject list and the blocks of special gradebook rows.

A separate menu item serves for displaying your official notes: "Studies/Official notes," where uploaded documents can also be viewed.



If your school used electronically stored and printed gradebook, you have the opportunity to create a PDF print preview and print your gradebook at any time, which helps you to check the information included in the document. This can be done with the **"Gradebook print preview"** button.

The **"Registry excerpt print preview"** button may appear on the interface as a printing option depending on institutional setting with which you can print the registry excerpt.

## 4.7 Curriculum

On this interface you can display the curriculums belonging to your training, the related subjects and also their results. With the help of the printer icons at the top of the lists on the right you can print out both the list of your curriculums and the list of subjects which belongs to them as well.

### 4.7.1 List subjects of curriculum

At the top of the list you can select if you would like the system to search for **completed or the uncompleted subjects** or for both (**all**) types.

If you would like to see that which subjects belong to a certain curriculum, select an optional number of curriculums with the '...' button next to the **'Curriculums'** field with the help of the check boxes on the right and then click on the "Select curriculums" button. With the check box situated in the header of the list you can select or deselect at once all curriculums in the list.

After selecting the appropriate curriculums you have further option to search for subject group in the **'Subject group'** field.

Moreover, after selecting the appropriate curriculums you have the option to search for subject groups in the **'Subject Group'** field.

After setting all filtering criteria you can display the list of subject by clicking on the 'List' button.

The screenshot shows the 'Curriculum' interface. At the top, there are filter options: 'Completed subjects' (radio buttons for 'Every subject', 'Completed subjects', 'Uncompleted subjects'), 'Curriculums' (a search box with a 'Select' button), and 'Subject group' (a dropdown menu). Below the filters is a 'List' button. The main area displays a table titled 'Subject list of the chosen curriculum:'. The table has columns for Code, Name, Credit, Recommended term, Curriculum, Subject group code, Subject group name, Subject type, Result, No. of registrations, Term min, and Term max. The table contains several rows of subject data, including 'Basics of Military Defence' and 'Biology'.

Code	Name	Credit	Recommended term	Curriculum	Subject group code	Subject group name	Subject type	Result	No. of registrations	Term min	Term max
a TestSubject_6	Basics of Military Defence	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory				
a TestSubject_9	Basics of Military Defence	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory				
a TestSubject_11	Basics of Military Defence	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory		1		
a TestSubject_18	Basics of Military Defence	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory				
a TestSubject_19	Basics of Military Defence	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory				
a TestSubject_20	Basics of Military Defence	3		M_Műszaki menedzser_VGIZE_39517_G			Obligatory				
6684-B2M-28170V	Biology	2	5	M_Műszaki menedzser_VGIZE_39517_G			Obligatory	Exam mark Excellent 1/7/1998	1		

Curriculum interface

**In the hierarchical lines subject groups** can be opened with the plus sign at the beginning of lines and consequently you can see which subjects are included in the given subject group.



It is possible that subject groups are determined in a hierarchical relationship with each other by the institution. In this case subject groups subordinated to one another are displayed in multi-level hierarchy.

Those subjects that have been fulfilled are displayed in bold type, with darker background in the list of **“Subjects of the selected curriculums”**. Besides, at these subjects you can see what grades you have obtained from the completed subjects and also that how many times you have taken them in the “Result” and the “No. of adds” columns of the list. **ATTENTION! At the grade only the last (valid) grade is being displayed.**

In case of completed subjects, by dragging the mouse over the data of the "Result" column, the semester of the completion will be displayed in a pop-up information box (e.g., “Semester of completion: 2/12/2011”).

In the **"Recommended term"** column that term is displayed which is recommended for adding/fulfilling the subject according to the curriculum. And the "Term min." and the "Term max." columns at the end of the lines determine a time interval when the subject is recommended to be added / fulfilled according to the curriculum.

On searching, besides the name and code of subject, you have the possibility to search for inter alia subject group (name and code of subject group) as well, id est. it can be seen what groups are within the curriculum and what subjects belong to them. To view subjects of the subject group or further subject groups of a subject group click on the plus sign at the fore-part of the line when the two or multi-level hierarchy can be reached.

### **Fulfillment of an equivalent subjects**

Results accepted on the basis of equivalence are also shown on the "Curriculum" interface. If you have completed a subject which is equivalent to a subject from your curriculum and the equivalence rule is 100%, then relevant line of the equivalent subject is highlighted and the result is displayed in the result column on the "Studies/Curriculum" menu item. By positioning your mouse on the result, a tooltip appears with the information of which subject served as a basis of the equivalence for the fulfillment.

## 4.7.2 Subject data

If you click on the name of any subject in the list, then a pop up window appears with the subject data. This ‘Subject data’ window is available on several parts of the web interface. It contains the following internal menu items (tabs):

- **Subject’s courses**

Here you can see the announced courses in the given semester belonging to the selected subject. In the window the type of course is displayed in the "Course type" column. The course type helps the student in joining various courses.

In the **“Member/Limit”** column you can see how many people have registered for the course till now and how many people can register in all. The value which is displayed on the interface refers to the concrete course headcount, but it is important that several number limitations exist in terms of course registration. To display them, position your mouse on the **blue icon with exclamation mark** next to the value, and further number data can be viewed (such as by the curriculum, by subject or waiting list number limit).

If you are on waiting list on the given course, then a **red or yellow waiting-list icon** (also with exclamation mark) appears next to the number icon. These icons indicate that you are in the waiting list for the course. This means that you have not got into the true number selection of the course yet, but you are waiting in



such a list for entry from which you can potentially get into later. The red waiting list icon can be a result of number limit and a ranked subject registration. In case of a ranked subject registration, the "**Ranking scores**" column will be loaded as well.

The progress of ranked subject registration is described in text belonging to the "Subject registration" menu.

The "**Class schedule inf.**" column shows that the given course when (and where) will be according to the class schedule. The days of the week are indicated by their initial letter.

In the "Teachers", "Language", "Site", "Comment", "Description" columns data can only be seen if these fields have been filled by the institution.

If you would like to get further information on the individual courses, then click on the given course code in the list, and then another pop-up window appear with the course details. The information on this window you can find in the following paragraph of this chapter (or in the screen-sensitive help belonging to the subjects, courses menu items).

**ATTENTION! Taking or dropping subjects and courses is not possible through this menu; you can do such operations on the "Subject registration," "Registered subject" or 'Class schedule' menu items.**

- **Basic data tab**

Here you can view the basic data of the selected subject, such as the requirements ("Pre-requirement", "Final requirement") and the description of the subject, the responsible lecturer's name, and the organization unit of the subject. The **original subject name** is displayed (if it has been renamed and the institution administers it).

The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

- **Topics and Textbooks tabs**

Here you can view the topics and the textbooks for the selected subject, if they have been uploaded in the system.

- **Students tab**

Here you can view the list of students registered to a particular subject. For the details of who have registered to each individual course please go to the course details!

You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory.

By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

- **Tabular pre-requirements**

Your institution may define preliminary requirements for subjects by various criteria. The requirements pertain to register or fulfill other subject(s), accordingly the names of columns refer to whether only the **registration** or also **the fulfillment** of a certain subject is obligatory.



The institution may set up requirements according to the nature of the current subject registration period so there can be **preliminary** (at preliminary and ranked subject registration) and **final** (in final subject registration period) requirements.

Requirements in compliance with a certain period may belong to **exams** of a certain subject as well, in which case only the **preliminary exam condition** matters for exam registration.

Individual requirements can create one rule in which rule all the requirements are obligatory to be fulfilled. However, among the rules it is enough for the student to meet only one of them. The rules and subjects belong to them appear in hierarchical arrangement.

### 4.7.3 Course data

The course data window contains information by separate tabs, similar to the subject data window.

#### Basic data

On the "Basic data" tab you can see basic information about the course. Among the basic data, inter alia, information on headcount limits (Min., Max. members), and possibly set pre-requirement for registering the course are included as well ("Pre-requirement").

The **maximum and minimum values** display the set number limits belonging to the course as well as the "**Max. number of waiting-list**" value which indicates whether there is a waiting list number on the course or not.

By clicking on the "**More class schedule information**" button found below the basic data, all the class schedule dates of the course appear by dates in a pop-up window. So compared to the "Class schedule information" displayed on the Basic data interface, this one is more extended in a way that it lists the specific dates.

At the course lecturers the percentage set by the institution is displayed.

In the table of '**Subjects belonging to the course**' every subject is listed to which the course has been assigned (since a course can belong to more subjects simultaneously). The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

**ATTENTION!** As a rule, a course in a semester may be taken only once. So if it has been taken from a subject, you will no longer be able to add the same course from another subject in the same term.

- **Students**

On the "Students" tab, the list of only those students can be seen who have registered for this course.

You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory. By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.





If ranked subject or course registration is in the institution, then you can see on this interface each student rank scores, the ranking sequence and any waiting list type (a red icon indicates if the student is temporarily on the waiting list in case of ranked and waiting-list type registration). The line of the user is displayed in grey background and the letters appear in bold.

- **Lecturers**

On this tab those lecturers appear who have been assigned to this course.

- **Class schedule**

On the "Class schedule" tab you will find the list of lessons of the course, but after registering for the subjects and courses, you may be able to see all your registered courses in one place at the "Class schedule" menu item belonging to the "Studies" menu.

- **Attendance statistics**

You can see by course- class time that on which lesson you were participated and how the lecturer has administered you. Among the possibilities there are the "Participated", "Did not participate", "Was late". If none of them is set, then the "It is not filled in" column includes the value according to the lesson number.

- **Tasks**

You find those tasks on this interface which have to be submitted during the study period and can be written out by teachers to this course.

To define the **task type**, the **deadline for submission**, **applied evaluation**, **available make-ups** and the **method of counting the result in** is within the competence of the lecturer and the institution.

If you click on a task in the list, then more detailed information of the task can be viewed, such as for example the results obtained from the selected task or its subtasks, make-ups.

Under a task **sub-tasks and make-ups** which belong to it appear hierarchically subordinated. Make-up may belong to task and also subtask so 3-level hierarchy can also occur.

Entry given for the current task, subtask or make-up is displayed in the "**Result**" column at the end of the line.

By clicking on the tasks, subtasks or make-ups you can see the details and results obtained of the task or make-up in a pop-up window. If your school does not use the Neptun Meet Street module then you can only see the "Task basic data" (here results can be seen) in the pop-up window of the tasks, subtasks, make-ups.

Detailed information of the task/sub-task/make-up can also be retrieved from the menu at the end of the line, plus documents assigned to task is also being displayed.

The pop-up window of the task of the first line contains the grades of the task and of the connected subtasks and make-ups too, while of the sub-tasks it contains the grades of the given sub-task and of its make-ups and the pop-up window of the make-ups shows only the grades of the current make-up.



If your school uses the Neptun Meet Street module, the pop-up window of individual tasks, sub-tasks, make-ups will appear with the following options:

- Task basic data
- Hand in task
- Handed in tasks
- Message to the lecturer

In such a case these menu items can also be retrieved from the menu found at the end of the line. You can see the tasks by terms, independently of the course, on the "Subjects/Tasks" menu item. You may find possibilities related to the Tasks in the section of this documentation referring to this menu item.

- **Textbooks**

On this interface you are able to view the textbooks possibly assigned to the course.

- **E-learning materials**

On this interface you are able to view the electronic materials (e-learning materials) possibly assigned to the course. After the language version is selected, it is possible to launch the material. If it is determined that how many times you can play a single E-learning material, then this value is showed in the "Play-back possibilities" column.

## 4.8 Milestones

This screen serves for viewing the list of your so-called study milestones. These are such **complex conditions** that the institution sets for its students based on its own Study and Exam Code. Institutions have many possibilities to set milestone criteria in addition to this interface, further information about the rules concerning can primarily be found in the Study and Exam Code and by consulting the Education Administration.

The list contains basic data for each milestone and whether you have already met the criteria specified by the particular milestone or not.

You do not have modification possibility on this interface. The interface enacts merely informative function.

## 4.9 Student degree theses

On this interface you can see data of your degree thesis uploaded by the institution. Among data of your degree thesis you can find the **name, serial number, topic, result** and **state** of it.

You can see in the "State" column that whether the thesis has been accepted or rejected. In case of rejected thesis document upload is not possible.

If you are interested in **more information** about the degree thesis, by clicking on the serial number of the



degree thesis at the fore-part of the line or on the line-end 'Option/More' link a popup window appears with other details of the degree thesis.

Below detailed information, you can view beyond the **date of announcement** and **acceptance**, the dates of **withdrawal**, **handing in** and **defence** as well. Besides, the **language of degree thesis**, and the **organization unit name** that the degree thesis belongs to are also displayed. At the bottom of the window you can see the **reviewer** with the 'Type of reviewer', the 'Result of reviewer's report' and the 'Class percent'(teaching hours percent) columns.

You have the option to upload an electronic file to your thesis by clicking on the "**Upload degree thesis**" link below the "Options" icon at the end of the line of the degree thesis.

**ATTENTION!** It depends on institutional setting whether the "Upload degree thesis" menu appears on the interface or not. Moreover, the associated permission may also vary within the institution.

Under this menu item, however, only degree thesis actually been evaluated (arranged), so thesis with accepted/rejected status appears.

In the pop-up window that appears when you upload the thesis you may request that your thesis should not be managed in public by the institution, available for others by ticking the "**Secret**" box.

Printing is also possible on the interface, which allows you to print out the details of the thesis. At the end of the thesis line printing option is available with the "**Print details of degree thesis**" link. It may be an institutional demand to take this form, on which the possible changed description is included, to your consultation announced.

## 4.10 Field practice

On this interface you can see the date of your accomplished field practice recorded by the institution and you can add new field practice location or delete the previous one\*.

The following information appears in the columns:





- code of the training
- location of field practice
- description
- start, end, duration (number of weeks)
- name of verifier
- name of verification
- subject code
- subject

With the "**Add field practice**" button you can select the location of your field practice from the organizations already recorded in the system, while with the "**Delete**" button you can delete the line that is marked with the "Select" check box.

\***ATTENTION!** The location of the field practice recorded by the student can only be deleted until it is accepted in the client program. After its acceptance the field practice can be no more deleted by the student. Your school may limit the possibility of uploading field practice, but it can also expand its possibility.



On some trainings it is possible to work the practice out **at the same field practice location** throughout more periods. In such a case your school may allow to upload the same field practice location more times. At this time the following fields of the pop-up window for selecting practice location become fillable:

-  Description
-  Start/end of field practice
-  Duration of field practice
-  Certifier

## 4.11 Publications

You are able to upload your own publications on the Publications interface of the Student's web.

This primarily means the upload of dissertations of students attending **doctorate course** by administrators of the doctoral school, but upload is available for all students.

You can give the **title, name, year, issue date, place of issue of the publication** and also the **URL address** for the file.

New publication can be added with the **“Add new publication”** button.

The content of the publication can be uploaded by the **“Browse”** button to the web. The name of the uploaded file can be seen later in the **“File name”** field.

The maximum size of the uploadable file/s is 10MB.

**ATTENTION! This menu item is not used by all institutions, thus it may not appear for you.**

## 4.12 E-learning materials

On the E-learning materials menu item you have the option to play the electronic learning and information materials uploaded by the lecturer or the institution. Here available E-learning materials can be seen for students divided into three tabs. On all three tabs you can manage these learning materials in the same way.

### Course material tab

These are such e-learning materials which have been uploaded by the lecturer for students. In the line of the file, the name and code of subject, the course code to which the material has been assigned, the name, version and the number of the playability of the material can be viewed. After playing the scores and the result (in a percentage form) are also displayed in this list. Here with the help of the term-selector field you are able to filter the uploaded e-learning materials by semesters. After selecting the term, you can list the items by clicking on the **“List”** button.

To play the material, first you need to select that in what language you would like to complete the given E-learning material by clicking on the **“Language version election”** link at the end of the line and selecting from the appearing popup window. After that, the **“Play”** link appears in the line of the material, on which clicking the playing of the material starts. Please note that if the material is playable only a certain number of times (a number can be seen in the **“Play-back possibilities”** column), then on every startup of the material **the counter will decrease** and after using up all possibilities you **no longer will be able to launch** this material again.

### Materials of virtual space tab



On this tab materials assigned to virtual spaces can be seen. You can only find information on this tab if the institution uses the Neptun Meet Street.

### General materials tab

Here those other e-learning materials uploaded by the institution appear that may be useful for students. These contents are available to all students.

## 4.13 Consultations

You can see those occasions under the "Consultations" menu which do not belong to your specific academic obligations in general therefore they cannot be added as subjects, but grades can be given for them, which may have relevance on the basis of the institution's individual expectations, regarding your studies as well. Consultations may have **class schedule date, location (room), lecturer and results**. On this interface, you can list consultations and you can register for them.

At the filter you can tick the "**Consultations I attend**" check box, and in this case by clicking on the "List" button only those occasions will appear for which you have already registered. If you leave the check box empty and list in this way, then those opportunities will appear which you can register for.

It is also possible to choose consultations according to terms. By default the current term is selected, but you can choose between terms as you please, or by choosing the "All terms" option you can display all of the consultations (in this case consultations which are not related to term appears as well).

The events are displayed in a hierarchical list. **Registration period** belongs to consultations; the beginning and the end of period appear in the main line of the consultation. Here you can see the name of the consultation, the subject name (if the consultation relates to any subject) and the term (if it has been announced to term). In the "Description" column, the program shows the content of the description field specified when creating the consultation as plus information.

If you have already applied for the consultation, the "**Registration date**" displays the exact time of the request, and if you have already finished it, in the "**Result**" column you can see your result obtained for the consultation.

**Specific consultation times** may belong to the consultation periods which you can see if you click on the plus sign at the fore-part of the line of the period.

By clicking on the plus sign the sub-dates of the period are displayed where you can see the start and end dates, the lecturer who has been assigned to the occasion as well as the room where the consultation takes place of each and every occasion.

You can find an "Options" icon at the end of the main line of the period, by clicking on which you can **register for the consultation** or if you have already registered, you can drop it with the "**Deregister**" link. If you register for the period, then you register for all occasions within the period.

You are also able to view the list of students who have registered for the consultation below the "Options" icon.

A feedback message informs you about the success of the registration. Your institution may set conditions for request and can also specify student groups.

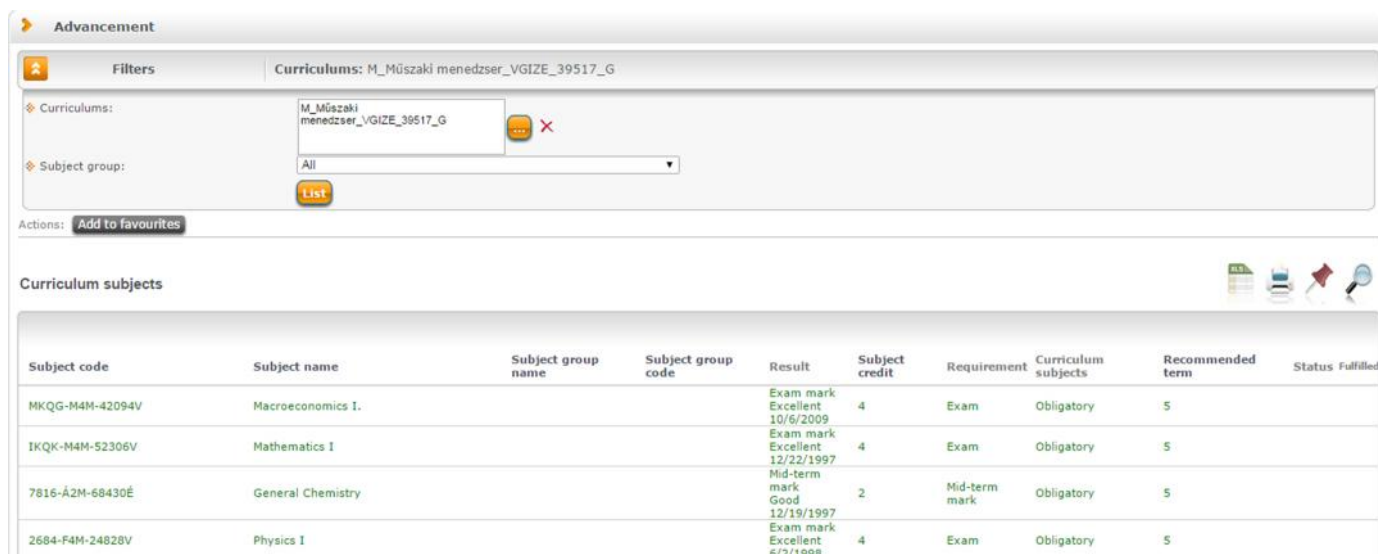
After adding a consultation, **the occasion is displayed in the class schedule as well as in the calendar is purple**.

If fee type is assigned to the consultation, the **consultation fee will be transcribed automatically** when registering for the consultation. The student is informed of the fee imposition in message. Then, as usual, the student is able to pay the consultation fee in the "Finances/Payment" menu item.

## 4.14 Advancement

This menu displays student's advancement according to the training.

The essence of advancement is that you can follow up **where you are with the fulfillment of the institution's required studies**. By selecting and filtering your curriculums and subject groups you can list your subject and check their fulfillment.



The screenshot shows the 'Advancement' interface. At the top, there's a 'Filters' section with a search bar containing 'Curriculums: M\_Műszaki menedzser\_VGIZE\_39517\_G'. Below this, there are two filter categories: 'Curriculums' and 'Subject group'. The 'Curriculums' filter has a dropdown menu showing 'M\_Műszaki menedzser\_VGIZE\_39517\_G' and a 'List' button. The 'Subject group' filter has a dropdown menu showing 'All'. Below the filters, there's an 'Actions' section with a button 'Add to favourites'. The main part of the interface is a table titled 'Curriculum subjects'. The table has columns for 'Subject code', 'Subject name', 'Subject group name', 'Subject group code', 'Result', 'Subject credit', 'Requirement', 'Curriculum subjects', 'Recommended term', and 'Status Fulfilled'. The table contains four rows of data:

Subject code	Subject name	Subject group name	Subject group code	Result	Subject credit	Requirement	Curriculum subjects	Recommended term	Status Fulfilled
MKQG-M4M-42094V	Macroeconomics I.			Exam mark Excellent 10/6/2009	4	Exam	Obligatory	5	
IKQK-M4M-52306V	Mathematics I			Exam mark Excellent 12/22/1997	4	Exam	Obligatory	5	
7816-Á2M-68430É	General Chemistry			Mid-term mark Good 12/19/1997	2	Mid-term mark	Obligatory	5	
2684-F4M-24828V	Physics I			Exam mark Excellent 6/2/1998	4	Exam	Obligatory	5	

*Interface of advancement*

First, the curriculum must be determined, then in the next filter condition you can select the subject groups which subjects you are interested in, and at this time the "List" button has to be pressed. Of course, you can use the interface by selecting **all subject groups of all curriculums** in the filter conditions, in which case you will get an overall view of your fulfilled and unfulfilled subjects on the training.

After listing, three panels appear on the interface:

- **Model curricular subjects**
- **Not model curricular subjects**
- **Summary of registered subjects and credits fulfillment**

Subject groups and subjects of the curriculum appear in the first, "Model curricular subjects" panel. In case of subjects, the "**Subject name**" and "**Subject code**" columns are loaded obviously, and in case of subject groups, then the ones which pertaining to the name and code of the subject group.

**At subject groups hierarchical lines** can be opened with a plus sign at the fore-part of the line, thus you can see which subjects are included in the given subject group. If value belongs to the Subject group features, an information icon is displayed next to the "Subject group code". By dragging the mouse over the information icon next to the "Subject group code", values of the Subject group characteristics appear: "All subjects are to be fulfilled", "Number of credits to be obtained", and „Number of subjects to fulfill".



It is possible that subject groups are determined in a hierarchical relationship with each other by the institution. In this case subject groups subordinated to one another are displayed in **multi-level** hierarchy.

In the columns the following information is displayed of subjects: subject code, subject name, result, credit point, requirements, subject registration type, recommended term and state.

### Coloring of advancement lines

Subjects and subjects of the subject group appear in different colors on the basis of their fulfillment. An information panel informs you about this at the bottom of this interface:

In case of completed subjects beyond coloring there is a **green tick** the "Completed" column. If each subject of a subject group is completed and subject group features have been set in the given curriculum of the student, then a green tick will also appear in the "Completed" column of the subject group' line. This makes it easier for the student to determine whether the current subject group is fulfilled or not.

In the **second block** on the interface, those subjects appear which **have been taken not from the curriculum**. Two kinds of color coding can be interpreted in this panel, so only these two types of coloring are possible:

- **Green: Registered and completed**
- **Black: Registered but not completed**

### Fulfillment of registered subjects and credits summary

**In the third panel** the fulfillment of registered subjects and credits summary appear in table form. The table contains two rows:

- **Subject accomplished**
- **Obtained credit**

The table contains four columns: "Obligatory", "Elective", "Optional" and "In all". The values in the columns are filled on the basis of the **subject registration type** (can be set by institutional administrators). At the / symbol of the "In all" column, it can be seen separately that what is the expected value and how much has been completed from it.

## 4.15 Official notes

Besides the "Studies/Gradebook" interface, all the official notes concerning the student's selected training can be found on this separate menu.

Term-selection option is available on this interface as well. If you choose the all term option, then notes which are not assigned to any term are also displayed by the program.

By clicking on the subject of the official note, you can view the details of the official note in pop-up window and the type and date of the note also appear.



Similarly to the Gradebook interface uploaded documents of the official note also appear here which can be downloaded from the "**Uploaded documents**" column.

By clicking on the "Options" icon at the end of the line, the details of the official note **can be** viewed and **printed** on template as well.

## 4.16 6th year outer practice

In case of some trainings, sixth year students need to fulfill practice subjects at outer field practice locations (for example the clinical practical subjects in case of medical students).

**ATTENTION! This menu may differ from institution to institution, depending on whether the institution use this function or not!**

On this interface during the period defined for the training by the institution you can add outer practical subjects and you can register for outer field practice location(s) related to them.

At this/these practice location(s) you may spend a certain period of time (either continuously or in parts), which must be verified with a certificate, and as a consequence you have to do extra exams.

The practical subject will be fulfilled if the subject related necessary outer practice period is validly spent as well as if the associated exam is successfully passed.

By clicking on the menu, an interface with a list appears in which periods and associated outer practical subjects are displayed in hierarchical lines defined by the institution.

Current as well as subjects of future periods are also displayed. You can filter those subjects on this page for which there is currently a registration period with the "**Subjects with actual registration period**" check box. If you tick the "**Registered subjects**" check box, only subjects you have already registered will be displayed. By default, the two boxes are empty, but their states will be saved in the user's profile, so next time you enter the interface they will be displayed according to the last use.

In each line of the outer practical subjects the following columns are displayed: Subject name, Interruption type, Number of weeks, Minimum interruption, Max. number of interruptions, Registered as well as a fulfillment indicator column in which there will be a green check if the subject related outer necessary practice period is validly spent as well as if the associated exam is successfully passed.

### **Register for outer practical subject**

You can register for a subject by clicking on the "Register/More" button at the end of the line of the subject. The "Register/More" button, so the application is active (available) only at subjects which currently have period. If it is active, it is also possible that after pressing it the operation will not be successful due to the conditions imposed by the institution. This will be displayed.

If the registration is successful, the program will display a new pop-up window where the outer field practice locations related to the outer practical subject should be selected.

### **Selecting outer field practice locations**





In the field practice locations pop-up window two lists are displayed one above the other.

The "Registered field practice locations" can be seen in the upper one, while in the lower one those for which you can register, its name is: "Available field practice locations". You can find further operation options at the end of the lines of both lists.

In the lines of the available field practice locations, the names, codes, types of the field practice locations as well as information regarding the registration time period and the number of free places appear. Options at the end of the lines:

- Register
- More

In the lines of the registered field practice locations, the names, the planned and accepted intervals information and states of the registration are displayed in the columns. Options at the end of the lines:

- Deregister
- Upload/Download documents

When you register for a field practice location, then after pressing the registration button **you must specify a time interval when you wish to participate in the practice in a new pop-up window**

After registration, this planned time period with the selected practice location is transferred to the lines of registered field practice locations. The planned and actual practice time intervals are displayed in separate columns at the registered field practice locations. When the administrator accepts the selected time interval, the planned time value is moved to the actual field practice interval column (the administrator may define a different time interval).

You can fulfill your practice in one longer period of time or within several smaller intervals. Thus, you can choose the same field practice location from the lower list several times if you want to register with different time intervals.

At the registered places, by clicking on the "Upload/Download Documents" menu you can view in a pop-up window the print template defined by the institution, as well as here you have the opportunity to upload the **practice certificate of acceptance and completion**.

The state of each registered outer field practice locations is displayed in the list above.

After registration, the state column includes the "Student planning" state. When you have finished uploading the document the process changes to the "Documentation uploaded" status. If the administrator validates the registration, it will be in "Accepted" state. After this it is no longer possible to deregister from the outer field practice location.

You can also add new practice location to the existing list. This can be done with the "Add practice location" button at the bottom of the window. Then you must fill in the details of the practice location and the time interval in the pop-up window.



## 5 Subjects

### 5.1 Registered subjects

On this screen you can check your registered subjects and are allowed to change courses or drop subjects. The listing of registered subjects happens according to the selected semester at “**Terms**” where you can choose from all your previous terms. To display subjects, press the “List” button!

#### 5.1.1 Subjects of current term

On this page you can select your registered subjects in the **current term** as well. In the term-selector combo box next to your current term this can be seen in brackets: (current term).

The current term is your last academic term in time for which you have registered in active or passive state or for which you have been registered by your academic administrator.

**ATTENTION!** In the list of current subjects your subjects that have just been registered may not appear, since subject registration concerns usually not the current but the next semester.

#### 5.1.2 The interface

On this interface the code, name and credit value of the subject and the “Options” icon at the end of the line, which contains the more label and the results obtained from the subject, are displayed.

With the printer icon situated on the interface, you can print the listed subjects.

In the line of the listed subjects, beyond the name and code of subject the subject credit value (“Credit”) and the number of its registrations (“Number of registrations”) also appear.

A **red icon with exclamation mark** in the „**Waiting list**” column indicates if you are on waiting-list in the current term of the given subject. This means that you have not got into the true number selection of the course yet, but you are waiting in such a list for entry from which you can potentially get into later.

The waiting list icon can be a result of two cases: either you could not get in the normal number limit of the subject or you have taken the subject with ranked subject registration. Neither grades can be obtained nor can exam be added from subjects on waiting list.

And in the line-end “Options” icon you are able to choose from “**More**”, “**Modify registered course**”, “**Drop subject**”, “**Print basic data of the subject**”, “**Download syllabus**” or the “**Results**” options. These options will be detailed further below.

You can also find here the **display of taken term credits** on this interface. An information panel at the bottom of the list informs you about **the number of credits taken in the semester**, so that you do not need to count it up on your own.



By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

If you have not registered for any course to the subject, then the following label is displayed below the subject code: **“No course has been registered”**, but if the subject has been registered with accreditation then the **“Recognized”** (previously accredited) label can be read.

If the pre- or final requirement of the subject is not fulfilled, then this is also indicated by the program below the code of the subject.

It is possible to **export all courses to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the Excel export icon a warning message is displayed: "Would you like to export only the current page?" If you answer the question with **"No, all of them"**, then all the data is displayed in the Excel export.

### 5.1.3 Download syllabus

You can view the syllabus at the listed subjects on the "Registered subjects" interface below the **“Options/Download syllabus”** menu item. This menu is only active if the relevant topics have been uploaded. If the term of the student has been already closed, an additional page is being generated in the downloadable syllabus about the specific data concerning the student. (this contains relevant results according to the topics).

**ATTENTION! Syllabus belonging to the subject can only be downloaded from this interface!**

### 5.1.4 Print basic data of the subject

After selecting the **“Print basic data of the subject”** function, subject data can be printed out in .pdf format. Subject code, Subject name, Pre-requirements, Final requirements, and Description are also included in the offered template. (Data to be displayed on the template can be further broadened by the institution by placing variables on the template, which are usable on template editing.)

### 5.1.5 Drop subject

If you click the link **“Options/Drop subject”** in the row of any subject, the system prompts you whether you really want to drop the given subject if your answer is yes, the subject will be deregistered and removed from the list of registered subjects. To access the same feature another way, left click to any subject detail, and then click to **“Drop subject”** on the **“Available courses”** tab in the **“Subject data”** popup window.

**Naturally, by subject dropping your course registrations will be also removed, and you will receive a notification of this.**

**ATTENTION! Subject dropping is allowed only in the preliminary or final subject registration or course registration period!**



**Registered subjects**

Filter Semesters: 2009/10/2

Semesters: 2009/10/2 [Show list](#)

Declaration about subjects | Add to favourites

List of registered subjects:

Subject code	Subject name	Credit	No. of registrations	
IKQR-W2W-69432É	<a href="#">WEB Pogramming</a>	4	1	<a href="#">Options</a>
9362-S3A-72035V No course has been registered for!	<a href="#">Organic chemistry</a>	3	1	<a href="#">Options</a>
MKQP-S1P-53580V Accredited	<a href="#">Organizational Psychology</a>	1	1	<a href="#">Options</a>
BKQG-A1U-24872V	<a href="#">The bases of Uralic linguistics</a>	1	1	<a href="#">Options</a>
MKQN-I2C-64061V	<a href="#">International Controlling</a>	3	1	<a href="#">Options</a>
5716-H0H-77925V No course has been registered for!	<a href="#">Basics of Military Defence</a>	3	3	<a href="#">Options</a>
BKQR-S2S-22328V	<a href="#">Sociology</a>	2	2	<a href="#">Options</a>
BKQG-A1I-74951V	<a href="#">Hungarian as foreign language</a>	4	1	<a href="#">Options</a>
BKQG-A2F-79632V	<a href="#">The history of Hungarian language</a>	2	1	<a href="#">Options</a>
BKQK-F2F-67118V	<a href="#">Filozófiatörténet</a>	2	1	<a href="#">Options</a>
BKQG-S1S-61332V	<a href="#">Sociolinguistics</a>	1	1	<a href="#">Options</a>
TKQS-G71-14498V	<a href="#">Grassland Management</a>	3	1	<a href="#">Options</a>
BKQG-A2C-20733É	<a href="#">Characteristic features of spontaneous speech</a>	2	1	<a href="#">Options</a>

Number of results: 13/13 (16 ms)

List of registered subjects with filtering to the current term

**Subject details**

Available courses Basic data Topic Textbooks Students Tabular pre-requirement

Philosophy (BKQR-F2F-67595V)  
Curriculum:M\_Gazdálkodás\_KRGZY\_33522\_G

Available courses

Actions: Save Cancel Add to class schedule planner

Course code	Course type	Headcount/Waiting list/Limit	Class schedule info.	Lecturers	Language	Site	Comm.	Description
34ttt	Theoretical	2/0/30	Tu:10:00-12:00; Fr:08:00-10:00;		Hungarian			

Number of results: 1-0/0 (62 ms) Actions: Save Cancel Add to class schedule planner

Click on Save to take the selected courses from the list above!

Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.

! : Course with a waiting list

Back

Subject data popup window where it is possible to drop subjects



## 5.1.6 Course change

If you want to change registered course(s) related to a registered subject, click to any subject detail, and the “Subject data” popup window will appear. Here, simply select the course(s) to be registered and unselect the course(s) to be deregistered, and click “Save” then the change happens. You can find the link of course change below the ‘Options’ icon at the end of the subject’s line with the name of ‘**Change taken course**’.

## 5.1.7 View results

In the line of subjects by clicking on the “**Options/Results**” label, a popup window appears with the list of results obtained from the given subject and recorded in the system.

## 5.1.8 Subject data

- **Subject’s courses tab**

Here you can see the announced courses in the given semester belonging to the selected subject and here you can register for more courses to the subject or can modify them. With the help of the check boxes situated on the right side of the course list you can select which courses you would like to register for and then by clicking on the “Save” button at the bottom you can register the subject and the course(s). You need to register for more courses to a subject if more course type (e.g. lectures and practice course) have also been announced. In this case, you have to register for one of each course types. An exception to this is the exam course, which must be registered by itself in all cases, that is you cannot register for an exam course and another type of course to a subject at the same time.

In the window the course type appears below the “Course type” tab. The course type helps the student with joining various courses. Besides the course type the value of the **course type identifier** field appears in this column separated with a / sign, which shows for example whether it is a special or an exam course. (The value of the course type identifier only appears if it is administered by the institution). In the “**Member/Limit**” column you can see how many people have registered for the course till now and how many people can register in all. The value which is displayed on the interface refers to the concrete course headcount, but it is important that several number limitations exist in terms of course registration. To display them, position your mouse on the **blue icon with exclamation mark** next to the value, and further number data can be viewed (such as by the curriculum, by subject or waiting list number limit).

If there are only free places on the waiting-list or you are on waiting list of the given course, then a **red or yellow waiting-list icon** (also with exclamation mark) appears next to the number icon. These icons indicate that you can only get in the waiting-list or you are already in the waiting list of the course. Getting in the waiting-list means that you have not got into the true number selection of the course yet, but you are waiting in such a list for entry from which you can potentially get into later. The red waiting list icon can be a result of number limit and a ranked subject registration. In case of a ranked subject registration, the “**Ranking scores**” column will be loaded as well.

The progress of ranked subject registration is described in text belonging to the “Register for subject” menu.



The "Class schedule inf." column shows that the given course when (and where) will be according to the class schedule.

The days of the week are indicated by their initial letter. In the "Teachers", "Language", "Site", "Comment", "Description" columns data can only be seen if these fields have been filled by the institution.

If you have selected the course(s) you would like to add, click on the "Save" button at the bottom of the window. After this you will receive a feedback about whether the registration of the subject and course(s) was successful or not and if an error occurred, the system will indicate what the reason for the failure is.

If it is set in the given course that it does not start, though the course appears in the available courses list, but the check box is dimmed and it **cannot be checked for adding**. If you drag the mouse over the given course the following text appears in a pop-up information panel (tooltip): "**This course will not be launched.**"

Likewise, if the institution has disabled course registration, the course will also appear, but it cannot be marked to join and by dragging your mouse over the course, a tooltip will appear with the following text: "**The registration for this course has been disabled.**"

And if it is set at your already joined course that deregistration has been disabled, you neither be able to change your selection, and the check box will be dimmed and inactive. In this case, dragging the mouse over the course, a "**The deregistration from this course has been disabled.**" text will appear in a tooltip.

#### **Your course registration will be successful only if:**

- you have fulfilled the requirements needed for the registration of the subject and course - there is still free place for all the selected courses (in the member/limit column the member is less than the limit)
- you have selected one from each type of courses (e.g. lectures, practice)
- there is pre-, or final subject registration and course registration period
- you have not fulfilled the subject yet

If you would like to get further information on the individual courses, then click on any data of the given course in the list, and then another pop-up window appear with the course details. The information on this window you can find in the "Course data" chapter of this documentation.

**ATTENTION!** In the list of available courses, only such courses appear for which the set site is equal with the site of the organization unit belonging to the student's training or for which no **site** has been specified at all!

**ATTENTION!** If you have taken a subject but for some reason you want to drop it, you can do it with the help of the "Drop subject" button situated on the "Available courses" tab.

- **Basic data tab**

Here you can view the basic data of the selected subject, such as the requirements ("Pre-requirement", "Final requirement") and the description of the subject, the responsible lecturer's name, and the



organization unit of the subject. The **original subject name** is displayed (if it has been renamed and the institution administers it).

The name of the organization unit works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

- **Topics and Textbooks**

Here you can view the topics and the textbooks for the selected subject, if they have been uploaded in the system.

- **Students tab**

Here you can view the list of students registered to a particular subject. For the details of who have registered for each individual course please go to the course details! You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory.

By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

- **Tabular pre-requirements**

Your institution may define preliminary requirements for subjects by various criteria. The requirements pertain to register or fulfill other subject(s), accordingly the names of columns refer to whether only the **registration** or also **the fulfillment** of a certain subject is obligatory.

The institution may set up requirements according to the nature of the current subject registration period so there can be **preliminary** (at preliminary and ranked subject registration) and **final** (in final subject registration period) requirements.

Requirements in compliance with a certain period may belong to **exams** of a certain subject as well, in which case only the **preliminary exam condition** matters for exam registration.

Individual requirements can create one rule in which rule all the requirements are obligatory to be fulfilled. However, among the rules it is enough for the student to meet only one of them. The rules and subjects belong to them appear in hierarchical arrangement.

## 5.1.9 Course data

On the subject data tab by clicking on any data of the course in the list of "Available courses", the "Course data" interface appears. The course details window contains the data divided into several tabs, similarly to the subject data window.

- **Basic data**

On the "Basic data" tab you can see the basic details of the course. The basic information includes, inter alia, the information concerning the number limits (Min, Max members), and the possibly set pre-requirement for course registration ("Pre-requirement").

The **maximum and minimum values** display the set number limits belonging to the course as well as the "**Max. number of waiting-list**" value which indicates whether there is a waiting list number on the course or not. The value of the **course type identifier** shows for example whether it is a special or an exam course. (The value of the course type identifier only appears if it is administered by the institution).



By clicking on the "**More class schedule information**" button found below the basic data, all the class schedule dates of the course appear by dates in a pop-up window. So compared to the "Class schedule information" displayed on the Basic data interface, this one is more extended in a way that it lists the specific dates.

In the table of '**Subjects belonging to the course**' every subject is listed to which the course has been assigned (since a course can belong to more subjects simultaneously). The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

**ATTENTION!** As a rule, a course in a semester may be taken only once. So if it has been taken from a subject, you will no longer be able to add the same course from another subject in the same term.

- **Students**

On the "Students" tab, the list of only those students can be seen who have registered for this course.

You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory.

By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

If ranked subject or course registration is in the institution, then you can see on this interface each student rank scores, the ranking sequence and any waiting list type (a red icon indicates if the student is temporarily on the waiting list in case of ranked and waiting-list type registration). The line of the user is displayed in grey background and the letters appear in bold.

- **Lecturers**

On this tab those lecturers appear who have been assigned to this course.

- **Class schedule**

On the "Class schedule" tab you will find the list of lessons of the course, but after registering for the subjects and courses, you may be able to see all your registered courses in one place at the "Class schedule" menu item belonging to the "Studies" menu.

- **Textbooks**

On this interface you are able to view the textbooks possibly assigned to the course.

- **Attendance statistics**

You can see by course- class time that on which lesson you were participated and how the lecturer has administered you. Among the possibilities there are the "Participated", "Did not participate", "Was late". If none of them is set, then the "It is not filled in" column includes the value according to the lesson number.

- **Tasks**





You find those tasks on this interface which have to be submitted during the study period and can be written out by teachers to this course.

To define the **task type**, the **deadline for submission**, **applied evaluation**, **available make-ups** and the **method of counting the result in** is within the competence of the lecturer and the institution.

If you click on a task in the list, then more detailed information of the task can be viewed, such as for example the results obtained from the selected task or its subtasks, make-ups.

Under a task **sub-tasks and make-ups** which belong to it appear hierarchically subordinated. Make-up may belong to task and also subtask so 3-level hierarchy can also occur.

Entry given for the current task, subtask or make-up is displayed in the "**Result**" column at the end of the line.

By clicking on the tasks, subtasks or make-ups you can see the details and results obtained of the task or make-up in a pop-up window. If your school does not use the Neptun Meet Street module then you can only see the "Task basic data" (here results can be seen) in the pop-up window of the tasks, subtasks, make-ups.

Detailed information of the task/sub-task/make-up can also be retrieved from the menu at the end of the line, plus documents assigned to task is also being displayed.

The pop-up window of the task of the first line contains the grades of the task and of the connected subtasks and make-ups too, while of the sub-tasks it contains the grades of the given sub-task and of its make-ups and the pop-up window of the make-ups shows only the grades of the current make-up.

If your school uses the Neptun Meet Street module, the pop-up window of individual tasks, sub-tasks, make-ups will appear with the following options:

- Task basic data
- Hand in task
- Handed in tasks
- Message to the lecturer

In such a case these menu items can also be retrieved from the menu found at the end of the line. You can see the tasks by terms, independently of the course, on the "Subjects/Tasks" menu item. You may find possibilities related to the Tasks in the section of this documentation referring to this menu item.

- **E-learning materials**

On this interface it is possible to play E-learning materials possibly assigned to the course and to view the obtained result. In the line of a material, the name and code of subject, the course code to which the material has been assigned, the name, version and the number of the playability of the material can be viewed. After playing the scores and the result (in a percentage form) are also displayed in this list.

To play the material, first you need to select that in what language you would like to complete the given E-learning material by clicking on the "**Language version election**" link at the end of the line and selecting from the appearing popup window. After that, the "**Play**" link appears in the line of the material, on which clicking the playing of the material starts. Please note that if the material is playable only a



certain number of times (a number can be seen in the “**Play-back possibilities**” column), then on every startup of the material **the counter will decrease** and after using up all possibilities **you no longer will be able to launch** this material again.

### 5.1.10 Statement of subjects

By clicking on this link the system prepares a printable statement in the browser which contains your registered subjects.

## 5.2 Taken courses

On this page you can see the basic data of your registered courses with term-listing option.

### 5.2.1 The interface

On this interface the following data appear related to the course: “Subject code”, “Subject name”, “Course code”, “Course type”, „Number of classes”, “Class schedule information”, “Lecturers”, “Waiting-list” and “Ranking scores”

Besides the course type the value of the course type identifier field appears in this column separated with a / sign, which shows for example whether it is a special or an exam course. (The value of the course type identifier only appears if it is administered by the institution).

Data can be recorded by the institution.

In the “**Number of classes**” field always weekly hours according to the course type are displayed. If it is an exam course registration, then the exact number of hours cannot be determined, therefore every data relevant to the course of the hours field is displayed (so there may be values separated with a / symbol).

In the “**Waiting-list**” column, a red icon with exclamation mark will be displayed if you have only succeeded in registering on the waiting-list (by positioning the mouse over the icon, information on this is also displayed).

If your course registration has taken place during a ranked subject registration period, then the values of ranking scores1 and ranking scores2 (fluke point) appear in the “**Ranking scores**” column.

It is important that you will only be able to register for an exam from the given course later if you are not on waiting list, or you have been already added from the waiting-list to students of the course.

With the ‘**Print taken courses**’ button found on the interface, you can print the listed courses. You can choose from several print templates, if the institution allows this. (On the Neptun’s web interface, you can choose from templates uploaded by the institution on several interfaces, so as you can use the appropriate format required by the institution).

If you click on an arbitrary course in the list (on the subject name), a pop-up window appears with the data of the course.



It is possible to **export all courses to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the Excel export icon a warning message is displayed: "Would you like to export only the current page?" If you answer the question with "**No, all of them**", then all the data is displayed in the Excel export.

## 5.2.2 Courses of current term

On this page you can select also your registered courses of current term. In the term-selector combo box next to your current term this can be seen in brackets: (current term).

**The current term is your last academic term in time for which you have registered in active or passive state or for which you have been registered by your academic administrator.**

**ATTENTION!** In the list of current courses your courses that have just been registered may not appear, since subject and course registration concerns usually not the current but the next semester. You can find the registered subjects with their courses together on the "Registered subjects" menu item within the "Subjects" menu and here you have the option to drop a subject or change course.

## 5.2.3 Course data

The course data window contains the data divided into several tabs, similarly to the subject data window.

The screenshot shows a 'Course details' window with several tabs: Basic data, Students, Lecturers, Textbooks, Class schedule, Attendance statistics, Tasks, E-materials, and Ranked registration. The 'Basic data (e)' tab is active, displaying fields such as Code, Subject name (Latin Language II.), Exam type, Minimum headcount, Maximum headcount, Max. number of waiting-list, Language (Hungarian), Term (2014/15/2), Description, and Notes. It also lists Course type (Theoretical), Course price, Class schedule information (Fr:08:00-09:00), Lecturers, Internet address, Preliminary requirement, and Course type identifier.

Below the basic data, there is a section for 'More class schedule information' and 'Subjects belonging to the course'. This section includes a table with the following data:

Subject code	Subject name	Type of subject requirement	Organizational unit
BKQP-L2L-71849É	Latin Language II.	Mid-term mark	<a href="#">BK-P-LFH - Terepu Vizgázdálkodási és Agrárműszaki Tanszék</a>

At the bottom of the window, there is a 'Back' button.

Course data window



- **Basic data**

On the “Basic data” tab you can see the basic details of the course. The basic information includes, inter alia, the information concerning the number limits (Min, Max members), and the possibly set pre-requirement for course registration (“Pre-requirement”).

The **maximum and minimum values** display the set number limits belonging to the course as well as the “**Max. number of waiting-list**” value which indicates whether there is a waiting list number on the course or not. The value of the **course type identifier** shows for example whether it is a special or an exam course. (The value of the course type identifier only appears if it is administered by the institution).

By clicking on the “**More class schedule information**” button found below the basic data, all the class schedule dates of the course appear by dates in a pop-up window. So compared to the “Class schedule information” displayed on the Basic data interface, this one is more extended in a way that it lists the specific dates.

In the table of ‘**Subjects belonging to the course**’ every subject is listed to which the course has been assigned (since a course can belong to more subjects simultaneously). The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the “Information/Organization units” menu.

**ATTENTION!** As a rule, a course in a semester may be taken only once. So if it has been taken from a subject, you will no longer be able to add the same course from another subject in the same term.

- **Students**

On the “Students” tab, the list of only those students can be seen who have registered for this course.

You can send a message to a fellow student by clicking on “Options” icon at the end of the line and with the “**Add user to the directory**” link you can add that person to your personal directory.

By clicking on the “**Group message sending**” button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

If ranked subject or course registration is in the institution, then you can see on this interface each student rank scores, the ranking sequence and any waiting list type (a red icon indicates if the student is temporarily on the waiting list in case of ranked and waiting-list type registration). The line of the user is displayed in grey background and the letters appear in bold.

- **Lecturers**

On this tab those lecturers appear who have been assigned to this course.

- **Class schedule**

On the “Class schedule” tab you will find the list of lessons of the course, but after registering for the subjects and courses, you may be able to see all your registered courses in one place at the “Class schedule” menu item belonging to the “Studies” menu.



- **Attendance statistics**

On your course class schedule occasions you can view information related to your own participation on the interface. Check boxes indicate in each column - "Appeared", "Was late", "Certified absence", "Failed to appear", "It is not filled in" - that what has been recorded on the given class schedule occasion. If no student attendance has been recorded to the class schedule occasion, then the "It is not filled in" value is displayed.

Below the table, in the "Total attendance data" section the aggregated data pertaining to the student attendance type are displayed in numeral form.

- **Textbooks**

On this interface you are able to view the textbooks possibly assigned to the course.

- **Tasks**

You find those tasks on this interface which have to be submitted during the study period and can be written out by teachers to this course.

To define the **task type**, the **deadline for submission**, **applied evaluation**, **available make-ups** and the **method of counting the result in** is within the competence of the lecturer and the institution.

If you click on a task in the list, then more detailed information of the task can be viewed, such as for example the results obtained from the selected task or its subtasks, make-ups.

Under a task **sub-tasks and make-ups** which belong to it appear hierarchically subordinated. Make-up may belong to task and also subtask so 3-level hierarchy can also occur.

Entry given for the current task, subtask or make-up is displayed in the "**Result**" column at the end of the line.

By clicking on the tasks, subtasks or make-ups you can see the details and results obtained of the task or make-up in a pop-up window. If your school does not use the Neptun Meet Street module then you can only see the "Task basic data" (here results can be seen) in the pop-up window of the tasks, subtasks, make-ups.

Detailed information of the task/sub-task/make-up can also be retrieved from the menu at the end of the line, plus documents assigned to task is also being displayed.

The pop-up window of the task of the first line contains the grades of the task and of the connected subtasks and make-ups too, while of the sub-tasks it contains the grades of the given sub-task and of its make-ups and the pop-up window of the make-ups shows only the grades of the current make-up.

If your school uses the Neptun Meet Street module, the pop-up window of individual tasks, sub-tasks, make-ups will appear with the following options:

- Task basic data
- Hand in task
- Handed in tasks
- Message to the lecturer



In such a case these menu items can also be retrieved from the menu found at the end of the line. You can see the tasks by terms, independently of the course, on the "Subjects/Tasks" menu item. You may find possibilities related to the Tasks in the section of this documentation referring to this menu item.

- **E-learning materials**

On this interface it is possible to play E-learning materials possibly assigned to the course and to view the obtained result. In the line of a material, the name and code of subject, the course code to which the material has been assigned, the name, version and the number of the playability of the material can be viewed. After playing the scores and the result (in a percentage form) are also displayed in this list.

### 5.2.4 Display ranked registration

If the course has been added with waiting-list registration, then the "Ranked registration" tab appears in the opened course window on Subjects/Taken courses interface. In case of ranked subject/course registration the student gets ranking scores on the basis of certain ranking rules. The previously received ranking score<sup>2</sup> is also displayed on the interface.

After ranked registration the institution finalizes the subject registration of the student according to the order of rank.

On this interface, check your ranking scores, the ranking rules **and the ranking order**.

### 5.2.5 Taken courses – Options

On the "Taken courses" interface, the shortcut menu is available with the help of the "Options" icon belonging to the individual courses. If you click here, you can also view **more details of the course**. By clicking on the "**Message to the lecturer(s)**" menu item, you are able to send a message to the lecturer(s) of the course. The "**Forum**" is available for institutions using the Neptun Meet Street public space. In this case, you can view the forum belonging to the course by clicking on the menu.

## 5.3 Register for subject

In preliminary, ranked and final (competition) subject registration periods (in a special case in specific subject registration period) you can register for subjects and select pertaining courses for the next (or the current) semester from this screen.

### **The process of subject registration briefly:**

To register for a subject you have to choose a subject type in the filter and the "**Subjects currently offered only**" checkbox must be ticked.



In the subject list you have to click on the “Add” link at the subject you would like to add. At this point, the subject window appears where you can find the available courses. You can finalize your subject registration by selecting the wished course with the check box and click on the “Save” button.

It may depend on the institutional setting whether you need to select from all types of courses (e.g., lectures, practice etc.) or you can add courses as you wish (Indeed, in some institutions, it is also possible that you absolutely do not need to choose course in order to register for subject. In this case no course appear in window of the subject and you are able to perform your registration this way as well.).

A feedback message informs you about the success or failure of the subject registration. The reason for the possible failure of subject registration can be read in this message (for example, you did not meet the current subject registration requirements established by the institution or the course is already full etc.).

The message indicates explicitly that the headcount of which course has already filled, so you can see what the reason for the failure is in case of more course registration as well.

**ATTENTION!** For subject registration the existence of the current term is essential. If no current term has been determined for you, then an informing message is displayed when entering this page: “There is no current term on the selected training. Please contact the registrar’s department!”.

**Subject registration is possible only for currently offered subjects! The "Register for subject" column appears only in the list of subjects if the "Subjects currently offered only" checkbox is checked!**

An information panel has been developed on the interface which informs you that can only register for a subject when the "Subjects currently offered only" checkbox is checked. This warning message is displayed at the top of the list if the mentioned checkbox is unchecked.

Subjects which have not been offered are read only, they cannot be added.

If you remove the offered checkmark, the program filtering is automatically switch to all terms and this settings cannot be changed. In such a case, the "Term" column is displayed in the list of subjects that allows you to see that the subject is announced for which term. According to the previous information, the "Term" column appears instead of the "Register for subject" column. Naturally, the same subject can appear in more than one line. It is displayed as many times as many terms it has been announced for.

This featured harmonization of the "Subjects currently offered only" checkbox and the "Term" fields works the same way in case of all the three subject types, so whether you choose the "Curriculum subjects" or "Other elective subjects" or even the "All subjects" option. So in case of any subject types you can only register for subject if you choose the offered subjects.

On the "Register for subject" interface the last term which has been assigned to the students appears in the term drop-down menu by default. But among terms the current, the one more former and one more later terms are always displayed (if you have such terms).

It is depends on the regulation of the institution whether the term selected from the drop-down list on the interface is saved to the user’s profile or not.

### 5.3.1 Show subject list

You can determine which subject you would like to list under the Filters. At subject types you can choose from the options summarized in the following.

#### Curriculum subjects



After selecting the corresponding semester and curriculum, under „**Subject type**” select the “**Curriculum subjects**” option to display your subjects of the curriculum (or curriculums). These are obligatory and elective subjects among others which should be fulfilled in accordance with the advancement of the curriculum.

In the "Curriculum" field you have the possibility to filter a current curriculum or to list the subjects of all of your curriculums.

### Other elective subjects

The option "**Other elective subjects**" is available if the institution manages the optional subjects separated of curriculums. If you can't find any subject in this list, it means that the institution has integrated also optional subjects into the curriculums, so at this question you have to select the option of "**Curriculum subjects**" in any way.

In case of choosing this type of subject, the program always selects a curriculum because these subjects can only be interpreted and listed according to a curriculum (they are out of the curriculum, but they can be determined as belonging to a given one). If you wish to see other elective subjects of another curriculum, switch to the arbitrary curriculum.

(In case of this type of subject the "All" option is removed from the "Curriculum" picker for the reasons mentioned above.)

If the "**Curriculum subjects**" is selected (in case of choosing the "All" curriculum), drag your mouse over the subject of the displayed subject list and the **curriculum of the subject becomes visible** in a tooltip.

### All subjects

If the institution allows, the “**All subjects**” possibility appears as a third option in which case you can select from every subject of the institution.

Your school may control that if the "Subjects currently offered only" is ticked, all institutional subjects indeed - the announced ones of the current term – are displayed, or only those for which course has been announced, or only those which course has the required number data, or it is also possible that subjects are displayed but they cannot be registered.

The institution can control on student level that whether subjects of the curriculums included only in your training on the selected term should not be appear among all subjects or the program should filter the curriculum lines of subjects of all your other parallel trainings.

### Offered subjects

You can only register for such subjects which have been announced for the current term.

By selecting „**Subjects currently offered only**” you can be sure to have only those subjects displayed in the subject list which will be announced in the selected semester. For this reason, this is generally recommended to be left marked.

When stepping on the interface the pipe is checked by default so only announced subjects are listed. The removing or the checking of the pipe is saved into the user's profile.

If announced subjects are listed, then those subject to which courses have been announced on the given term will be displayed for sure, but further options (register for subject without any course or taking not all types of course is compulsory etc.) may be different by institutions, so depend on institutional settings.

It is possible that a subject is announced without course and you also have the option to register for it.

Your school may also specify that whether subjects which do not have course should appear at all or even that only those courses should appear for which number (displayed at courses: curriculum headcount and other institutional number) in accordance with the subject type has been defined.





## Subjects can be added or viewed only

Depending on institutional setting, regardless of whether there is registration periods concerning the student or the subject, it is possible that "All subjects" radio button is displayed on the "Register for subject" menu and that term subject supply is viewable without the possibility to register for subjects. In case of such setting a warning message appears after you have set the radio button which informs you that the list of subjects is for viewing only, and that subject registration is not possible at the moment because of institutional setting. The "Register" button on the interface is inactive at this time.

With this option subjects which can be added electively can also be viewed during the time of the curriculum subject registration and by the time the institution authorize the registration the subject list has already been known by students.

Your school may define such setting that you can only register for subjects if your state is active on the term to which the subject registration periods pertaining.

## Further filtering options

The screenshot shows the "Register for subject" interface. At the top, there is a "Filters" section with a summary: "Subjects currently offered only: Yes, Terms: 2014/15/2, Subject type: Subjects from curriculum, Curriculums: All, Subject group: All, Language: All". Below this, there are several filter categories:

- Subjects currently offered only:** A checkbox that is checked.
- Terms:** A dropdown menu set to "2014/15/2".
- Subject type:** Three radio buttons: "Subjects from curriculum" (selected), "Other elective subjects", and "All subjects".
- Curriculums:** A dropdown menu set to "All".
- Subject group:** A dropdown menu set to "All".
- Language:** A dropdown menu set to "All".
- Period start:** A dropdown menu set to "Monday".
- Period end:** A dropdown menu set to "Monday".

Below the filters, there are input fields for "Subject name:", "Subject code:", "Course lecturer:", and "Course code:". A "List subjects" button is located below these fields. At the bottom, there are "Actions" for "Add to favourites" and "Class schedule planner".

*Subject registration filter settings*

It is possible to search for the **subject name**, **subject code**, and **course code** among the filter conditions. The "**Course lecturer**" field facilitates to filter the subjects to be registered with the definition of the course lecturer.

The freely fillable field searches for typed word parts as well and it is not sensitive to small and capital letters!

The interface helps to search for subjects to register according to your planned class schedule by defining the "Beginning of the periods" and "End of the period" fields. In this case only those subjects will be displayed in the list that fall on this time interval.

Moreover, you can filter **subject groups**, making it easy to find subjects that are grouped in this way.

By selecting the "**Language**" you can filter to those subjects which have course of that particular language.

Values set in the filters **are saved in the student's personal profile**, thus when returning to the interface all set fields will be the formerly set ones.

It depends on the institutional setting whether the selected subject type (Curriculum subjects, Other elective subjects, All subjects) will also be saved in the user's profile or not.



On the interface, the saving or not saving to the user's profile of the term selected from the drop-down term selector is a matter of institutional regulation as well.

### All subjects group

The institution may specify such groups for students by classifying subjects which facilitates the selection from institutional subjects on this interface (for example, where the physical training or the linguistic subjects appear as institutional subjects, group called Physical education or Language subjects can be created). Then on the "Register for subject" menu, by setting the "All subjects" radio button, these thematic groups can be selected from the subject groups. Thus, subjects included in the group are displayed according to the subjects of group.

### Listing

By clicking on the „**List subjects**” button, the program displays the subject list according to the selected filter conditions.

In the line of the subject “Subject group name”, “Serial number”, “Recommended term”, “Credit”, “Subject type”, “Comment” are displayed as information.

You can see the "Term min." and the "Term max." columns on the interface as well. These columns display a time interval in which the subject is recommended to be completed similarly to the recommended term.

Two significant details are displayed at the end of the line: “Completed” and “Registered”. These two columns with the help of the green ticks offer you information about whether you have registered for or completed the subject previously or not. **The previously completed or registered subjects are displayed in bold type with light grey background.**

The screenshot shows the 'Register for subject' interface. At the top, there are filter settings: 'Subjects currently offered only: Yes, Terms: 2014/15/2, Subject type: Subjects from curriculum, Curriculums: All, Subject group: All, Language: All'. Below this, there are several filter options: 'Subjects currently offered only' (checked), 'Terms' (2014/15/2), 'Subject type' (Subjects from curriculum selected), 'Curriculums' (All), 'Subject group' (All), 'Language' (All), 'Period start' (Monday), and 'Period end' (Monday). A 'List subjects' button is visible. Below the filters, there are 'Actions: Add to favourites, Class schedule planner'. The main content area is titled 'Subjects from curriculum 2014/15/2(All)'. It contains a table with the following columns: Subject name, Subject code, Subject group name, Number, Recommended term, Credit, Subject type, Notes, Term min, Term max, Fulfilled, Registered, Register for subject, and Waiting list. The table lists several subjects, including 'Technical Drawing and Descriptive Geometry', 'Electrical Engineering I.', 'Basics of Military Defence', 'Artistic and Technical Culture', 'Project Management', and 'American Jazz (Aspects of Jazz in the U.S.A.)'. The 'Fulfilled' and 'Registered' columns contain green checkmarks for some subjects, and the 'Waiting list' column contains a red exclamation mark icon for others.

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes	Term min	Term max	Fulfilled	Registered	Register for subject	Waiting list
Technical Drawing and Descriptive Geometry	3082-Å2K-67219E		1		2	Obligatory						Register	
Electrical Engineering I.	JKQF-E3E-37091V	Műsz.men. sz. vál. iparági tárgy I. (6.félév)	6		3	Elective						Register	
Basics of Military Defence	TESTSUBJECT_58		0		3	Elective						Register	
Artistic and Technical Culture	BKQR-M2V-40827E	Műsz. men. sz. szabadon választható tárgyak	2		2	Elective						Register	
Artistic and Technical Culture	BKQR-M2V-40827E	Műsz. men. sz. szabadon választható tárgyak	4		2	Elective						Register	
Project Management	MKQP-P4P-55517V	MM.sz. Vallalkozoi sz.i. kot.val. tárgyai (8.felev)	8		4	Obligatory course-unit of the specialization						Register	
American Jazz (Aspects of Jazz in the U.S.A.)	TE3AMJAZ-Z		2		2	Obligatory subject						Register	

*List of available (and already registered) subjects by filter*

In the “**Waiting-list**” column, a red icon with exclamation mark will be displayed at the subject on which you are waiting list. On the subject registration interface subjects which have been completed on the basis of equivalence rule are marked with a green tick. By dragging the mouse over the subject completed in this way, a tooltip appears with the name and code of the equivalent subject.

If a subject becomes completed in your special gradebook row, then a green check mark appears in the “Completed” column of the given subject on the “Register for subject” interface. The interface displays that



subject as completed. This principle of operation applies to the completed special gradebook rows recorded with or without semester as well.

You can view your special gradebook rows in the “Credit book” menu item.

If you have found the searched subject, click on the name of it or on the “**Register**” link at the end of the line and then a pop-up window appears with data of the selected subject.

On searching, besides the name and code of subject, you have the possibility to search for inter alia subject group (name and code of subject group) as well, id est. it can be seen what groups are within the curriculum and what subjects belong to them. All those subjects will appear as a result of the filter of which the search is true for the lecturer of any course. The course lecturer filtering can be used at the "Curriculum subjects", the "Other elective subjects" and the "All subjects" settings as well.

### 5.3.2 Options: Subject data, Download syllabus, Forum

The “**Subject data**” window can be reached from the “Options” icon situated at the end of the line of the subject. This window appears both by clicking on the value of the “Subject name” or on the “Register” link.

Before registering the subject, you are able to download the syllabus of the subject with the “**Download syllabus**” function in the “Options” context menu of the subject’s line. If accepted syllabus belong to the subject, then this function is activated and the syllabus can be downloaded. If there are no syllabus belonging to the subject, then the “Download syllabus” option becomes inactive in the “Options” menu.

The “**Forum**” is available for institutions using the Neptun Meet Street public space. In this case, from this menu the subject related forum will be available.

### 5.3.3 Subject data – Available courses

Here you can see the courses which have been announced for the selected subject in the current semester, as well as you can register the subject and its related course(s). Selecting the check box on the right side of the course list, you can select the course(s) you want to register, then click “Save” to complete the selection of subjects and course(s). You are required to select more than one course to a subject if there are more types of courses (e.g. lectures and practical ones) have been announced. In such cases you have to select one of each course type. An exception to this is the exam course, which has to be registered individually in each case, i.e. you are not allowed to register an exam course and a course of other type to a particular subject simultaneously.

One course may belong to more subjects as well, therefore at course registration in the list of courses, if you have already joined the given course from another subject then the selection box of course will be inactive. In this case if you drag the mouse over the line of the course, you can get the information from a pop-up informational text that this course has already been added from another subject.



In the window the course type appears in the "**Course type**" column next to the course code. The course type helps the student to take the different types of courses. Besides the course type the value of the **course type identifier** field appears in this column separated with a / sign, which shows for example whether it is a special or an exam course. (The value of the course type identifier only appears if it is administered by the institution).

With the help of the "**Add to class schedule**" button you have an opportunity to view courses with class schedule information that you have not registered on a schedule planner interface. For the details of this function's operation check the "**Class schedule planner**" paragraph of this documentation.

In the "**Member/Limit**" column you can see how many students have already registered for the given course and how many can register in all. The value which is displayed on the interface refers to the concrete course headcount, but it is important that several number limitations exist in terms of course registration. To display them, position your mouse on the **blue icon with exclamation mark** next to the value, and further number data can be viewed (such as by the curriculum, by subject or waiting list number limit).

### **Waiting-list because of number**

If there are only free places on the waiting-list or you are on waiting list of the given course, then a **red or yellow waiting-list icon** (also with exclamation mark) appears next to the number icon. These icons indicate that you can only get in the waiting-list or you are already in the waiting list of the course. Getting in the waiting-list means that you have not got into the true number selection of the course yet, but you are waiting in such a list for entry from which you can potentially get into later.

The **yellow icon** appears next to such taken course on which you are not in waiting-list, but you could add the course pair of it only on the waiting list so the finalization of this one also depends on the course of waiting-list.

An information panel also provides information on the icon:

### **Waiting-list because of ranked registration**

You will get in the waiting-list of the given course as a result of **preliminary and/or ranked subject registration**. In this case, this same red icon with exclamation mark appears next to the number icon (by dragging the mouse over the icon this information is displayed, too). However, this does not derive from the number limitation detailed also by the information panel, but from the fact that you have performed the preliminary (ranked) subject registration. At this time, your institution finalizes your waiting list registration on the grounds of your ranking scores, as long as this does not happen you will not be in fact a member of the course/subject. It is important to emphasize that consequently you can neither obtain grade from a waiting-list subject nor register for exam of it!

The waiting list will be displayed not only in the window of the subject but on all other interfaces where subjects can be viewed.

**Subject details**

Available courses: Basic data | Topic | Textbooks | Students | Tabular pre-requirement

Technical Drawing and Descriptive Geometry (3082-Å2K-67218É)  
Curriculum:M\_Műszaki menedzser\_USIHU\_45261\_G

Available courses

Actions: Save Cancel Add to class schedule planner

Course code	Course type	Headcount/Waiting list/Limit	Class schedule info.	Lecturers	Language	Site	Comm.	Description
VB-3	Practical	0/0/201	So:09:00-13:00;		Hungarian			
VB-2	Theoretical	0/0/4	Fr:10:00-12:00;		Hungarian			
VB-4	Theoretical	0/0/100			Hungarian			
VB-5	Practical	0/0/5	Mo:09:00-10:00 (AA1 szoba);		Hungarian			

Number of results:1-0/0 (31 ms)

Actions: Save Cancel Add to class schedule planner

Click on Save to take the selected courses from the list above!

Beyond course maximum headcount limits, the institution can enable waiting lists. When the course headcount or the limit changes, you might automatically take the course if you were the next on the waiting list.

- 🔴 : Course with a waiting list
- 🟡 : Your finalization among students of this course, on course of waiting list depends on entry
- 🔵 : By pointing on the icon you can view the totalheadcount data of the course.

Back

*Subject data window from subject registration*

## Columns of the course

In the "Lecturers", "Language", "Site", "Comment", "Description" columns data can only be seen if these fields have been filled by the institution. The "Ranking scores" field fills only in case of ranked subject registration.

## Expected ranking results at subjects/courses that have not been registered yet

If continuous ranking calculation and display of ranking sequence have been set for the given subject registration period in the institution, then you can get more information about your ranking score as well as about your position in the ranking sequence before joining the course. On registering, the display shows the expected ranking score in the list of courses, while on the basis of your scores your expected achievable ranking sequence position can be found on the "Students" tab within the more detailed data of the course.

This display appears also in case of course change function launched on the "Registered subjects" interface. The data displayed in advance are informative for the students, which can be found in information panels on the interface.

## Adding course on subject registration

The course is the term unit of the subject, thus when adding a subject the student has to join a course also. In most cases, the subject and course registration take place simultaneously. Consequently, course(s) must be taken and picked for a subject.



If you have selected the required course(s), click on the "Save" at the bottom of the window. In each case you will be notified whether you have registered successfully for the subject and course(s), or if an error occurs, you will receive a message with the explanation of the error.

If it is set in the given course that it does not start, though the course appears in the available courses list, but the check box is dimmed and it **cannot be checked for adding**. If you drag the mouse over the given course the following text appears in a pop-up information panel (tooltip): "**This course will not be launched.**" If the institution does not start a course after all, but you have already registered for it, you can still drop such a course in the registration period.

Likewise, if the institution has disabled course registration, the course will also appear, but it cannot be marked to join and by dragging your mouse over the course, a tooltip will appear with the following text: "**The registration for this course has been disabled.**"

And if it is set at your already joined course that deregistration has been disabled, you neither be able to change your selection, and the check box will be dimmed and inactive. In this case, dragging the mouse over the course, a "**The deregistration from this course has been disabled.**" text will appear in a tooltip.

#### **Your course registration will be only successful if**

- you meet the requirements which are necessary for the subject and course registration
- free places exist in all selected types of courses (in the member/limit column the member is less than the limit)
- you have selected one from each course type (e.g. lectures, practice)
- - there is pre-, ranked or final (competition) subject registration period and course registration period
- you have not fulfilled the subject yet

If you need further information about courses, click on any data of the particular course in the list, and its corresponding data appear in a new popup window. You can find information pertaining to this window in the "Course data" description.

**ATTENTION!** In the list of available courses, only such courses appear for which the set site is equal with the site of the organization unit belonging to the student's training or for which no **site** has been specified at all!

**ATTENTION!** If you have registered a subject and you want to deregister it for either reason, you can do this by clicking the „Drop subject" button on the „Available courses" tab. Deregistration from subjects is available on the "Registered subject" and on the "Class schedule" interfaces as well. If the institution does not start a course after all, but you have already registered for it, you can still drop such a course in the registration period.

#### **Subject and course registration from the class schedule planner interface**

Subject and course registration is possible not only from the "Available Courses" interface of the subject data window, but from the express menu of the class schedule planner window as well. For the details of this function's operation check the "**Class schedule planner**" paragraph of this documentation.



### 5.3.4 Subject data – Basic data tab

Here you can view the basic data of the selected subject, such as the requirements (“Pre-requirement”, “Final requirement”) and the description of the subject, the responsible lecturer’s name, and the organization unit of the subject. The **original subject name** is displayed (if it has been renamed and the institution administers it).

The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

### 5.3.5 Subject data - Topics, Textbooks tabs

Here you can view the topics and the textbooks for the selected subject, if they have been uploaded in the system.

### 5.3.6 Subject data – Students tab

Here you can view the list of students registered for a particular subject. For the details of who have registered to each individual course please go to the course details!

You can send a message to a fellow student by clicking on “Options” icon at the end of the line and with the **"Add user to the directory"** link you can add that person to your personal directory.

By clicking on the **"Group message sending"** button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

### 5.3.7 Subject data – Tabular pre-requirements

Your institution may define preliminary requirements for subjects by various criteria. The requirements pertain to register or fulfill other subject(s), accordingly the names of columns refer to whether only the **registration** or also **the fulfillment** of a certain subject is obligatory.

The institution may set up requirements according to the nature of the current subject registration period so there can be **preliminary** (at preliminary and ranked subject registration) and **final** (in final subject registration period) requirements.

Requirements in compliance with a certain period may belong to **exams** of a certain subject as well, in which case only the **preliminary exam condition** matters for exam registration.

The system of the individual requirements defines a **rule**, so there is a hierarchical display on the interface. **The rule is in the main line, while the certain requirements of the rule are shown by subjects subordinated.**

The "Subject" column displays the name and code of subject which has been set as a condition. While below the single periods you can see in checkboxes that the registration/completion of the given subject refers to which column.



**Your institution may define several rules for a subject** which rules may specify the adding/completion of more subjects one by one. The adding/completion of subjects under the certain rules therefore must be fulfilled at once. Between some rules, however, there is an OR relation which means that if the condition-/requirement system of any rule is fulfilled, the non-fulfillment of any other rule does not matter anymore; the requirement check will return with a TRUE result for the student (the student meets the requirement check).

### 5.3.8 Course data

Below the Subject data tab, by clicking on the course code in the list of “Available courses”, the “Course data” interface appears. The course details window contains the data divided into several tabs, similarly to the subject data window.

- **Basic data**

On the “Basic data” tab you can see the basic details of the course. The basic information includes, inter alia, the information concerning the number limits (Min, Max members), and the possibly set pre-requirement for course registration (“Pre-requirement”). The value of the **course type identifier** shows for example whether it is a special or an exam course.

The **maximum and minimum values** display the set number limits belonging to the course as well as the “**Max. number of waiting-list**” value which indicates whether there is a waiting list number on the course or not. The value of the **course type identifier** shows for example whether it is a special or an exam course. (The value of the course type identifier only appears if it is administered by the institution).

In the table of ‘**Subjects belonging to the course**’ every subject is listed to which the course has been assigned (since a course can belong to more subjects simultaneously). The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the “Information/Organization units” menu.

**ATTENTION!** As a rule, a course in a semester may be taken only once. So if it has been taken from a subject, you will no longer be able to add the same course from another subject in the same term.

- **Students**

The “Students” tab shows exclusively the list of those students who have registered for this particular course.

You can send a message to a fellow student by clicking on “Options” icon at the end of the line and with the “**Add user to the directory**” link you can add that person to your personal directory. By clicking on the “**Group message sending**” button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.





ATTENTION! The institution can control the appearance of the tab. It may occur that you cannot see the registered students of the course, but there can be such a setting that students appear only in case of curriculum subject registration.

### **In case of ranked subject registration**

In ranked subject registration period you can see the „Ranking score” and „Ranking sequence” columns on the taken courses’ students as well.

If continuous ranking calculation and display of ranking sequence have been set for the given subject registration period in the institution, then you can get more information about your ranking score as well as about your position in the ranking sequence before joining the course. On registering, the display shows the expected ranking score in the list of courses, while on the basis of your scores your expected achievable ranking sequence position can be found on the "Students" tab within the more detailed data of the course. In this case, you can see your name and your calculated results among the students of the course even if you have not registered for the course yet.

This display appears also in case of course change function launched on the "Registered subjects" interface. The data displayed in advance are informative for the students, which can be found in information panels on the interface.

- **Lecturers**

On this tab those lecturers appear who have been assigned to this course.

- **Class schedule**

On the "Class schedule" tab you will find the list of lessons of the course, but after registering for the subjects and courses, you may be able to see all your registered courses in one place at the “Class schedule” menu item belonging to the "Studies" menu.

- **Attendance statistics**

On your course class schedule occasions you can view information related to your own participation on the interface. Check boxes indicate in each column - "Appeared", "Was late", "Certified absence", "Failed to appear", "It is not filled in" - that what has been recorded on the given class schedule occasion. If no student attendance has been recorded to the class schedule occasion, then the "It is not filled in" value is displayed.

Below the table, in the "Total attendance data" section the aggregated data pertaining to the student attendance type are displayed in numeral form.

- **Textbooks**

On this interface you are able to view the textbooks possibly assigned to the course.

- **Tasks**



You find those tasks on this interface which have to be submitted during the study period and can be written out by teachers to this course.

To define the **task type**, the **deadline for submission**, **applied evaluation**, **available make-ups** and the **method of counting the result in** is within the competence of the lecturer and the institution.

If you click on a task in the list, then more detailed information of the task can be viewed, such as for example the results obtained from the selected task or its subtasks, make-ups.

Under a task **sub-tasks and make-ups** which belong to it appear hierarchically subordinated. Make-up may belong to task and also subtask so 3-level hierarchy can also occur.

Entry given for the current task, subtask or make-up is displayed in the "**Result**" column at the end of the line.

By clicking on the tasks, subtasks or make-ups you can see the details and results obtained of the task or make-up in a pop-up window. If your school does not use the Neptun Meet Street module then you can only see the "Task basic data" (here results can be seen) in the pop-up window of the tasks, subtasks, make-ups.

Detailed information of the task/sub-task/make-up can also be retrieved from the menu at the end of the line, plus documents assigned to task is also being displayed.

The pop-up window of the task of the first line contains the grades of the task and of the connected subtasks and make-ups too, while of the sub-tasks it contains the grades of the given sub-task and of its make-ups and the pop-up window of the make-ups shows only the grades of the current make-up.

If your school uses the Neptun Meet Street module, the pop-up window of individual tasks, sub-tasks, make-ups will appear with the following options:

- Task basic data
- Hand in task
- Handed in tasks
- Message to the lecturer

In such a case these menu items can also be retrieved from the menu found at the end of the line. You can see the tasks by terms, independently of the course, on the "Subjects/Tasks" menu item. You may find possibilities related to the Tasks in the section of this documentation referring to this menu item.

- **E-learning materials**

On this interface it is possible to view materials possibly assigned to the course.

### 5.3.9 Class schedule planner– register for subject from the class schedule planner



You can view courses which have class schedule information before the registration of the subject/course on the class schedule planner interface. Thus you have the option to compile the ideal schedule for you in advance.

On the "Register for subject" interface in the "Actions" strip below the filter, the "**Class schedule planner**" button is located above the subject list. By clicking on the button, the class schedule pop-up interface can be reached at any time which appears in the lower right corner of the screen (and it can be closed any time).

In case of subject registration when the "Subject data" window is opened, the "**To class schedule planner**" button is located at the available courses. If the optional course checkbox is checked, click the button and the chosen course will be added to the class schedule planner window.

In case of putting courses that do not have class schedule information into the class schedule, the "Class schedule planner" window does not pop up and a pop-up feedback message appears: "The 'xy' coded courses do not have a timetable information, therefore they can not be in the designer!". If the user tries to put a course with class schedule information and one without it simultaneously into the class schedule planner, then the course with class schedule information appears in the class schedule planner, while pertaining to the course without class schedule information the program informs the user with message already written above.

If you click on the class schedule planner small window, the interface will be zoomed and positioned at the center of the screen. Thus, details of occasions appearing on the interface can be better seen.

By clicking on a single occasion with the left mouse button you can display the subject data window, where you can view the details of the subjects and by clicking on a course included, details of the course can be reached as well.

If a course occasion is already included in the class schedule planner, a tick appears at the particular course in the opened subject data window. By deleting the tick or ticking another course and clicking on the "To class schedule planner" button, the dropping or changing of the course can be finalized in the class schedule planner.




**In the subject window opened on the planner interface, the course from which the program has navigated here appears marked, in which case a separate red caption in the window draws attention to the fact that it is not a registered subject yet.**

Courses which have been registered and which has not yet appear in a different color in the class schedule planner. Already taken occasions appear in navy-blue color, the same as shown in the "Studies/Class schedule" interface.

Courses to register for appear in faint blue color. Course occasions of your other training are displayed in grayish color (by clicking on them the program informs you about that you should switch the training in order to see more details of the occasion).

By dragging the mouse over a certain occasion, more details of the occasion appear.

On the class schedule planner interface by pressing the right mouse button at single occasions an **express menu** appears with the following options:

-  **Register**
-  **Deregister subject**
-  **Remove from class schedule**



Accordingly, in the express menu of the class schedule planner interface subject registration as well as subject dropping are also available.

If more courses are required to be registered for a subject (every single type of course must be chosen), but there is not every occasion in the planner, then by clicking the express menu's "**Register**" button, the window of the subject appears in which you must select the other compulsory type of course as well. In such a case when one of every course type belonging to the subject is included in the class schedule planner, then you can register for the subject immediately in a quick way by clicking the "Register" button.

With the "**Remove from class schedule**" command the given occasion can be dropped from the planner.

If registration of more courses is required and all course types are compulsory, then you cannot remove one type of the course of the subject from the planner. In this case, the program informs you in a pop-up window about that you must mark a same type of course because the subject can only be registered in this way. This warning message is received: "Subject registration with the current institutional settings is only possible if you select one of each type of course! Therefore select another course of the same type instead of the one that has just been removed from the class schedule planner!".

As the warning message is displayed the subject data window appears as well, where it is possible to select a same type of course immediately, so the operation is unambiguous for the students.

The "**Deregister subject**" button refers to already registered subjects. By clicking on this, all the taken courses of the subject will be deleted from the class schedule planner (as well as from the normal class schedule).

**ATTENTION! Courses that are included in the class schedule planner do not mean that they have already been taken!**

## 5.4 Tasks

You find those tasks on this interface which have to be submitted during the study period and can be written out by teachers to this course. In this list all tasks belonging to all your subject of the current term appear by default, but by the **term selector** field you can view your tasks of other semesters as well.

To define the **task type**, the **deadline for submission**, **applied evaluation**, **available make-ups** and the **method of counting the result in** is within the competence of the lecturer and the institution.

If you click on a task in the list, then more detailed information of the task can be viewed, such as for example the results obtained from the selected task or its subtasks, make-ups.

Under a task **sub-tasks and make-ups** which belong to it appear hierarchically subordinated. Make-up may belong to task and also subtask so 3-level hierarchy can also occur.

Entry given for the current task, subtask or make-up is displayed in the "**Result**" column at the end of the line.

It is possible to **export all the tasks to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.



Mid-term tasks

Filter Semester: 2009/10/2

Semester: 2009/10/2 Show list

Add to favourites

Task list

Page size 20

Task name	Task type	Task end	Subject name	Course code	Result	Make-up
<a href="#">zsir3 (zsir4M)</a>	Laboratory exam	4/18/2011 11:11 AM	The bases of Uralic linguistics (BKQG-A1U-24872V)	01		
<a href="#">dolqozat2 (D2M)</a>	Test	5/22/2011 10:00 AM	The bases of Uralic linguistics (BKQG-A1U-24872V)	01		
<a href="#">Házidolqozat</a>	Homework	11/1/2010 11:00 PM	The history of Hungarian language (BKQG-A2F-79632V)	001		
<b>Task name Task type Task end Result Make-up</b>						
<a href="#">Házidolqozat 1</a>	Homework	11/1/2010 11:00 PM			<a href="#">abc ()</a>	<a href="#">iorierueio ()</a>
<a href="#">Házidolqozat 2</a>	Homework	12/13/2010 6:00 PM				
<a href="#">1. Feladat</a>	Laboratory exam	7/13/2010 12:00 PM	The bases of Uralic linguistics (BKQG-A1U-24872V)	01	Good	
<a href="#">a (a)</a>	Group measurement	12/21/2010 10:00 AM	The bases of Uralic linguistics (BKQG-A1U-24872V)	01		

Number of results:5/5 (703 ms)

*On the task interface tasks and subtasks and make-ups appear under each other in hierarchical order*

By clicking on the tasks, subtasks or make-ups **you can see** the details and **results obtained** of the task or make-up in a pop-up window. If your school does not use the Neptun Meet Street module then you can only see the "Task basic data" (here results can be seen) in the pop-up window of the tasks, subtasks, make-ups.

The pop-up window of the task of the first line contains the grades of the task and of the connected subtasks and make-ups too, while of the sub-tasks it contains the grades of the given sub-task and of its make-ups and the pop-up window of the make-ups shows only the grades of the current make-up. Detailed information of the task/sub-task/make-up can also be retrieved from the menu at the end of the line, plus **documents assigned to task** is also being displayed.

If your school uses the Neptun Meet Street module, the pop-up window of individual tasks, sub-tasks, make-ups will appear with the following options:

- Task basic data
- Hand in task
- Handed in tasks
- Message to the lecturer

In such a case these menu items can also be retrieved from the menu found at the end of the line.



### 5.4.1 Hand in task

You have the option to forward tasks to the competent lecturer on this interface. The interface facilitates the duties according to task for both the students and lecturers.

The process of handing in tasks:

- upload file
- select the uploaded file
- hand in the task

You can upload the file related to the mid-term task on this interface and with the "**Hand in task**" button the selected files can be handed in. Possibly mistakenly uploaded files can be deleted here.

#### **ATTENTION!**

With only uploading, the task will not be handed in.

If the uploaded document is not handed in on uploading, it can be done later by choosing the "Handed in tasks" link and there with the "Options/Finalize task administration" link.

### 5.4.2 Message to the lecturer

This is not a message sending in traditional sense direct messaging, but it is similar to the forum of virtual space. You can comment on a given task or you can reply to an existing comment also with the "**New comment**" button. In case of commenting, the same text editor window as the one used also in forums, appears where after filling the subject and the comment fields, the text you entered can be finalized by clicking on the "**Send comment**" button. On the "**Comments**" interface you can navigate back to the tasks with the "**Back**" button used also elsewhere.

If you write a new message to the lecturer, the current state of the message will appear in the "Message" column. Until the lecturer did not read it, the "Sent to lecturer" text, while if it is read the "Read by lecturer" text is displayed. If the instructor sends a message, the "Message from lecturer" will be included in the message state.

It is possible to set time increasing as well as descending order.

### 5.4.3 Handed in tasks

By selecting this option, you can list your submitted documents (tasks) in a new pop-up window. Data of the appearing files is displayed in three columns on the "**Handed in documents**" interface: the name of the document, time of handing in, and state. The "**State**" may be under upload or uploaded.

#### **Detailed document info**

More information can be requested by clicking on the task, in which case the content of the document is displayed in a new window which can be downloaded with the "**Download file**" link at the end of the line. As additional information the name, extension and size of the file as well as the date of creation can be read.



This document may contain not only the file submitted by the student, but the corrected file uploaded by the lecturer. Therefore, you can see the uploaded by information in the line of the file as well. In addition, a file upload option has been extended on this menu item, so that the student has the opportunity to upload additional files in case of possible correction within the handed in tasks.

### Finalize task administration

When handing in a certain mid-term task you may change or modify your uploaded documents until the given deadline. However, if you do not want to change your uploaded file before the deadline, you can finalize task administration. In this case, the lecturer is able to grade the document before the deadline.

## 5.5 Offered grades

In this screen you can view your offered grades which here you can accept or reject. If a lecturer of a subject of yours propose a grade to you and you accept it, it means that that proposed grade will be your final grade from the subject concerned, you don't have to take exam of that subject, and once the proposed grade is accepted, this option will be even prohibited for you by the system. If you are not satisfied with the proposed grade, you may select the option to reject it in that case you have to register for the exam from that subject.

**ATTENTION!** You are not allowed to register for the exam from that particular subject before you record your decision of the proposed grade! So, if you decide not to accept the proposed grade, first you should register it in the system, and only after that you can register for exam.

If the offered grade is suitable for you, then click on the „**Click here if you want to decide on them**” link situated in the “Grade acceptance” column on the right side of the list! In this case, you can select whether you accept or refuse the offered grade with the help of the drop-down list in a pop-up window.

**ATTENTION!** Depending on institutional setting it is possible that once your operation is saved, it cannot be cancelled, that is, it is not possible to modify your choice anymore! In this case, after you accepted the offered grade, you are not allowed to register for an exam from the subject concerned!

If it is allowed by your institution to correct the grade after accepting the offered one of it, then you can register for exam of the subject even in case of accepting the offered grade.

You can inquire information about the operation defined by your institution in your school.

Subject code	Subject name	Term	Grade	Lecturer	Date	Approve grade
IKQF-S2S-S1564E	Assembly Technique	2013/14/2	Satisfactory	Globocsnik Annaliza	3/17/2014 12:31:23 PM	<a href="#">Click here if you want to possess them!</a>

Number of results: 1-1/1 (16 ms)

“Offered grades” interface in pink skin



## 5.6 Approve grades

### Results of current term

Here results of subjects of the current term are displayed. Each entry can be seen in a new line. The date of entering the result is displayed in the “Date of remark” column.

By selecting the Grade acceptance check box you are able to accept or reject the obtained grade. This is your official approval that your grades are recorded in the system correctly at the end of the term. Your approval may play an important role in the administration of your electronic index. **You are only able to accept or reject them until the end of the current term id est. its closure.**

You can print the results of your current term in a listed form with the help of the printer icon.



## 6 Exams

### 6.1 Exam registration

In this screen you can register for exams. In the exam list you **exams for which you have already registered are marked in blue**. You are able to drop an exam not only on the “Taken exams” interface but directly on this exam registration interface, too. Consequently, it is not required to switch over menu items in examination period and you can handle your affairs faster.

#### Deregistration from exam on the “Exam registration” interface

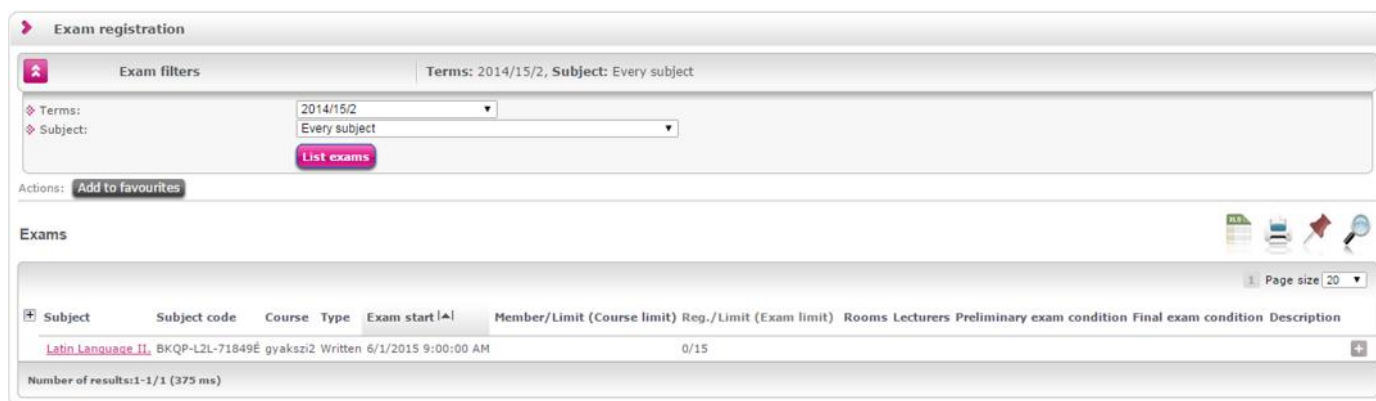
You are able to drop the registered (displayed in blue) exam by clicking on the “**Drop**” button situated under the line-end “Options” icon.

**ATTENTION!** Please get information of the rule system according to the Studies and Exams Code applied during the exam period of your training: what is the deadline until which you can drop an exam without consequences, when you have to pay a repeated exam fee, which restrictions are applied for drop an exam!

#### 6.1.1 List exams

When logging in this screen first, all exams being posterior to the actual date and announced in the current semester will be shown automatically, but you can also refine the list. On exam registration the preceding term before the current term can also be selected, thus it is not a problem if there is an overlap between the registration and the exam period.

If you are only interested in the exams of a particular subject, select the subject in the "Subjects" dropdown menu and click on "List exams".



The screenshot shows the 'Exam registration' interface. At the top, there are 'Exam filters' with 'Terms: 2014/15/2, Subject: Every subject'. Below this, there are dropdown menus for 'Terms' (2014/15/2) and 'Subject' (Every subject), with a 'List exams' button. Below the filters, there are 'Actions: Add to favourites'. The main section is titled 'Exams' and contains a table with the following columns: Subject, Subject code, Course, Type, Exam start, Member/Limit (Course limit), Reg./Limit (Exam limit), Rooms, Lecturers, Preliminary exam condition, Final exam condition, and Description. The table shows one exam entry: 'Latin Language II, BKQP-L2L-71849E gyakszi2 Written 6/1/2015 9:00:00 AM' with a limit of 0/15. At the bottom, it says 'Number of results: 1-1/1 (375 ms)'.

#### *Exam registration and the appearing tooltip of exam description*

The two most significant details are the subject name and the exam date, but beyond them you can see other data in the line such as: “**Type**”, “**Limit**”, “**Member/Limit**”, “**Classrooms**”, “**Lecturers**”, and “**Description**”.

**ATTENTION!** The two ‘Limit’ definitions can be observed because students from several courses can register for one exam. Thus, there are a limit disrupted to courses and an absolute limit as well.

The text of the „Description” column appears in tooltip form (popup information box) when dragging your mouse over the data.

It is possible to **export all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

At exams (in the line of the given exam) a **red exclamation mark icon is displayed when the number of the taken exam is less than the minimum number defined by the institution**. Thus, on the interface you are informed when registering for an examination and when viewing your already taken exams about which exams are not met the appropriate number. The glaring icon can be seen on the "Exam registration" and the "Taken exams" interfaces. The information is displayed in a pop-up information box when dragging the mouse over the icon.

### **Previous results from the subject of the exam**

You have the possibility to view the results previously acquired from the subject of the given exam on the "Exams/Exam registration" menu item as well. If you already have a result from the subject of the announced exam, then by clicking the plus icon in front of the line of the exam an internal list opens which contains as many lines as many earlier results you have. It contains information about the result, the semester and date of the acquisition, the lecturer and the grade. The list can be sorted by any of these columns.

This is an additional option to help students in making tactical decisions during the examination period. However, there is no change in the process of the registration, since these information will only appear if you would like to view them.

## 6.1.2 Exam data

If you have found the searched exam, click on the name of the exam subject or on the line-end "**Options / Exam data**" link, and data of the selected exam appear in a pop-up window. **ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

The exam data window contains information by separate tabs, similar to the subject data window.

- **Basic data**

On this interface the details of the exam appear. Here you can find out the exam type (e.g. written, oral etc.), the exact time of the exam, the number information and whether any teacher comments or specific registration period are applied to this exam. With the help of the '**Print exam voucher**' button you can print out a certificate pertaining to the exam. If you are on waiting-list of the exam, then this button becomes inactive and when dragging the mouse over the exam a tooltip informs you that "**It is not possible to print on waiting list**".

You can choose from several print templates, if the institution allows this. (On the Neptun's web interface, you can choose from templates uploaded by the institution on several interfaces, so as you can use the appropriate format required by the institution).

- **Courses, registered students**

In this tab you can view the registered students' names, Neptun codes and registration dates selected divided into courses. The "On waiting list" check box at the end of the line shows which students are so



far only in the examination queue (students in the waiting list are those persons who will be included in the exam number automatically in case of a potential exam headcount expansion, however, if the number of the exam is not extended, the students in the waiting list cannot take the examination).

You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory.

By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.

- **Examiners**

On this interface you can see the examiners assigned to the exam and the "Type" column shows the capacity in what they are present on the examination (such as "Examiner" or "Secretary" etc.).

- **History**

Here you can view the list of exams of the given subject, regardless of semesters, for which you have already registered from the subject. The list also displays the results of each exam as well as the fact if you have deregistered from that occasion before the exam date.

**Exam details**

Basic data | Courses, registered students | Examiners | Previous exams

**Exam details**

❖ Exam type <b>Written</b>	❖ Exam location:
❖ Exam start <b>6/1/2015 9:00:00 AM</b>	❖ No. of registered students: <b>0</b>
❖ Exam end <b>6/1/2015 11:00:00 AM</b>	❖ Waiting list <b>0</b>
❖ Minimum headcount	❖ Waiting list headcount: <b>0</b>
❖ Maximum headcount <b>15</b>	❖ Created at <b>3/13/2015 2:07:35 PM</b>
❖ Beginning of special exam registration period:	❖ Created by <b>Dr. Asztéria Polyacsekné</b>
❖ End of special exam registration period	
❖ Notes:	

Print exam voucher | Back

*Exam data popup window*

### 6.1.3 Exam registration

To register for an exam click on the “**Registration**” within the “**Options**” icon in the line of the certain date on the Exam registration interface. By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached. The program provides feedback about whether the exam registration was successful or unsuccessful. The feedback also indicates that if you have succeeded to sign up only to waiting-list.



*Feedback of exam registration failure*

**ATTENTION!** You are able to register for (or drop) an exam only in the exam period specified by the institution/lecturer.

The exam period is uniformly applied to all. However, in special cases the lecturer has the option to give an individual exam registration period either by individuals. You will receive an automatic system message about your exam registration as well. You will get this message even if someone else has registered you for the exam.

If you have already registered for the exam, letters of the line of the exam appears in blue and when dragging the mouse over the line a tooltip (popup information box) informs you that you have already applied for this exam. In such cases the “Registration” link is also inactive (but the "Deregistration" link turns into active as previously described, so you can drop the exam just from here).

## 6.2 Selected exams (taken exams)

Here you can view the list and data of exams for which you have already registered previously. Here you may drop exams selected until the deadline fixed by your higher education institution, and this screen also serves to have the list of results inspected as entered to each exam.

As a default display, your exams selected in the current semester will appear on the screen, but when clicking to the field “Semester”, you can list the exams selected in other semesters, too.

**ATTENTION!** Please inform yourselves which system of rules shall prevail during the exam period of your training according to the Studies and Exams Code: What is the deadline until which you can drop an exam without consequences, when you have to pay in a repeat exam fee, which restrictions are applied for deregistering from an exam, etc.

### 6.2.1 List of exam occasions



In the list the exams you have applied for registration but you were put to waiting list are marked in blue colour.

If you are on waiting list and eventually you cannot get into the exam, then your exam registration will not be counted in the number of exams.

In the column "**Exam reg. type**" you are informed about the exam registration type (normal exam, correction exam, repeat exam, etc.). The "**Appeared**" column will be filled with a green check mark if you have appeared at the given exam and the result has been entered for this exam. If you have not appeared at the exam and the absence has been administered by your school, then a red X appears in the column. If you have not appeared, but the grade is still missing, then neither the check mark nor the X is displayed in the column.

## Exam data

If you have found the searched exam, click on the name of the exam subject or on the line-end "Options / Exam data" link, and data of the selected exam appear in a pop-up window. **ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

The exam data window contains information by separate tabs, similar to the subject data window.

- **Basic data**

On this interface the details of the exam appear. Here you can find out the exam type (e.g. written, oral etc.), the exact time of the exam, the number information and whether any teacher comments or specific registration period are applied to this exam. With the help of the '**Print exam voucher**' button you can print out a certificate pertaining to the obtained exam result. If you are on a waiting-list, then this button becomes inactive and when dragging the mouse over the exam a tooltip informs you that "**It is not possible to print on waiting list**". You can choose from several print templates, if the institution allows this. (On the Neptun's web interface, you can choose from templates uploaded by the institution on several interfaces, so as you can use the appropriate format required by the institution).

- **Courses, registered students**

In this tab you can view the registered students' names, Neptun codes and registration dates selected divided into courses. The "On waiting list" check box at the end of the line shows which students are so far only in the examination queue (students in the waiting list are those persons who will be included in the exam number automatically in case of a potential exam headcount expansion, however, if the number of the exam is not extended, the students in the waiting list cannot take the examination).

The subject (course) of the exam is the grouping line, under which students appear by groups. In the line of the subject/course the **preliminary and final requirements** are displayed if the institution has set one.

You can send a message to a fellow student by clicking on "Options" icon at the end of the line and with the "**Add user to the directory**" link you can add that person to your personal directory.

By clicking on the "**Group message sending**" button you can also send a message to users (the possibility of group message sending depends on the institutional setting). Individual and group messaging functions work as it is described below the same named menu item.



- **Examiners**

On this interface you can see the examiners assigned to the exam.

- **History**

Here you can view the list of exams of the given subject, regardless of semesters, for which you have registered earlier. The list also displays the results of each exam as well as the fact if you have deregistered from that occasion before the exam date.

### **If the number of exam has not come together**

At exams (in the line of the given exam) a **red exclamation mark icon** is displayed when the number of the taken exam is less than the minimum number defined by the institution. Thus, on the interface you are informed when registering for an examination and when viewing your already taken exams about which exams are not met the appropriate number. The glaring icon can be seen on the "Exam registration" and the "Taken exams" interfaces. The information is displayed in a pop-up information box when dragging the mouse over the icon.

## 6.2.2 Drop exam

If you would like to drop an exam in consequence of either the change of exam date or a mistaken registration or perhaps because getting into the waiting list, just click on the "Options" icon situated at the end of the exam's line, then the "Deregistration" label. (Normally this can be done within 24 hours before the exam but institutions may set different deadlines.) In this case the system tries to deregister you from the exam concerned and gives a confirmation about successful or unsuccessful operation.

You will receive an automatic system message about deregistration as well, either you have or someone else has performed deregistration from the exam.

## 6.2.3 Change exam

On the "**Taken exams**" menu, the "**Change exam**" option appears by clicking on the "Options" icon of the line of the exam in the list of exams.

If you would like to change the exam of a subject to another exam date, click on the "Change exam" option at the end of the line of the exam to be changed.

Then you can view all the other announced exams of the subject in a pop-up window to which you can change the selected exam occasion.

In the exam change window, select the exam occasion to which you wish to change the exam and click the icon at the end of the line of the given exam and then on the "Change exam" label.

Before saving the operation, the program asks a confirmation question in a pop-up window in which you can confirm the exam change intention.

**ATTENTION!** Naturally, exam change is only possible among future exam occasions.



## 6.3 Taking exam (electronic exam)

The menu is displayed in institutions who use the electronic examination.

If you have exam of electronic type, the related information is displayed on this interface. Beyond the related subject and course information you can see the exam filling deadlines, the type of report (such as "Task" or "Exam"), the related task list and in the "Filling" column at the end of the line the link on which clicking the survey itself opens.

In some cases, the electronic exam is password protected, this time before the display of the survey the program requests the password set by the instructor.

## 6.4 Practice (electronic practice exam task)

The menu is displayed in institutions who use the electronic examination.

If you have electronic practice exam tasks, the related information is displayed on this interface. Beyond the related subject and course information you can see the exam filling deadlines, the type of report (such as "Task" or "Exam"), the related task list and in the "Filling" column at the end of the line the link on which clicking the survey itself opens.

No grade will be recorded for practice tasks.



## 7 Finances

### 7.1 Payment

This is where you can check your list of payment obligations, both paid and still payable (i.e. active). You may fulfill these obligations by using any of the payment methods at your disposal within Neptun. If allowed by your institution, you may also dispose certain financial items for yourself and pay them.

Furthermore, this interface provides an opportunity for you to request Student loan grant as well.

#### 7.1.1 Pay in, pay back - list of transcribed items

This interface can be used to list your **payment obligations** (Payments tab) and **refund obligations** (Pay back tab). The latter is only needed if, for any reason, your institution transferred you an amount that is too big, in which case the correction needs to be performed via this interface.

Using the filters you can select which imposition items (i.e. payment obligations) you want to be displayed. The list can be filtered by semester or the state of the imposition items by clicking the "List" button.

E.g. by using the settings Semester: All, Status: Active, items transcribed to you and still unpaid will be listed for all semesters.

Items appearing in the list include the name and type of the imposition item which information help you to identify the imposition items retrospectively. In the "Subject code" column the code of the subject appears in case of impositions related to subjects (e.g. in case of imposing a repeat exam fee). The "Imposition date" provides information about date of imposing the item, the "Date of deposit" about the date of the payment of item and the "Deadline" informs about the deadline of paying the item.

The state according to the **Student Loan request** of the given financial item is showed by the "SL1 State" and "SL2 State" columns.

In the line of the imposition items the **number of** the corresponding **invoice** is also displayed.

If you have one or more **joint accounts**, their list will appear above the filter conditions (semester, state). By selecting any of them, you can also see the balance of the particular account ('**Balance on the joint account**', so you can easily check whether you have the funds necessary to fulfill your payment obligations.

On the "Finances/Payments" menu item, the following warning message will appear for the student who is not a member of any institutional joint account: "**Attention! Joint account payment is not possible for you, because you have not transferred amount to the account yet!**".

If you are trying to pay in such an item in which only the joint account fulfillment is enabled and you have not transferred amount to your joint account, then the program displays the previous warning text on the "Select payment mode" interface as well and it does not allow the payment. If other payment method is allowed than the joint account payment at the financial code, the message is still displayed but you are naturally able to pay the amount through any other method of payment.

It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you



like to export only the current page?" If our answer to the question is “**No, all of them**”, then all the data are displayed in the exported Excel.

*The operational interface of payment and transcribing items*

## Details of the imposition item

By clicking on the item name in the line of the displayed financial items or on the “Details” label below the “Options” icon, you can view the detailed information of the given item in a pop-up window. Here such important information are included as the amount (it may has a negative sign as well if it is not a debt; the plus symbol is not displayed in case of items with positive sign), the type (including the fee type of the imposition item), or the state (whether the item is active or fulfilled).

The institution can display arbitrary extra information to the details of the item.

Among details of the imposition item, in the “**State of student loan**” column you can see whether student loan grant has been applied to the imposition. **The state of grant can be: “Sent”, “Dispatched to Student Loan”, “Accepted”, and “Refused”.**

By clicking on the “**Print**” button in the window you can print a **financial certificate** of the given item. In addition to the details of the item, the student name, the student’s Neptun code, term of the imposition item as well as the fulfillment date are displayed on the blank as further information.

If the item **has been imposed as a request fee**, then in its name the identifier of the request is being displayed and the request ID appears in the “Comment” field in the window of the item as well. From this information you know clearly that to which request the imposition item belongs.

### 7.1.2 Further operations with the item

You can assign a payer to the given item by clicking on the “**Payer**” label at the line-end options. This is necessary if you would like to receive an electronic invoice of the payment. You can request for a tax certificate not here but on the “Tax certificate” tab of the Finances/Settings menu item, since it must be set pertaining not to particular financial items but to a tax year.



**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

### Meaning of financial statuses:

**Active:** The item is not paid yet in case of items transcribed by the student it is possible to delete the item.

**Being in process:** The payment of the item is in process, but has not been confirmed yet. The duration depends on the used payment method and on the speed of administration of the other parties concerned (e.g.: bank, post).

**Completed:** The payment of the item is completed and has been confirmed within Neptun.

**Deleted:** Depending on the institutional setting, the deleted items may also be displayed to the students.

### Student Loan 1

Depending on institutional setting, a "**Student loan1**" button is displayed on the "Finances/Payments" menu item. You can select those items by the help of check boxes in the column for which you would like to initiate Student Loan grant, and then you have to click on the "**Student loan1**" button.

In the pop-up window, you can approve, and then grant the selected items. After the "**Ok**" button is pressed, the **Infosheet of studentcredit** is created, on which beyond former data, both the cessionary amount and the grant identifier are shown as well. In case of more granted items, the same grant identifier belongs to every imposition item. After granting, the SL1 state of the granted imposition items will be "**Sent**". If a student made grant in the given granting period, then it is no longer possible to create a new grant in the period concerned, however, if the student still tries to do so, the program sends a negative message. Later, the status will change according to the current situation (e.g. if it has already been dispatched to the Student Loan then the status will be "Dispatched to Student Loan"). The program pays attention not to allow payment at the granted item so that the student will not be able to pay in the imposition item in any other way. If the student still tries to do so, the program will refuse it in a warning message that is grant has already been made for the given item. If the DH1 status of the item will be "**Refused**", the payment option will be available again.

On items selection, the program monitors the amount limit of HUF 250,000. If selected items of the student exceed the amount limit of HUF 250,000, the program warns the student and the grant is not created.

If payer organization belongs to the selected imposition (the institution has set it), then the item concerned will be highlighted in the summarizing pop-up window of selected items. The program will ask the student whether to continue the grant with omitting the named item or not.

The student has to take the printed infosheet of studentcredits to the institutional administrator.

**ATTENTION!** The Infosheet of studentcredit is printed in .pdf format. Because of the safe management of pop-up windows of some browsers it may require further interventions. In this case, the enabling of pop-up windows offers a solution for the problem.

### Student Loan 2



With reference to the introduction of Student loan2, students can record the **Student Loan2 contract number** to their concerning fee-paying imposition(s). With this indicating that which imposition(s) she/he would like to be settled with Student loan2.

By law, only those students can claim the Student loan2 whose financial state is **fee-paying** or **state partial scholarship**. **Student loan2 can only be demanded in case of titles of fee-paying type.**

It depends on the setting of the institution whether the program allows students to fill the Student loan2 contract number on the web or not. You can enter the contract number on the “Student loan2” tab under the “Finances/Settings” menu item.

On the Payment interface you are able to assign a formerly recorded contract number to the given item by standing on the imposition item and then clicking on the “**Options/Student loan2**”. A contract number can be assigned to more imposition items as well if the imposition item meets the above criteria. If the student fills the contract number in the imposition, then company can no longer be set as payer for the item. Once the upload takes place, the previously set payer can neither be changed. The “Options/Payer” becomes inactive.

If a company account belongs to an imposition item, then contract number cannot be recorded. The program informs you about this in a warning message. If the contract number is filled in for an imposition item, then you cannot pay your imposition in any other way but if you still try to do so, the program will refuse it in a warning message.

If you are able to record the contract number, then it is important to know that the institution may authorize the **disjunction of items**, which could help you, in case you do not want to pay the total amount with Student loan2.

If a student has more trainings and he/she is logged in on such training in which his/her financial state is not fee-paying or state partial scholarship, then the Student loan2 will not be active at the Options. Furthermore, at such imposition items where the financial state of the training belonging to the imposition item is not fee-paying or state partial scholarship, the Student loan2 is neither active.

### 7.1.3 Modify payer

By default the payer of all items is the student (i.e. you), therefore this does not need to be set separately. But if you would like to determine someone else as the payer, then you can set this by selecting the “**Options/Payer**” option in the line of the imposition item. By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu and the “Payer” can also be reached.

The fields appearing in the popup window and their meaning:

*Payer type:*

“*Partner*” = The payer is a private individual

“*Organization*” = The payer is a legal entity

*Payer:* By clicking the three points following the field, the list of partners and organizations assigned to you will be displayed. **Assigning a new payer should not be done here, but on the “Partners” or “Organizations” tabs of the Finances\Settings menu.**



ATTENTION! The institution may define that if you have assigned a payer organization to an imposition item then you will no longer be able to fulfill that item.

The *Tax number* and *Tax ID* fields are automatically filled in by Neptun. (It has been entered on assignment.)

In case of the *Address* field you can use a dropdown menu to select the address of the payer to appear on the payment invoice issued. This data can also be modified from the Finances\Settings menu.

*I need a transfer invoice*: This option is of importance when your fees are financed by a company or another organization which requires a transfer invoice. In all other cases this can be left empty. Later you can print the generated invoice on the "Finances/Invoices" menu.

#### 7.1.4 Transcribe items (optional)

**If imposing items is allowed for students in your institution**, the "**Transcribe item**" link is available below the filter section, found directly below the height of the "List" button, on the left side of the page. When clicking it, a popup window appears, in which you may transcribe a payment obligation for yourself.

Item data is to be entered in order, one by one, selecting required settings from dropdown menus. For further information about the meaning of settings and the rules concerning various payment obligations please consult the Registrar's department at your institution.

First you have to select the **payment title** (e.g. service title, which may be a separate procedure or late fees) because additional fields will appear according to the title then.

With the help of a **term-selector button** you can transcribe IV (repeat exam) fee both for the term before the current one or for the next term as well. At services title you can select the "**Every semester**" option from the term selection field, thus you can choose from subjects of all your terms at related subjects. In this case, the term of the imposition item will always be the current term. (The reason for this, e.g. specified student imposition for subject re-registration and the related subject registration check, prohibition.)

In case of repeat exam and service titles the institution may require selecting the subject from the "**Subject**" drop-down menu (for easy identification the subject code also appears after the subject name). In case of service title this depends on the service type. If you have set everything correctly, then click on the "**Create item**" button. The system provides feedback whether the imposition was successful or not, and then on the "Payments" tab after setting the filters correctly the transcribed item will immediately appear among your active items.

The name of the imposition item will be the fee type belonging to the payment title (e.g. within service title, the name of an item transcribed with "Deadline omission fee" fee type will be "Deadline omission fee").

#### **Transcribing service fee concerning Final exam subject**

Your school may demand particular payment in connection with your subjects of the final exam (for example, re-register for a final examination subject). If you select service title, then term, the "**Final exam period**" option appears in the term selector.

If you choose the "Final exam period" among terms, then all final exam subjects that you have taken previously will appear in the subject selector, so you can transcribe financial fees according to the final exam subjects.

In this case, you can choose from all types of service fees. Your institution determines such type of service fees related to the final exam fees.



### 7.1.5 Delete item (optional)

**In Neptun, students can only delete unpaid items transcribed by themselves, but not items transcribed by administrators, lecturers of the institution or generated by the system.** Accordingly, if the student would delete an item subscribed by someone else, the program prevents the operation and a warning message notifies him/her that only own item can be deleted.

After marking the check boxes in the list of the items to be deleted, click "**Delete**" button at the bottom of the page.

### 7.1.6 Pay in item

To pay your unpaid (i.e. active) imposition items, mark the check box next to the item(s) due, and then click the "**Pay in**" button. Neptun will provide a last reminder about the possibility of assigning a payer, as this setting cannot be modified once the item(s) have been paid. If all data is correctly set, click "OK". Then you must select a payment method.

#### **Select payment method**

Depending on the settings of the institution, you may pay an imposition item using the following methods:

*Collective account payment /Virtual joint account payment:* When using this payment method, the system will transfer the required amount from your joint account if the necessary funds are available there. If you are assigned to more than one joint account, it is up to you to select the one from which would like to pay the item(s) in question. In case of joint account and virtual joint account payments, the transaction is immediately recorded in Neptun.

*Payment by credit card:* Students at institutions allowing credit card payment can make payments by using their suitable credit cards via the [website of OTP Bank](#). Further information about cards accepted can be found on the website of OTP Bank. By selecting this payment option the next step will display the OTP website, where you can make payments of imposition items via the Internet by providing your credit card data. Similar to joint account payments items paid by credit card are immediately recorded by Neptun.

*Citypass card payment:* By selecting the "Citypass payment" option on the "Select payment method" interface, the program navigates you to an online payment interface operated by the CityPass. Here you must enter your registered email address and password for login. After the successful login the available balance and the amount of the item you want to fulfill will be displayed. You can choose from the "Allow" and "Reject" options on the interface. The buttons will only be displayed if the available balance is enough for the fulfilment, but in other cases it is only possible to go back to the Neptun. In case of successful payment the status of the item will be "Fulfilled", the related transaction's status "On-line certified" and the payment type will be "CityPass payment". If the payment fails for some reason, then the status of the imposition item remains "Active", the related transaction will be invalid, the status of it will be "On-line denied", and the payment type will also be "CityPass payment".

*Payment by cheque:* The key idea behind payment by cheque is that you receive a cheque from either the Office of Studies or from a department of your institution, then after paying it at the post office Neptun offers the option of immediately recording the fact of payment, even before confirmation is sent by the post office.



By selecting this option, the parameters of the paid cheque are to be entered in the appearing “Cheque recording” window.

Cheque types:

"*Neptun cheque ID*" = The cheque, using which you made payment, was printed from Neptun, so the cheque identifier is available in the system.

"*External cheque ID*" = The cheque can be identified by some kind of unique number not originating from Neptun. In this case ask your institution about the exact format of the identifier.

The system asks for the serial number of the cheque – i.e. the so-called "External cheque ID" – even in case of Neptun cheques, in order to identify both the student and the payment without problem.

The advantage of payment by cheque is that in case of urgent payments you need not wait for bank transfers sometimes requiring several days but you can pay the item immediately at the post office.

**ATTENTION!** Your institution may set priorities among the items to be paid. It is possible that you cannot fulfill a certain item until a higher priority item determined by the institution has been paid.

### 7.1.7 Distribute and merge items (optional)

In the list of imposition items you have the option of splitting active i.e. unpaid items into several partial items, if allowed by your institution. Distributing items may be needed for example if

- you require separate invoices for each part of a given payment, prepared for different payers, or
- you want to pay an item in instalments, or
- you are assigned to more than one joint account and the amount due is only available on them together, by distribution you will therefore be able to make payments for the partial items from various joint accounts.

Click "**Split**" in the row of the item concerned; share the item transcribed in two parts on the interface that appears, and then click “Save”. As a result, the two partial items corresponding to the split appear in the list of your items, which may then be paid separately. Split items may then further be shared by using the same method as above by clicking "Split" in the row of the partial item. If none of partial items have been paid yet, you may combine share items by clicking the "**Merge**" link in the row of the main item and then the "Merge items" button in the appearing popup window.

**ATTENTION!** The "Merge" option will only be active at those split impositions where the payment deadline is the same, so there is no possibility of accidentally merge items which have different payment deadline on the web.

### 7.1.8 "Pay back" tab

On the “Pay back” tab you can refund the institution the items erroneously remitted to you. The method for this is identical to that described under “Payment”.



**ATTENTION!** Neptun sends automatic system message about imposition or modification of an item either you or an administrator of the institution have/has transcribed or modified the item. Accordingly, you are always informed of your financial obligations. You are free to request these notifications by e-mail as well which is described at message settings.

### 7.1.9 Financial request submission

The student can start to submit the request at some financial payment items (which financial code is connected with a request) by selecting the "Submit request" option from the Options (+) menu on the "*Finances/Payments*" menu item.

By clicking on the "Submit request" option, the program redirects you to the "Administration/Requests" interface where a filtered interface appears. On this interface request form templates assigned to the financial code of the imposition item are only displayed at this time (this appears in the header: "Financial requests").

The opening and filling of the request can be made in the usual manner. After the submission of the request, the request is displayed as usual at the administrator, decider, opinant, and you can also see it among your submitted requests.

The program draws the student's attention to the following in an information panel: **"Attention! You have initiated the submission of the request from the Finances/Payments menu, so currently only the financial requests are displayed on the interface."**

The rest of the process of requesting is described at the "*Administration/Requests*" menu item. After the successful submission of the request, the program returns you to the "*Finances/Payments*" menu.

The submitted request can be seen both on the "*Administration/Requests*" menu item's "*Submitted requests*" tab and at the transcription concerned by choosing the "*Submit request*" option on the "*Submitted requests*" tab.

It depends on institutional setting whether **more or only one of the assigned request forms can be filled in** on the interface. In the latter case, on entering the interface the program warns the student in an information panel: "Only one type of request can be submitted concerning one imposition!"

If one request has already been submitted concerning the given imposition, then the "Submitted requests" tab will only appear, the "Available request forms" tab does not.

Display and infill rules that are valid on the "Administration/Requests" menu are applied on this interface as well. The "Submit request" function is only active on the "Finances/Payments" menu if at least one request form has been uploaded by your school to the financial code of the imposition.

The user will get the "There is no request form for the imposition to fill in!" warning message if the request form template's, that has been assigned to the financial code previously, period of validity has expired. In case of subject to fees requests it can be controlled by your school whether it is possible to pay in the fees concerning the request after the validity of the request has expired or not.



If it is not possible and the validity defined at request form template expires, then in case of imposition related request, the payment will be disabled on the web. In such cases, when clicking on the "Pay in" button the student is informed in a feedback message about the reason for the payment inhibition: " The item cannot be fulfilled because the request period has expired!".

In case of the other setting, when the related item can be paid even after the end of the validity period specified at the request form template, after the payment the status of the request will change from "Waiting for pay in" to "Under administration".

## 7.2 Invoices

In this screen you can view the electronically archived or other invoices issued against pay in transactions via Neptun, and you can download the copy of invoices to your computer (if the institution uses electronically archived invoice).

In the invoice list, the file names related to each invoice are in the last two columns, if the invoice has been electronically archived. If in these columns no data appear, and if you need a hardcopy invoice as well, you should acquire it from your institution (Registrar's Department).

In case of electronically archived invoices, if you click the penultimate or the last column of the table you can download an invoice in pdf or zip format, respectively.

In case of valid invoices the state of invoice becomes equal to the current state of the imposition (the program checks the transaction and if no transaction belongs to the imposition item then it marks the state of the invoice active, otherwise fulfilled). Cancelled invoices appear with "Cancelled" state, while cancel invoices with "Cancel" state. Download is available in cases of valid and cancelled invoices.

The authenticity of electronic invoices can be easily verified on the <http://www.e-ellenorzes.hu> website. An information panel informs you about this under the list of invoices.

**ATTENTION! The hardcopy of pdf files downloaded from Neptun cannot be considered to be an official copy of invoice, therefore if you need an official copy, please contact the Education Administration.**

## 7.3 Transaction list

This screen allows you to view the data of all of your previous financial transactions in a filtered list and in case of using a joint account, **here you have the possibility to initiate a retransfer from the balance on your joint account within Neptun to one of your external bank accounts.**

### Filtering the list

By setting filtering criteria located above the list, the list of transactions will be changed immediately to display those corresponding to the requirements set.

*Semesters:* you may set which transactions to display in the list of a given semester.

*Payment methods:* Depending on payment methods available for you (e.g. joint account, cheque, etc.), the list can be narrowed according to payment types pertaining to payment methods. E.g. when using a joint





account, if the "Collective account payment" option selected, only those transactions will remain in the list in case of which the student have paid in an imposition item through the joint account.

*Collective accounts:* This option is important when the student is assigned to more than one joint account, in such cases it is able to display the turnover carried out on each joint account.

Below this option, there is the „*Balance of the joint account*” field, which, if the option "All" selected in the previous field, will show the cumulative total amounts of the joint accounts, while if only one joint account is selected, the available balance of the joint account is displayed.

**If you have found the searched transaction then click on the name in the “Type of payment” column or on the ‘Options/Data of transaction’ link! Then a pop-up window appears with detailed information on the selected transaction.**

**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

### 7.3.1 Transfer money back from joint account

To initiate a back transfer from your joint account in favour of your private bank account, select a joint account from the filter screen. In that case a transfer back button appears on top left side of the list, and when you click on it you can enter the amount to be transferred back, and you can select which of your bank accounts you want the money to be transferred to.

After this, if you click to "**Transfer back**" at the bottom of the window, Neptun will start the transfer operation, and generally in two to three working days the sum will be credited on the selected bank account.

**WARNING!** The institution may decide not to allow back transfer from the joint account until you have "active" stated, unpaid financial items in the system. In this case, an informational text is displayed: *Back transfer is not allowed because of your following debt: "Imposition item data"*.

**ATTENTION!** You can add a new bank account or modify a bank account number by clicking the **Bank accounts tab in the Finances\Settings menu.**

## 7.4 Stipend, payouts

In this screen there is a checklist filtered by semester of disbursements that **your institution transferred to your bank account**. This list typically contains the payouts of scholarships and other grants or in the corrections tab you can view the correcting items related to the refunds of possibly overpaid amounts.

**If you have found the searched item, click on any data of it and then the data of the selected item appear in a pop-up window.**

### 7.4.1 "Stipend, payouts" tab



In this list, you can view the payments of scholarships, grants, contributions and other paid out sums. The states of payments are similar to that described in Payment menu.

**ATTENTION!** If an item has a paid out status in the list, it doesn't mean that the amount is necessarily appears in your bank account, since a transferring period is typically 2 to 3 working days.

### 7.4.2 "Corrections" tab

The list here contains items which are the correcting amounts of erroneously paid or overpaid items for either reason, i.e. in this case the institution transfers money for you because you have an overpayment or an paid item which you shouldn't have been paid at all.

## 7.5 Settings (financial options)

Here you can view and modify all your financial settings. The data relating to various financial issues appear on several tabs.

### 7.5.1 Bank accounts

Here you can overview the bank accounts that you have assigned to Neptun, and if your institution permitted it, **here you can register a new bank account, and modify or delete an existing one.**

You can register a new bank account in the popup window displayed after clicking "**Add new bank account**" button. If you have added the new bank account number, then by line-end 'Options' icon and the "**Default**" label you can select which bank account you would like to set as the default one. By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

The "Default bank account" column is of special importance, as Neptun will transfer all payments to the student in favour of that bank account therefore if you have a possibility to modify this option, take this into consideration!

**ATTENTION! Each student can have only one bank account number exclusively!**

To modify a bank account, click "**Modify**" in the row of the account.

Below the "Options" icon the "**Statement about OTP-discount**" label appear (in case of a contract between the institution and the OTP) which is active if the student has an OTP bank account (beginning with the number 117), he/she is younger than 24 and this is set by the institution. By clicking on this label a pop-up window appears which contains the text of the statement on the top, the current state at the bottom (two values are possible, he/she has not made a statement yet or has refused it) and two buttons: "**Accept statement**", "**Refuse statement**".

If the institution has set so, the window containing this statement can be also displayed directly at logging the Web.

By the acceptance of the statement you may receive benefits included in the contract between the institution and the OTP. In case of discount, status of the student's bank account number has been added to the "OTP state" field.



To delete a bank account number select the current account number(s) check box and use the “**Delete selected**” button!

An “**Invalid**” column can also be found in the list of bank account numbers. In this column, the check box cannot be changed by the student. If an account number is invalid, then all the options are disabled for the student. In this case, a tooltip is displayed that the functions are inactive because “The bank account number has been invalidated by the administrator therefore it cannot be modified!”

Depending on the institutional setting whether an information message is displayed on the interface or not, which draws attention to the path of the OTP discount granting. The label can help more students to find the configuration options, and so to take advantage of the discount benefits.

## 7.5.2 Partners

This tab serves for partner data management.

**Adding a new partner** or deleting an already existing one here is the same as it was described at the bank account numbers. The modification of the (name, address and bank account numbers of) partner can be done within the “Options” button.

Partners are private people, and this list should contain people’s names for whom in the future you intend to obtain invoices of your payments, or for who you want to acquire a tax certificate (only for close relatives). You yourself are registered automatically as a partner in case you want to acquire an invoice or a tax certificate for your name.

At already added partners you can click on the line-end “Options”/ “**Modification, addresses, bank account numbers**” label. With this you are able to modify the data of your already added partner. In the pop-up window two tabs appear: “**Modify partner**” and “**Bank account number of the partner**”. On the first tab you can modify the name and address of your partner, while on the other you can add or delete bank account numbers. By pressing the “Add new bank account number” button, you can enter the new bank account number and with the help of the check boxes you can also indicate if it is a default one.

ATTENTION! Apart from registering somebody as a partner, you also have to notify the Neptun system of the details that at which payments and in which proportion you want that partner to be considered as a payer, and whether you want a tax certificate to be issued for the name of partner, if he/she is a close relative. A partner may be assigned to a payment in the "Payment distribution rules" tab, or on the Payments screen by clicking the "Payer" column of an item tax certificates may be claimed by clicking the "Tax certificate" tab.

## 7.5.3 Organizations

Here **you can select organizations** from the list maintained by the employees of the institution, **for which you want to request invoices of your paid fees**. When clicking “**New organization**”, the list of the available organizations will be displayed, and when you click the top right search icon a browser appears. Here from dropdown menu you can select which data of the organization you want to search, then enter the text, and click “Search”. After this, the list will contain only the organizations which meet the search criteria. Search is not sensitive to small and capital letters and can be carried out also for word fragments. If you want to see the whole list again, click “Search” and leave empty the “Text to search for” field.

You can add this organization to your organizations by clicking “Options/Select” in the last column of the row of the selected organization.



If you cannot find the organization in the list for which you would like to request invoices of your payments, then you can add new organization by the “**New organization**” displayed on the pop-up window.

**ATTENTION!** Apart from adding an organization to those of your own, you should notify Neptun of the fact that at which payments and to which proportion you intend to consider that organization as a payer. An organization may be assigned to a payment in the "Distribution rules" tab or on the Payments screen by clicking the "Payer" column of an item tax certificates may be claimed by clicking the "Tax certificate" tab.

#### 7.5.4 Distribution rules

This tab you can add rules to each semester by which in the current semester the system will handle the payments, where payment distribution is permitted by the institution and of which invoice is allowed to be issued, the issued invoices will contain the payer's name in the proportion indicated by the distribution rule. E.g.: you add a distribution rule that the firm, which covers half of your fees, should receive an invoice exactly of that amount.

When you click "**Add new**", a screen is displayed for registering the distribution rule. First you have to set the term for which the rule will be applied. In the "Distribution type" field you can define that the payer receive an invoice of a certain percent of all appropriate items (**Percentage**).

By selecting the two check boxes you can define, whether an invoice or a tax certificate should be issued for that payer.

In the field of Payer type you have to select whether the registered payer is a private person (a Partner) or a legal entity (an organization). In both cases, when you click the ellipsis next to the Payer's field, the list of organizations or partners assigned to you will be loaded. When the above data selected, all other fields will be filled automatically by Neptun and then, if all data is correct, click "Save" and the distribution rule will be assigned to your selected semester.

To delete a distribution rule, mark the "Delete" column of the rules that you want to delete, and click "Delete". **Modification is possible with the line-end link.**

#### 7.5.5 Allow electronic invoices

If the institution uses electronic invoice, then on this interface you can allow to create electronic invoices. The invoice can be viewed on the “Invoices” menu item.

**ATTENTION!** The electronic invoice is a bank voucher only in electronic form; its printed version cannot be used.

#### 7.5.6 Automatic execution

Here you can set that make your overdue payment obligations to be fulfilled automatically by your institution according to your joint account. Consequently, you only need to monitor whether you have the correspondent amount on your joint account to fulfill these obligations

If you possess a joint account, then by filtering to term you can select if you want to prescribe automatic fulfillment for your active stated items relevantly to your joint account. As you have selected the joint account



with the check box and click on the “Save” button, then automatic fulfillment gets set from your selected joint account.

**ATTENTION!** Automatic fulfillment functions only in institutions where there is joint account payment.

### 7.5.7 Pension Fund

Depending on the institutional setting, it is possible to record membership of private pension funds under this tab.

### 7.5.8 Student loan2

On this interface, you are able to record the **Student loan2** contract number. After this you can assign the contract number to your imposition items of fee-paying type by standing on the given imposition with the “**Options/Student loan2**” link.

It depends on institutional setting whether the student is able to modify, record or delete the contract number or not, as well as if the Student loan2 tab within the “Finances/Settings” menu is available or not on the Students’ web interface.

On this screen, if you record the contract number, then at your items to be paid you can assign the formerly given contract number to your imposition items of fee-paying type on the “Options/Student loan2” link. Modification of the contract number (if it is allowed) is possible on the “Settings/Student loan2” tab. If the contract number is changed, the value of the previously specified imposition items will be synchronized. The student has the opportunity to make the deletion (if enabled) in two ways. First, he/she can delete the contract number from the imposition items previously marked on the "Options/Student loan2" link. In this case the program deletes the contract number only from the imposition item concerned. On the other hand, he/she can delete the specified contract number on the "Settings/Student loan2" tab. In this latter case the contract number will be deleted from the marked items (from all).

**ATTENTION!** By law, only those students can claim the Student loan2 whose financial state is **fee-paying** or **state partial scholarship**. **Student loan2 can only be demanded in case of titles of fee-paying type.**



## 8 Information

### 8.1 Periods

This screen contains the more important periods by semesters, such as exam registration, subject registration, preliminary (and/or ranked) subject registration, course registration and registration/enrollment periods.

Different periods can be displayed by selecting the term and then clicking on the “List” button. Depending on type of the period determined by the institution, data may be displayed in the “**Administrational organizations**” column. However, those periods are also valid which do not include data in this column!

**ATTENTION! It is essential for students to know periods because the non-compliance of periods may entrain serious sanctions by the institution!**

### 8.2 Students search

In this screen you can find other students in the system by their respective Neptun code, name, email address or phone number.

**ATTENTION! You can only find those students who have permitted this on the “Search authorization” tab in the “Personal data”\“Settings” menu. Normally, the student’s name and Neptun code is not listed in the system together on any interface!**

#### 8.2.1 Search for students

**Fill in at least one** of the fields (Neptun code, Last Name, First Name, Email, Phone) situated on the screen, and click "Search". **Search works for word fragments** as well. In such cases the system displays all people whose attributes contain the entered text fragment.

#### 8.2.2 Sending message to a specific student

By clicking on the Neptun code of the student in the results line or on the line-end “Options/Message” link, you can even send a message to the given student. In this case, the Neptun code of the recipient is automatically filled by the system in the pop-up window.

After this message sending works the same as on other interfaces of the web. You can find further information in the description belonging to the ‘Inbox’ menu item.

### 8.3 Organizational units



On this interface **organizational units appear in structure according to the organizational hierarchy of the institution**. To display the individual subordinated organizational units, click the + sign located next to the name of the superior organization unit.

To view the details of the organizational unit click on the **name of the organizational unit**. Then a pop-up window appears divided into tabs with the data of the selected organization, such as:

- Basic data
- Addresses
- Phone numbers
- URL addresses
- Employees
- Subjects
- Trainings
- Curriculums

There is a "**Valid only**" check box located between the addresses of the organizational unit with which the current addresses can be filtered.

**ATTENTION!** The data **cannot be modified** via the web, this can only be done in the client program by administrators who have the appropriate permission.

### 8.3.1 Institutional curriculums

You can view the institutional curriculums under the "Curriculums" tab according to different filtering criteria.

On this interface, you can filter curriculums belonging to the given organizational unit by programme, specialization and by subject code. Without filtering, curriculums of all organizational units will be listed by default.

The list is two-leveled and has hierarchical structure. Curriculum is displayed on the first level, while subjects of the curriculum on the second level. The line of the curriculum contains the following columns: "Curriculum", "Curriculum code", "Valid from", "Valid until", "Programme/specialization name, code". In the hierarchy's subordinated line, so that in the line of the subjects the following columns appear: "Subject name", "Subject code", "Credit", "Subject registration type", "Type of subject requirement".

**ATTENTION!** There is no possibility of further operation for the user with the listed content, the interface is only for viewing the data.

## 8.4 Textbook search

This screen allows you to search for textbooks saved in the system **according to registered subjects, by author(s), title, language, keyword, and textbooks type**.

When searching for a textbook, enter the known data into the corresponding field of the browser then click "Search". Search works for partial words as well in such cases the system displays all results where the selected field contains the given text fragment.



By clicking on the line of a textbook in the appearing list, you are able to view the detailed information of the given textbook or you can even find the path of the textbook if URL has been added to it. Textbooks may be assigned to syllabus as well by the institution and lecturers.

## 8.5 Subject recognition

In the Subject recognition menu, you can see what **equivalent pairs** of certain subjects there are within and outside the institution, and you can request a new equivalence rule (depending on institutional setting). Accordingly, two tabs are displayed on the interface: "**Subject recognition within the institution**" and "**Subject recognition outside the institution**".

On the "Subject recognition within the institution" tab, equivalence rules between the internal institutional subjects are listed with the indication of validity and state of the rule.

While on the "Subject recognition outside the institution" tab, subject equivalence rules between internal, institutional and outer (announced by other institutions) subjects are displayed with the indication of validity and state of the rule.

In case of an accepted equivalence rule, the state of the field will be "Accepted", if the equivalence rule is rejected it will be "Rejected" or in case of a conditional acceptance the value of the field will be "Accepted with conditions". If the rule has not judged yet, then the rule is displayed with the "**Being on the anvil**" state on the interface.

Validity of the equivalence can be viewed in the "**Fulfillment examination interval**" column.

The fulfillment of equivalent subjects is considered to be equipollent with the basic subjects. In such cases the subject can be recognized.

In addition, you can see that how much percentage the overlap is between the subject and its equivalent (in the "**Percentage**" column).

Your institution may decide whether one or also more equivalence rules can be applied to one subject.

### Request new equivalence test

As a student you are free to request either new internal or outer subject recognition rule if the institutional settings permit this. This can be done with the "**Request new subject equivalence test**" button, by clicking on which you can determine in a pop-up window both the subject to be recognized and the subject to be counted in. You can finalize your request with the for the "**Submit request**" button. You can also attach supplements to the request (e.g. syllabus) with the "**Assign documents**".

In case of adding a new rule, the feedback message changes according to the state of the existing rule:

- **In case of a rule on the anvil:** "The subject equivalence request cannot be sent because currently such a demand is under consideration!"
- **In case of a valid rule:** "The subject equivalence request cannot be sent because there is a concerning valid equivalence rule accepted!"
- **In case of a rejected rule:** "The subject equivalence request cannot be sent because there is a concerning valid equivalence rule rejected!"





In the equivalency request the subject to be counted in the one to be recognized cannot be the same. If the subject codes are the same then by clicking on the "Submit request" button the program notifies the students in a warning message of the reason for the failure of request submission: "The subject to be recognized cannot be the same as the equivalent subject!"

### **ATTENTION!**

New equivalence rule can only be requested on the interface if your institution made it possible!

## 8.6 Documents

On this interface you can find list of documents uploaded by you and it is even possible to upload new documents.

This interface pertains to handing in requests. Consequently, the here uploaded document can be later used up as request attachment. The format (extension) of document is not limited but it is useful to choose commonly used document types (e.g. .doc, .xlsx etc.) so that the supplement of the request could be opened by the administrator in any case.

You can see in the list the file name, the upload date, the state of acceptance and also the date of validity (for how long the file is valid). Documents that have been accepted by the administrator in the client program are marked with a green tick. By clicking on the file name or on the "Options/View" link, you can open the document (in some cases you need to enable this in the browser program).

By clicking on the "**Upload document**" link a pop-up window appears which operation is the same as the standard Internet upload mechanism. At the "**Type**" you can select what type of document you would like to upload. Here you can mostly select from types specified by the institution if the institute allows this. If not, then only the "**Request attachment**" type is displayed.

On this menu and on interfaces for uploading request attachment, the "**Language**" field can be determined which defines the language of the document. The field is required, however, when creating a new document it is automatically filled in with "Hungarian" value. When defining the value of the "Language" field you can choose from values predefined by the institution.

You can finalize your file upload process by clicking on the "**Save**" button.

It is possible to export **all the data to Excel**. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is "**No, all of them**", then all the data are displayed in the exported Excel.

**ATTENTION!** On uploading act with deliberation because you cannot delete the document!

## 8.7 Inquiries/Information

The interface allows the retrieval of specific information for stated person-groups.

If a user is included in the person-group defined arbitrarily by the institution, and the institutional administrator has assigned inquiries to the person-group related to the user, the assigned inquiries appear on this interface.

Inquiries assigned to the person-group are displayed in the filters drop-down list on the students' web interface.



The result of queries appears on the web interface in the “Result of the enquiry” table after selecting the inquiry from the filters drop-down list and clicking on the “List” button.

If the inquiry that is assigned to a person-group, displayed on web interfaces is predefined parameters (such as, the Neptun code of a logged student, training code), then after pressing the "List" button, they are substituted for the data of the user. Thus it is also possible to create user-specific queries, **allowing the user to view information about himself / herself**. Accordingly, listing of relevant information of individual students determined by the institution is available on the interface.

The institution sets some enquiries in a way that the user may define a **plus parameter** in them (for example a training code). In this case, the parameter names and their corresponding fields to fill, appear in the filter block additionally.

In some cases you can choose from a value set predetermined by the institution (from the so-called code items) to fill in the parameter. If referring to a code item field, the value of the parameter can be selected from a drop-down box that contains the visible values of the referenced code item.

The Excel (xls) icon serves for exporting the content of the list to Excel so that you can edit the data in Excel as well.

It is possible to export all the data to Excel. If paging is necessary because of the large number of lines listed on the interface, then by clicking on the export to Excel icon a warning message is displayed: "Would you like to export only the current page?" If our answer to the question is “No, all of them”, then all the data are displayed in the exported Excel.

Query results can be printed by clicking on the printer icon. In this case, a new window will appear with the print preview.

On the interface you can search for data of the column header belonging to the appearing list. By clicking on the Search (magnifier) icon a search interface appears at the top of the list. Here, you can select from the drop-down menu that for which data of the list you want to search, then enter search text and click the "Search" button. (The search works for word fragments as well, and it is not sensitive to the small and capital letters.)

## 8.8 OMHV reports

On this interface, students whose institution uses the Unipoll questionnaire management program can see the OMHV reports published by the lecturer. (This menu may appear on the basis of institutional decision).

The subject, course, course type, lecturer, semester belonging to the report are displayed. These values are also searchable.

A term filter is situated on the interface, by which it is possible to display the reports appearing on the interface by term. You can view the individual reports below the "View report" link with the help of the integrated Unipoll program.

## 8.9 General forms

You can find those forms below this menu item which are not functionally linked to other interfaces and can be printed out independently from them. Thus general certificates appear here (e.g. Student legal relationship certificate).



Forms will only appear on this interface if the institution created downloadable templates for this interface. The forms may have different types.

By selecting any of the forms of the list on the web in the menu concerned, the form will be completed (in pdf format) and it can be downloaded.

The student general certificate may be completely the same as the general certificate printed by the institution.

## 8.10 Subject/Course list

On this menu item, you can view all the subjects of the institution and the related courses.

Every single line contains a course, so a subject belongs to as many lines as many course it has. The selected term also determines the number of courses of a subject.

Accordingly, the subjects and related courses appear in the list and in the columns the following information is displayed: Subject code, Subject name, Course code, Credit, Term, Requirement.

If you select the "All" value in the "Term" filter then you can see that the given course belongs to which term in the same named column. In case if no course belongs to a subject on one of its announced term, the "Term" column remains blank. The "Options" icon located at the end of the line, by clicking on which you can open the "Subject data" or the "Course data" pop-up window.

The name of the subject also acts as a link. By clicking this link the "Subject data" window appears, from where you can naturally move on to the courses of the subject.

The opened subject and course windows works the same as on other interfaces except that they do not contain the list of students (the pop-up window does not contain the "Students" tab) and the administrative organizational unit is displayed in the windows of subjects and courses. The "Administrative organizational unit" can be found in "Subject data" pop-up window on the "Basic data" tab below the organizational units. While in the "Course data" window it is situated on the "Basic data" interface, in the "Subjects belonging to the course" panel in a plus column next to the "Organizational unit" column.

It is only possible to view the subject/course data on this interface, no other operations can be carried out with the subject, courses, so for example **subject cannot be taken from here**.

### Filters

There are also filtering options on this interface. You can filter by the following values: Term, Subject name, Subject code, Course lecturer, and Course code. As autocomplete filtering facility, there are additional options: Curriculums, Subject group, Language, Organizational unit, Administrative organizational unit.

The so-called autocomplete fields are not freely fillable, but by the typed string they automatically complete the list of results, from which you can choose. At these fields an information icon calls your attention to the automatic completion. Dragging the mouse over the icon, the user gets the following message: "Please start typing in the field and select from the choices offered." Naturally, the icons (search, print, export xlsx, pin) usual on the web, work for the elements of the list. After this development, the "Subjects/Institutional subjects" menu item has been removed from the Student's Web.



**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached. You have the option to search for subjects in the list of institutional subjects by subject name, code or credit value or even by entering a piece of text.

With the help of the printer icon you can print the listed subjects.

With the paging option you can set the number of lines to be displayed per page.

## Subject data

- **Subject's courses tab**

Here you can see the announced courses in the given semester belonging to the selected subject.

In the window the type of course is displayed in the "Course type" column. The course type helps the student with joining various courses.

In the Member/Limit column you can see how many people have registered for the course till now and how many people can register in all. The value which is displayed on the interface refers to the concrete course headcount, but it is important that several number limitations exist in terms of course registration. To display them, position your mouse on the **blue icon with exclamation mark** next to the value, and further number data can be viewed (such as by the curriculum, by subject or waiting list number limit).

If there you are on waiting list of the given course, then a **red or yellow waiting-list icon** (also with exclamation mark) appears next to the number icon. These icons indicate that you are in the waiting list of the course. This means that you have not got into the true number selection of the course yet, but you are waiting in such a list for entry from which you can potentially get into later. Waiting-list indication (with red icon) is possible in two cases: either you could not get in the number limit of the course or you have registered for the subject (course) in ranked subject registration period.

The "Class schedule inf." column shows that the given course when (and where) will be according to the class schedule. The days of the week are indicated by their initial letter.

In the "Teachers", "Language", "Site", "Comment", "Description" columns data can only be seen if these fields have been filled by the institution.

If you would like to get further information on the individual courses, then click on the given course in the list, and then another pop-up window appear with the course details. The information on this window you can find in the 4<sup>th</sup> chapter of this documentation.

**ATTENTION!** Here you are not allowed to register for or drop subjects!

- **Basic data tab**

Here you can view the basic data of the selected subject, such as the requirements, and the description of the subject, the responsible lecturer's name, and the organization unit of the subject.

The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.



- **Topics and Textbooks tabs**

Here you can view the topics and the textbooks for the selected subject, if they have been uploaded in the system.

- **Tabular pre-requirements**

Your institution may define preliminary requirements for subjects by various criteria. The requirements pertain to register or fulfill other subject(s), accordingly the names of columns refer to whether only the **registration** or also **the fulfillment** of a certain subject is obligatory.

The institution may set up requirements according to the nature of the current subject registration period so there can be **preliminary** (at preliminary and ranked subject registration) and **final** (in final subject registration period) requirements.

Requirements in compliance with a certain period may belong to **exams** of a certain subject as well, in which case only the **preliminary exam condition** matters for exam registration.

Individual requirements can create one rule in which rule all the requirements are obligatory to be fulfilled. However, among the rules it is enough for the student to meet only one of them. The rules and subjects belong to them appear in hierarchical arrangement.

## Course data

On the subject data tab by clicking on any data of the course in the list of "Available courses", the "Course data" interface appears. The course details window contains the data divided into several tabs, similarly to the subject data window.

- **Basic data**

On the "Basic data" tab you can see the basic details of the course. The basic information includes, inter alia, the information concerning the number limits (Min, Max members), and the possibly set pre-requirement for course registration ("Pre-requirement").

The **maximum and minimum values** display the set number limits belonging to the course as well as the "**Max. number of waiting-list**" value which indicates whether there is a waiting list number on the course or not.

By clicking on the "**More class schedule information**" button found below the Basic data, all the class schedule dates of the course appear by dates in a pop-up window. So compared to the "Class schedule information" displayed on the Basic data interface, this one is more extended in a way that it lists the specific dates.

In the table of '**Subjects belonging to the course**' every subject is listed to which the course has been assigned (since a course can belong to more subjects simultaneously). The name of the **organization unit** works as a link. By clicking on it details of the organization unit can be retrieved in a pop-up window, including for example the address or telephone number. This window is similar to the pop-up window of the "Information/Organization units" menu.

**ATTENTION!** As a rule, a course in a semester may be taken only once. So if it has been taken from a subject, you will no longer be able to add the same course from another subject in the same term.

- **Lecturers**



On this tab those lecturers appear who have been assigned to this course.

- **Class schedule**

On the "Class schedule" tab you will find the list of lessons of the course, but after registering for the subjects and courses, you may be able to see all your registered courses in one place at the "Class schedule" menu item belonging to the "Studies" menu.

- **Attendance statistics**

On your course class schedule occasions you can view information related to your own participation on the interface. Check boxes indicate in each column - "Appeared", "Was late", "Certified absence", "Failed to appear", "It is not filled in" - that what has been recorded on the given class schedule occasion. If no student attendance has been recorded to the class schedule occasion, then the "It is not filled in" value is displayed.

- Below the table, in the "Total attendance data" section the aggregated data pertaining to the student attendance type are displayed in numeral form. **Tasks**

You find those tasks on this interface which have to be submitted during the study period and can be written out by teachers to this course.

To define the **task type**, the **deadline for submission**, **applied evaluation**, **available make-ups** and the **method of counting the result in** is within the competence of the lecturer and the institution.

If you click on a task in the list, then more detailed information of the task can be viewed, such as for example the results obtained from the selected task or its subtasks, make-ups.

Under a task **sub-tasks and make-ups** which belong to it appear hierarchically subordinated. Make-up may belong to task and also subtask so 3-level hierarchy can also occur.

Entry given for the current task, subtask or make-up is displayed in the "**Result**" column at the end of the line.

By clicking on the tasks, subtasks or make-ups you can see the details and results obtained of the task or make-up in a pop-up window. If your school does not use the Neptun Meet Street module then you can only see the "Task basic data" (here results can be seen) in the pop-up window of the tasks, subtasks, make-ups.

Detailed information of the task/sub-task/make-up can also be retrieved from the menu at the end of the line, plus documents assigned to task is also being displayed.

The pop-up window of the task of the first line contains the grades of the task and of the connected subtasks and make-ups too, while of the sub-tasks it contains the grades of the given sub-task and of its make-ups and the pop-up window of the make-ups shows only the grades of the current make-up.

If your school uses the Neptun Meet Street module, the pop-up window of individual tasks, sub-tasks, make-ups will appear with the following options:

- Task basic data
- Hand in task



- Handed in tasks
- Message to the lecturer

In such a case these menu items can also be retrieved from the menu found at the end of the line. You can see the tasks by terms, independently of the course, on the "Subjects/Tasks" menu item. You may find possibilities related to the Tasks in the section of this documentation referring to this menu item.

- **Textbooks**

On this interface you are able to view the textbooks possibly assigned to the course.

- **E-learning materials**

On this interface you are able to view materials possibly assigned to the course.

## 8.11 FIR data

Those facts are displayed on the interface which are calculated and recorded by the Higher Education Information System (FIR) for you based on the data reported by the institution(s).

These fields are in the "**Data reported by the institution**" panel:

- Data of the Start of legal relationship and the End of legal relationship fields,
- Content of the Number of state-funded terms before 2006 and the Number of doctor funded terms before 2006 fields belonging to the particular legal relationship.

In the second panel the "**Data calculated by FIR concerning the funding time**" appear:

- Student usage in this period,
- Student balance before this period
- PhD student usage in this period,
- PhD student balance before this period,
- Student funding time term, Student doctor funding term.

**Cost-related data** can be found in the third panel, such as the cost amount, the cost calculation justification and the institution.

Not only the cost data of the training from which you have logged in appear on the interface, but cost data belonging to all your trainings in order to make all this kind of data visible as a whole on the interface.



## 9 Administration

### 9.1 Registration/ Login

Here you can overview your registration/enrollment requests submitted for your previous semesters, and in this screen you can also submit your enrollment request for the next semester.

Registration occurs when a student's legal relation starts with this operation, consequently it is typical for newly admitted students.

We call the term registration enrollment in case of upper-year students (whose legal status has already started).

**ATTENTION! No registration or enrollment is possible unless the registration and/or enrollment period is currently open for the training!** This can be checked in the "Information"\ "Periods" menu. The "Registration" or "Enrollment" button appears in the screen only if such type of period has been opened, and the current date is between the start and the end date of the period.

If the registration possibility does not appear for you, it could be in consequence of other administrative reasons, in which case please contact the Registrar's Department of your institution!

It is possible that not only the next term appears on the interface with a new state. This is an administrative error; it cannot cause any problem for you.

The institution may specify conditions to be met for registering periods of single semesters, which in case of non-fulfillment can prevent the user from registering the term. If the specified condition is not met, the program notifies the user with the following text message: "The condition of registration specified by the institution is not fulfilled".

Depending on the institution's settings, registration/enrollment may be performed in two ways:

- **by request,**
- **automatically.**

As long as you did not register for the current term at all, the '**New**' label is displayed in the 'State' column. If you register/enroll **by request**, regardless of the fact whether the student had to fill in a registration sheet or not – a request procedure is started, and until your request for registration/enrollment accepted or rejected, at the state of the particular semester will be „**Pending**”.

If the registration/enrollment will be processed **automatically**, also regardless of the fact whether a registration sheet filled in or not, in the end of registration/enrollment procedure the system will automatically accept the student's registration/enrollment, and the state of the particular semester will be „**Accepted**”.

#### 9.1.1 Registration progress

To register, click the "Options/Registration" or the "Options/Enrollment" link (by clicking on the line-end Options icon). The displayed caption changes depending on whether the student should register or enroll on to the given semester (first-year students register, upper-year students enroll).

Then, in a popup window you have to declare whether to register to the current semester by "Active" or "Passive" state. After having selected the required setting, click "I make a statement"!





**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

If condition or requirement has been imposed for registration by the institution, the program informs you in a feedback message at the beginning of the registration process if the condition is not fulfilled.

### **Modification of registration/enrollment**

**Depending on institutional setting, the registration/enrollment can be changed until the very end of the registration/enrollment period**, you can modify whether you would like to register for an active or passive term. At the end of the period your registration/enrollment will take place according to the stage of registration at that time. You can make your modification with the “**Options/ Modification of registration**” or with the “**Options/ Modification of enrollment**” link in the line of the period. The possibility of registration/enrollment modification does not depend on whether the registration/enrollment happens with request or automatically.

**ATTENTION!** It is possible that the status of registration/enrollment cannot be changed in your institution.

### **The connection between subject registration and registration**

Also depending on institutional setting, if you haven't registered for any subject for the semester until the registration but you want to be registered/enrolled to the training with "Active" status, you will be asked by the program to confirm whether you want to continue the registration/enrollment process. In this case the function of the "Cancel" button means that the registration will not be completed, so before doing the registration, you may register your subjects. If you click "OK", you can continue the registration/enrollment. Obviously, you can also register your subjects after this.

There can be such institutional setting that you can only register for subjects if you have already registered/enrolled, or that a registration request must be submitted in the system in order to register for a subjects.

**ATTENTION!** If you first register/enroll for a passive term and later you change it to active, then it is possible that your subject registration remains disabled, therefore please contact the Registrar's Department for help!

### **Deregister subject and registration**

Depending on institutional setting, in case of registering for passive semester (or if you want to change your active status to passive) it may be required to drop your previously taken subjects. The institution may order in this respect differently, as whether compels the student to do so or just offers the opportunity.

In case of one setting, **dropping subject is required in case of registration/enrollment of passive status**. Accordingly, on registration the label of the pop-up window is the following: "To choose a passive term you must deregister your subjects! If you proceed, your subjects will be deregistered!" If you click on the "OK" button then all of your previously registered subjects will be dropped at the same time.

In case of the other setting, this pop-up message will be displayed when trying to register/enroll for a passive term (if you have subjects on the term): "Now you can drop your subjects of the term but it is not mandatory. Drop them now?." After that, by clicking on the "Yes", the dropping of subjects will be taken place, however, you are free to go forward without this if you click on the "No" button. In the latter case, **the registration/enrollment may take place without deregistering from the subjects**.



The pop-up window appearing after a successful registration/enrollment informs you of the result of the group subject deregistration by displaying every single subject and course which has been dropped.

In some cases, the registration/enrollment method may also differ by the fact whether the institution carries out the registration/enrollment of students with or without a registration/enrollment sheet.

### 9.1.2 Registration with registration sheet

As a result of the institution's settings it may happen that the student, after having submitted the declaration on the semester status, also should fill in a registration sheet (in case of enrollment an enrollment sheet). You can view the registration sheet on the registration interface by clicking on the "**Options/View registration request**" link (in case of enrollment "Options/View enrollment request"). It depends on institutional setting whether you can view the registration/enrollment sheet all of your terms or just of the current one.

In the registration sheet (enrollment sheet) window you should check the information of your personal data, training or semester, and in some cases, you are allowed to edit some data (the fields in grey). Most of the data are informative only and they cannot be changed here but on the relevant menus of the web interface. After completing this, you can confirm your registration by clicking "Registration/Login". After this, depending on whether the registration has been completed by request or automatically, in the status of the given semester the text "Accepted" or "Processing" will be displayed.

**ATTENTION!** The institution may differentiate registration request forms (or enrollment request forms) by trainings; consequently it is possible that you are able to choose from various registration sheets. Thus you can select the template according to the expectations of the training or the certain faculty, organization unit. The registration/enrollment sheet contains such official details which have to be used up on several occasions in the future. **It is important that not the institution but you are responsible for the data and their correct upload!**

### 9.1.3 Print registration/enrollment sheet

The Registrar's Department may require that you should submit a signed copy of your registration/enrollment sheet to the institution. For this reason, it is important to note that the registration and enrollment sheet could be printed either during the registration process or afterwards by clicking the "**Options/View registration request**" (in case of enrollment "Options/View enrollment request") link in the registration/enrollment request screen.

Further on, you can print data by clicking on the "**Print template**" link according to the uploaded template of "Registration sheet" or "Enrollment sheet" type. In this case, therefore you must select the template, which the institution places at your disposal.

You are able to choose from more print templates, if this is allowed by your institution. (You may choose from blanks uploaded by the institution on several web interfaces of Neptun, so you can use the format that meets the expectations of the institution).


The "**Print preview**" button on this interface prints data in the same view as the display of the "Registration/Login" interface. In this case, the browser creates a print preview independently, on which clicking the "Print" button the print can be done.



### Enrollment/Registration

**subTitle**

◆ Institution:	Test Univer
◆ Department:	Teszt Egy_rnév
◆ Year:	1
◆ Term:	2014/15/2
◆ Term number:	3
◆ Group:	
◆ Mode:	full time training
◆ Training:	Kertész mérnöki
◆ Last term financial status:	State-funded
◆ Last term financial status:	State-funded
◆ Training financial status:	State-funded
◆ Training financial status:	State-funded
◆ Name:	Zsákos Bilbó
◆ Birth name.:	Zsákos Bilbó

 I assume legal responsibility for the accuracy of the data that I hereby submit.

Print template   Print preview   Back

*Registration request*

**ATTENTION!** In cases of some browsers, the appearance of pop-up windows must be enabled separately!

## 9.2 Dormitory registration

This interface allows you to apply for a dormitory in the current signup period and to check the request scores you have received.

### 9.2.1 Select period and dormitory

The dormitory **registration periods**, which appear in a drop-down list where the sorting is done by the date of the period's beginning (the latest periods will be at the top in the list), available for the student can be seen at the top of the interface in the 'Registration details' section. Below that, you can view the description, possible other information and the **registration state** related to the period. The state varies according to where you are in the dormitory registration process (e.g. if you have registered then the '**Registered**' text appears next to it in brackets with the training).

By choosing the proper period you can select the particular dormitory in the '**Selected dormitories**' field. You can do that with the '**Selecting new dormitory**' button.



If you would rather not to mark the selected dormitory, click on the “**Delete**” button in the panel of the given dormitory, and if you would like to change the order of the selected dormitories you can do so as well. The "Selecting new dormitory" button will only appear for the students as far as the registration or its change is possible in the given registration period. The information panel pertaining to the registration does not appear either on the interface if the registration deadline has expired in the period.

### Sort at the selected dormitories

The "Selected dormitories" block on the "Dormitory application" menu is the area of dormitory selection and sorting. The selected dormitories are listed in single panels. The number, the code and name of the selected dormitory are displayed in the panel. An "Accepted dormitory" label is shown at each and every dormitory next to which a green sign appears if your application has been accepted at the given dormitory in the client program. The panels can be sorted simply: **drag** the panel of the dormitory you want to move **with the mouse and drop it** to the desired location.

An info box above the "Selected dormitories" label warns the user: "**The serial number will only change if the application is saved.**" This extra information makes it clear for students performing dormitory application that the original serial number next to the dormitory is not changed during the sorting, but only after the application has been submitted or modified.

## 9.2.2 Dormitory registration

After selecting the particular dormitory press the “**Registration**” button. After this you either save the registration immediately (if no request belongs to it) or the registration sheet/ dormitory registration **application** form uploaded by the institution is displayed (**if the institution has uploaded application**). Filling this application in, you can **finalize your registration** by clicking on the ‘**Save**’ button. After the saving in some certain cases (if the institution requests supplements for the application) you can upload supplement in the ‘**Upload request attachment**’ window. (If there is a deadline of the supplement handing in, this also appears in the window.)

If your registration has been successful for one of the dormitories (or you have been placed on waiting list), a green dot appears in the line of the corresponding dormitory in the ‘**Selected dormitories**’ column. This indicates the successful application.

You can finalize your dormitory changes with the "Save modifications" button.

After the dormitory **application with request**, the dormitory application form completed by the student is displayed on the "Administration/Dormitory application" menu item which you can view on the interface at any time. This option will prove to be really helpful if the student’s dormitory request is being returned for correction by the decider or the opinant. Accordingly, the student is able to correct the request not only on the "Administration/Request" menu, but it can be performed by selecting the "Correction" option in the line of the request below the "Submitted requests" that appears in the "Administration/Dormitory applications" menu item.

## 9.2.3 Dormitory scores

If score calculation conditions have been set for the period, then upon registration (or in case of latter institutional point calculations) a new field of "**Dormitory admission scores**" is displayed at bottom of the interface where your obtained scores in individual categories appear.



If registration happens with application, then the scores will be calculated automatically when handing in the application.

The submitted application can be viewed after registration as well under the "**View request**" operational link.

## 9.2.4 Cancel dormitory registration

In case you change your mind, you are able to drop the dormitory by clicking on the "**Deregister**" button next to the dormitory you wish to drop.

**ATTENTION!** This button appears on the interface only after registration! Here the '**View the request attachment**' button appears as well, by which you can view the supplements uploaded by you for the application.

## 9.2.5 Correction points

After registration beyond the 'Selecting dormitory' tab a new tab, the '**Correction points**' appears. Here points predefined by the institution (on the basis of certain aspects) are displayed if you are assigned to them. These are extra points which can be given on the basis of certain institutional aspects (e.g. disability, or high institutional role acceptance, Students' union president etc.) and students may get them according to institutional consideration.

## 9.3 Select specialization

On this interface you can register for specialization in the specializations election period and set registration order and you can also view that you have been arranged to which specialization among the current specializations to be selected.

**ATTENTION!** You can view the already registered specializations not here but on the "Training data" submenu of the "Studies" menu.

### Selecting and sorting of the specializations to register

As a first step, select the term and by clicking on the 'List' button display the demanded periods! By clicking on the name of the period or on the "Options/Election" label in its line, select the **specialization election period** from the appearing specialization election periods in which you would like to make your registration. You may be informed of the exact dates of period start and end in the line of the period next to the name of the period. In this line, as important information the "**Number of specializations to take up**" appears which means that you have to select so many specializations and also the "**Number of available specializations**" which indicates that you can register for how many specializations in all during this period. This is significant since because you can set the order of registered specializations according to this.

### **ATTENTION!**

**Specialization election period appears on the interface only if the institution has announced a specialization election period for the time of the view.**



If you have selected the registration period, then specializations are displayed in the list of “**Available specializations**”, for which you can register in the selected period. You can view the list of those students who have already registered for the given specialization by clicking on the “**Options/Students**” label. At the same place, as clicking on the “**Take up**” label the selected specialization gets into the list of “Selected specializations”. With the “**Details**” you may get further information on the specialization in the “Data of specialization” pop-up window (specialization specification is available).

In the line of the admissible specializations you can see the minimum and maximum numbers of the specialization and also the number of the already registered students.

At the specialization election periods, in the line of specialization the value of the "Type of module" field is displayed at both available and selected specializations. (Minor, Minor/Specialization.)

If the "Parallel specialization selection" setting is marked, then the selected specializations displayed by the program are divided into two groups. In one of them specializations are included where the type of module is specialization, while the other group contains specializations of minor and specialization module type. (Here the assumption is that according to the rules and to the student's choice, the student gets into a specialization as well as into a minor/specialization type of module.)

**ATTENTION!** By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached.

You can **put** the taken specializations **in satisfactory order** by clicking on the "Up" and "Down" labels under the 'Options'. The order set here shows that which specialization you want to apply for at the first, second, third place etc.

### **View the specialization arrangement, delete**

After choosing the specialization, in the "Selected specializations" panel, you can see into which specialization you have been arranged in the "**Accepted**" column. Once the arrangement and later the finalization have taken place by the institution, accepted specializations are marked with a green tick, while those specializations which have not been ticked in the "Accepted" checkbox a red x is displayed in the line of the selected specialization. Before finalization the results are not shown.

If you would like to remove a specialization from the selected ones, then mark the checkbox in the "**Specialization dropping**" column and click on the "**Drop specialization**" button. After that the dropped specialization will return to the list of “Admissible specializations”.

Besides the current term, you can select the term before and after the current one if the period concerns that. Thus you can see periods not only of your current term. The selection of specializations concerns the term of the period, so it will be saved on the selected term.

## 9.4 Final exams

### 9.4.1 Final exam registration

On this interface final exam periods (all periods) announced to the training appear. Here you can see both periods for which you have not registered and which you have (these are highlighted).



The following functions are available at the end of the period line from the options of the Options icon:

- **Register/Registration modification**
- **Deregister**
- **Details**

Normally, as long as the final examination period does not expire, the line of the final exam period is displayed on the interface. However, the institution may set the periods to be visible after the registration period. The expired final exam period information can be made visible by checking the "**Expired periods too**" box situated in the filter block.

Both the start and end of registration period can be seen if registration still can be performed at the current time, namely the registration period has not expired. If the registration period has expired, then no date will be displayed in the start and end of registration period columns, but you can still see the final examination period until the end of the period (or even longer in case of institutional setting).

The institutions have the opportunity to archive the final examination periods. Such archived periods do not appear on the interface.

On the "Final exams" interface those periods for which you have already registered appear in bold and a green tick is displayed in the "**Registered**" column. In such cases, the "**Deregister**" label in the "Options" menu found at the end of the period's line becomes active by which you are able to drop the period.

The "Details" button is always active, with the help of which you can view more information of any period at any time, regardless of deadlines of the period.

You will see in all cases the **basic data of the final exam subjects and exams** belonging to the final exam period in the opening window:

- Subject name, subject code, date of registration, result,
- Date of exam, number, arranged date, exam room, exam result

Final examination period can be announced by the institution in the following modes:

1. Final exam registration period announcement takes place
2. Exam announcement for final exam registration period also takes place,
3. Subject announcement for final exam registration period also takes place
4. Both subject and exam announcement for final exam registration period takes place (subject is joined to exam)  
Both subject and exam announcement for final exam registration period takes place (subject is not joined to exam)

### 1. **Registration for only final exam period**

**If just the final exam registration period announcement takes place**, you can only register for the period and later either you will be arranged to the exam by an administrator or you can register in a subsequent period.

**You can register for the period by clicking on the "Register/Modify registration" button.** After the registration has taken place, the "Deregister" button will be also active. This allows the deregistration only in cases if you have registered only for period.



Final exam registration ✖

Registered final exam subject and the related exams

Compulsory subject registration!

▼ Final exam period information Name: BME bjelentés teszt Period: (4/9/2015 3:00 PM - 4/19/2015 3:00 PM)

◆ Only taken exams

Registered final exam subject and the related exams

Subject name	Subject code	Exam start date	Exam end date	Exam description	Number/Max. headcount	Subject Sign up date	Exam Sign up date	Assigned time and date	Assigned room	Subject Result	Exam Result	Select
Mediaeval German certificates	BKQZ-K1R-59082V	4/21/2015 8:00:00 AM	4/21/2015 10:00:00 AM		Unlimited/0							<input type="checkbox"/>
Morphology college seminar	BKQZ-M1A-15336E	4/21/2015 8:00:00 AM	4/21/2015 10:00:00 AM		Unlimited/0							<input type="checkbox"/>

Number of results:1-0/0 (328 ms)

Mentés Back

### *Registration for final exam period*

Your school may define **topics** for the final exam period from which are informed when registering for period before saving in an informational pop-up window.

If you are registering for the period in the usual way, the program will not allow the registration until you select a specified number of topics. In this case, the program navigates you to the "Final exam elements, topics" tab at the same time of the appearance of the information message pop-up window in order to make it clear where you have to make your selection. After you have selected the topics, click the "Save" button at the bottom of the window to finalize the operation. Thus the registration for the final exam period takes place and the topics are saved.

The final exam elements, so topics and associated items are displayed hierarchically.

Among topics or even single items there may be elements defined as required by the institution. When saving the period they will be added for sure. In case of such elements the "Register" column value is checked and cannot be changed.

On the other hand, elements of the topics which can be added by the student may be determined as well. You can choose from these kind of elements freely. You can perform your selection from the **optional final exam elements** in the "Register" column. The information panel displayed in the window informs you about how many final exam topics you have to select.

Naturally, when deregistering from a final exam period, the selected topics will be deregistered as well.

**ATTENTION!** If you select less topics than required the save is not possible!

## 2. Registration for final exam period and exam





**You can register for and later deregister from the period by clicking on the “Register/Modify registration” button.** In this case, after you click the link you need to select the exam for which you would like to register. You can finalize this with the **"Save"** button.

When you can only register for exam, then the columns in the pop-up window concerning the subject remain empty. In this case, only the exam dates provide the relevant information.

Your school may define **topics** for the final exam period which topics and their certain elements can be found on the **"Final exam elements, topics"** tab in the appearing pop-up window. An information panel also provides information about this on the interface below the "Registered final exam subjects and the related exams" tab.

If you are registering for the period and exam, the program will not allow the registration until you select a specified number of topics. In this case, the program navigates you to the "Final exam elements, topics" tab at the same time of the appearance of the information message pop-up window in order to make it clear where you have to make your selection. After you have selected the topics, click the **"Save"** button at the bottom of the window to finalize the operation. Thus the registration for the final exam period takes place and the topics are saved.

The final exam elements, so topics and associated items are displayed hierarchically.

Among topics or even single items there may be elements defined as required by the institution. When saving the period they will be added for sure. In case of such elements the "Register" column value is checked and cannot be changed.

On the other hand, elements of the topics which can be added by the student may be determined as well. You can choose from these kind of elements freely. You can perform your selection from the **optional final exam elements** in the "Register" column.

The information panel displayed in the window informs you about how many final exam topics you have to select.

Naturally, when deregistering from a final exam period, the selected topics will be deregistered as well.

If the student does not meet the condition(s) of the exam registration, then the registration happens neither for the exam nor the period. The text of the feedback message in this case is: "The exam registration condition has not been fulfilled."

### 3. Final exam period + subject registration

**If subject has been assigned to the period**, then the registration process is the same as described in article 2. Naturally, in this case, information will be included in the columns concerning the subject and exam dates will not be displayed in the line.

In cases when registration is made for final exam subject as well, the program will not offer to view and select the final exam topics.

### 4. Final exam period + subject with exam



If the announcement of the final examination period has taken place in such a way that **exam has been assigned to period and subject has been assigned to the exam**, then information appears in the subject name/code and exam date columns as well, since it is about an exam and the concerning subject. Thus, by selecting a line your registration for the final exam occasion and for the related subject takes place at once.

In cases when registration is made for final exam subject as well, the program will not offer to view and select the final exam topics.

## 5. Final exam period + subject + exam

In this case, there is no assignment, so **you can register for final exam subject and exam separately**.

In this case, the line concerning the subject and the exam are displayed as well. In the one, information of the subject while of the other one, information of the exam date is loaded (this case is shown in the following picture).

**The period for which you have registered or you have been registered appears in bold and it is marked with a green tick.**

For details on the registered period, click the " **Details**" link at the Options in the line of the Final exam period.

You can see detailed information on a certain final exam by clicking the "**Details**" button at the exam list of the period in the appearing pop-up window if you drag your mouse over the **blue informational icon in the "Description" column** (at this time it appears in a tooltip).

By clicking on the "Details" button, you will see the detailed description of the exam in the upper part of the window (if the institution has created one). When using the Details button no operational buttons appear in the pop-up windows, it only serves for viewing.

In cases when registration is made for final exam subject as well, the program will not offer to view and select the final exam topics.

### 9.4.2 Drop a final exam

If deregistration from the periods has been enabled at the period in the client program, then the "**Deregister**" button becomes active, but this is only for deregister from final exam period in which no final exam subjects or exams have been registered.

#### *Deregistration of final exam period*

If both exam and subject registration belong to the period, it is not necessary to remove the checkmark from the line of the registered subjects, exams, but by **clicking on the "Modify registration/Details" button all the registered exams and subjects will be deleted**. In this case, the program informs you about it in a feedback message.



On deregistration, the possibly selected final exam elements will also be deleted.

### 9.4.3 Final Exam - exam exchange

Exam exchange is enabled if the students are registered for the final exam occasion by the institution, but the school gives them the right to change the date.

In such cases, the existing pipe must be removed and you have to tick the new occasion and then click the "Save" button. In case of a successful change the feedback message is: Change of the exam has successfully taken place.

On change, the following restrictions are observed by program:

- One exam can be modified at once
- When changing an examination of a subject, only the date of the exam can be changed, but not the subject

If the exam exchange fails, the user will be informed of the restrictions.

#### *Exam exchange*

Your school may define **topics** for the final exam period which topics and their certain elements can be found on the "**Final exam elements, topics**" tab in the appearing pop-up window. An information panel also provides information about this on the interface below the "Registered final exam subjects and the related exams" tab.

The final exam elements, so topics and associated items are displayed hierarchically.

Among topics or even single items there may be elements defined as required by the institution. When saving the period they will be added for sure. In case of such elements the "Register" column value is checked and cannot be changed.

On the other hand, elements of the topics which can be added by the student may be determined as well. You can choose from these kind of elements freely. You can perform your selection from the **optional final exam elements** in the "Register" column.

The information panel displayed in the window informs you about how many final exam topics you have to select.

## 9.5 Questionnaires

This screen (below the „Questionnaires to fill in” tab) allows you to complete questionnaires prepared by the institution – typically the students’ opinion survey on lecturers. Naturally questionnaire will only appear if the institution has prepared. The estimated subject and course data are displayed in the lines.

**ATTENTION!** Questionnaires are always completed anonymously!



To complete a questionnaire click any part of the row of the given questionnaire link in the list, then answer the questions displayed in the popup window. Finally click "Send" to forward your opinion to the institution. Once the operation is completed, the questionnaire will disappear from the list of current questionnaires.

Depending on the institutional setting, the "Questionnaire reports" and the "Completed questionnaires" tabs appear on this interface as well.

## 9.6 Recategorization request

On the Recategorization request interface fee-paying financial stated students can hand in recategorization request for taking them over as state-funded stated students.

If you try to view the interface with choosing a state-funded training, a label indicates that only students of **fee-paying or state-funded part-scholarship** financial status can hand in requests.

You can only hand in recategorization request if your institution has defined a relevant period on the training. Otherwise a label is displayed which indicates that it is currently not possible to hand in recategorization request. In this case, the "Transcategorization request" button is inactive.

If the interface is active, you have to press the "**Transcategorization request**" button. If you have already applied for recategorization then an information panel informs you about it.

Besides the current term, you can select the term before and after the current one if the period concerns that. The submission of the recategorization request concerns the term of the period, so it will be saved on the selected term.

## 9.7 Requests

On the interface you can fill in the request templates uploaded by the institution.

Here you are allowed to put in requests electronically to your institution. The requests can be varied according to the case types. The institution edits and uploads their templates to the system. They are displayed for you only in this case.

**Available request forms tab:** here you have the option to fill in requests uploaded by the institution. This can be done by clicking on the name of the requests or on the line-end "Options/Select" link. By clicking anywhere in the selected line (not on the mentioned links), a small icon will be seen in the line, on which clicking again the shortcut menu can also be reached. The request's end of validity is displayed in the "Validity end" column. The request appears as part of the interface and after its filling it will be forwarded with the "Save" button. The suspension of filling Request is also possible. You can continue or re-start the filling later with the dedicated button.

A red X appears in the "**Request filled**" column, if you have suspended the filling of the request. The abandoned request may be continued or restarted.



After saving, in certain cases (if the institution demands attachment for the request) you can upload attachment in the **'Upload request attachment'** window. (If there is a deadline of the attachment handing in, this also appears in the window.) In this window you can upload a file from a library with the "Browse" button and you can also enter a description to it in the "Description" field. The upload takes place with the **"Upload new attachment to request"** button.

Uploading the attachment is also possible from the files which have been uploaded previously under the **"Documents"** menu item. The window can be opened with the **"Add existing document"** button at the bottom of the page, from which the demanded document can be selected.

Either a new or a previously uploaded file is attached to the request it will be displayed in the list of **"Uploaded request attachments"** where you can download it with the help of the "Download file" button. Furthermore, you can delete it with the "Delete attachment" button. The time limit of deletion may differ by request attachments, this information can be found in the column named "Deletion deadline" in which the deadline of deletion according to the given request is displayed.

When handing in an request and uploading an attachment, the file name will be uploaded as well. If you would like to upload a file with the same specified name that has already been uploaded to the request to be handed in, the program sends a confirmation message: "There is already an uploaded document with this name. Do you want to upload it again? Yes/No". In case of a yes answer, the file will be uploaded again with the same name.

The **"Language"** field determines the language of the document and request attachment. Filling the field is required, however, when a new document is created it is automatically loaded with "Hungarian" value. When defining the value of the "Language" field you can choose from values predefined by the institution.

**At the subject to fees requests**, a **bank-roll icon** is displayed in the line of the request in front of the "Options". By dragging the mouse over it a warning text notifies you that the request submission is only possible if you pay the designated fee. The information text is the following: "The fee for submitting this request is xy (amount, currency). After submitting the request, the item will automatically be transcribed. The fulfillment of the judgment fee of the request is available on the Payments menu".

**Attention!** Fee related to subject too fees request cannot be deleted by students from the system!

**Submitted requests tab:** here you can see your requests that were filled and handed in till now. The dates of their submission are also displayed and in the **"State"** and **"Reason for the decision"** fields you can see the results and reasons of their judgment.

The screenshot shows the 'Requests' interface with a table of available request forms. The table has columns for Name, Valid from, Valid until, and Request filled. The 'Request filled' column contains icons: a plus sign for most rows and a bank-roll icon for the last row.

Name	Valid from	Valid until	Request filled
<a href="#">Angol dátum formátum teszt</a>	6/13/2014 10:00 AM		+
<a href="#">dedina reqexp</a>	2/23/2015 8:00 PM		+
<a href="#">dedina szinteszt</a>	2/4/2015 12:00 AM		+
<a href="#">nyemesabl</a>	2/23/2015 12:00 AM		+
<a href="#">Súlvos logikai hiba</a>	2/16/2015 10:00 AM		+
<a href="#">Utólagos tárgyfelvétel</a>	11/12/2014 10:00 AM		Bank-roll icon

Number of results: 1-6/6 (63 ms)

*Available request forms*



On the "Available request forms" tab an **information icon** is displayed next to those requests for which **score calculation** has taken place. By dragging the mouse over the icon the calculated score will appear. The score is also displayed for both the opinant and the decider. Therefore a "Score" named column can be seen on the "Administration/Request estimation", menu item as well. If score belongs to the request appearing on the interface, it will be showed in this column.

The institution may prescribe fee payment for request templates. If fee type is assigned to a request template then when submitting the request, a financial item is being transcribed. After you submit your request, you will be informed about this in the following warning message: "**Payment has been imposed for the request in the amount of ..... HUF. The request will be submitted after making the payment!**"

After this, you have to fulfill the imposition item as regularly in the "Finances/Payment" menu.

The request submitted in this way will appear on the "Submitted requests" menu. However, differently from other requests, the state of the request to which imposition item belongs on submitting, will not be "Under administration", but it will be "**Waiting for payment**".

As long as the corresponding imposition item will not be paid, the state of the request remains "Waiting for payment"

The request identifier is displayed in the "Name" column of the "Finances/Payment" menu. In addition, if the "Options/Details" option is selected, the request ID appears also in the "Comments" field.

After paying the item, the state of the request will change to "Under administration". At this stage they are displayed on the "Requests" menu items and they can be processed, forwarded in the usual manner.

The request will be in "Document upload during correction" status (in case of request in „Sent back for correction" status) if the applicant uploads a document pertaining to a filed during correction.

**Attention!** The invalidated requests are not counted in the student's maximum number of available requests.

### **When filling the request training switch is disabled**

During filling in a request, if you click on the "Training" button or open a new window in your browser and try to switch training, the following warning message is displayed:

"To submit the request, you must be on the same training where you started to fill it."

Since during filling some requests, you may need to see information of your other training, so in case of such requests templates we suggest that you should use the "**Suspend filling in**" checkbox in order to save the data already filled in during the submission of the request.

## 9.8 Reserve dates

This interface allows you to reserve a consulting hour electronically in the Registrar's Department of your institution.

**ATTENTION!** You can see and use this menu only if your institution uses the appointment-reservation program related to the Neptun which forwards your reservation toward the Registrar's Department.

If you have filled the '**Case type**' and '**Site**' fields at the recording of the new date, then on reserving a date you will arrive at a new interface where you see the days of the week divided into hours..



In this table the system **marks those time intervals with green color** in which you will have the opportunity for administration.

If you click not on the search field at the date but on the **'Earliest'** button, then the system will offer you the next interval when you can arrange the issue, so when the earliest free consulting hours period is in the system.

You can approve the settings with the **'Save'** button, and return with the **'Cancel'** button.

**ATTENTION!** The green field referred to one hour does not mean the whole hour is free in that date, but only that the **management hour** according to the Case type is available in that period. This management hour depends on the case type (e.g. a student card validation is about 5-10 minutes).

## 9.9 Request estimation

On this interface those requests are displayed to which you have been assigned as an opinant or a reviewer by the administrators of the institution. Students (in special cases lecturers) have the opportunity to fill in and hand in these requests on the Student's web interface in various forms and themes defined by the institution. Estimation is possible after this.

The estimation function is available only in certain special cases for students, (e.g. member of the Student Union or other committee members, or students who are employees of the institution as well).

Under the **Requests to assess** tab those requests can be found which needs to be estimated or judged. You can find the already estimated and judged requests on the **Considered requests** tab.

In the line of the requests, you can view the request ID and name, opinion deadline, the current state of the request and the personal data of the person who has submitted the request (name, Neptun code, and training). The request state will be **"Under administration"** until the decider assigned to the request has not made the final decision on the request.

If it is specified in the institution, the opinant cannot record any comment for the request after the deadline of the request. In this case the request no longer appears for the opinion maker. It can also be controlled on institutional level that if the opinant has not fixed opinions and in the meantime the decider has recorded decision, then the opinant will not be able to record an opinion after the recording of reasons for the decision.

In the "Date of assignment" column, you can see that on what date you have been assigned to the request as an opinant or a decider (reviewer). The **"Type"** column indicates whether you are an opinant or a reviewer of the request. If score belongs to the request appearing in the interface, then it is displayed in the **"Score"** column.

A + sign is displayed in the **"Status"** column if the request is waiting for an opinion, a – mark if it already has been estimated (by others or by you, but it is still waiting for estimation by someone else) and a ? appears if one opinant has already begun the estimation.

A green check mark gets into the **"Own started estimation"** column if you have started the estimation of the request on the level of the individual fields, but concerning not the whole request. Under the "Requests to assess" tab, by clicking on the line-end "Options" icon or anywhere in the selected line (with the help of



the then appearing small icon) the shortcut menu can be reached from which you can select the following options:

- Opinion/Decision
- Supplements
- Pdf download
- Download supplements as pdf
- Download supplements as zip file

**Opinion/Decision:** A pop-up window appears in which you can find two tabs:

- Decision/General opinion (it depends on whether you are an opinant or a reviewer)
- Estimating data

On the **General opinion** tab you can give your opinion on the request in the yellow field of the “Opinion”. The entered text can be saved and finalized with the “**Save opinion**” button.

Already recorded opinions are displayed in the yellow field of the “**Recorded opinions**”. This field cannot be edited. Opinions related to the request appears only as information.

If you are a decider, then the name of this tab is: “Decision”. You can see the recorded opinions under the "Decision" tab and you can type your decision in the "Opinion" field as well. In this case, the "Decision" button appears at the bottom of the window.

However, you can (depending on the request) return the request to the student for repair in order to make it possible for the applicant to correct the criticized fields and submit the request again. The request can be returned with the “**Send back for repair**” button. The applicant (student) receives an automatic system message about how the request has been estimated (rejected or accepted), and also about if the request was sent back for repair to him/her.

Under the "**Estimating data**" tab, you can estimate the request by fields. The fields of the request and their answers are displayed in separate columns.

A filter called "Last modified fields" is found in the "Giving opinion" window. If the filter is selected only those request response fields will be displayed that the student modified during the correction.

During the estimation of the fields, you can choose from two fields, the "**Public opinion**" and "**Non-public opinion**" (it depends on the institutional setting whether you can see both fields or not).

If you write into the "Public Opinion" field then the opinion is public, but if into the "Non-public opinion" field then it is not. If you enter both, then the opinion written in the public field will be displayed for the applicant, but the content of the other field will not.

In the “**Status**” field you can select from a pre-defined value set determined by the institution. With this it is possible to offer a secondary, second level opinion after the first opinion.

Depending on institutional setting, at some request an "**Answer2**" field appears on the "Estimating data" pop-up window in which responses written in the request can be overwritten. The significance of the "Answer2" field is that for example in case of dormitory request the score calculations will be done not on the basis of the value of the "Answer" column, but on the “Answer2 “if it contains value.

In the window the "Previous" and "Next" buttons allow to estimate response fields continuously. With the help of the "Document" button documents belonging to the field can be viewed directly. All previous opinions the obtained scores concerning the answer field have been placed on the interface.





After estimating, judging the application, you can finalize the recorded opinion/judgment with the “**Save**” button at the bottom of the pop-up window.

- **Supplements:** here you can view the list of supplements attached to the request
- **Pdf download:** you can download the request in .pdf format.
- **Download supplements as pdf:** immediate download of supplement in PDF format
- **Download supplements as zip file:** immediate download of supplement in ZIP format

The "Detailed information" option can be found by clicking on the + sign at the end of the line on the "Request estimation" menu's "**Considered requests**" tab. After selecting it, data of the estimated requests is displayed in the appearing window on several tabs. The tabs are: "Data" (data of the request), "Supplements", "Scores by field," and depending on whether the user is an opinant or a decider, the opinion or decision tab is visible.

You can view the PDF image of the request with the "Open request PDF" button situated at the bottom of the interface.

**ATTENTION!** The menu appears only if the institution uses the Application management module. This menu can be used by students only in special cases, principally by student organizations (e.g. Students' union)

## 9.10 Student Card request

On the Student Card request interface it is possible to record a new student card request electronically and here already sent requests concerning the student can be followed up.

The electronic recording is important and mandatory in consequence of the register of the higher education system.

You can record a new student card request on the interface with the '**New record**' button. By clicking on this you have to fill in the "NEK identifier", "Type of request", or if there is, then the "Secondary institution" fields in a pop-up window.

When filling in the secondary institution, both the secondary institution (can be selected in a drop-down list) and the printing code of the secondary institution text fields must be given. The latter format is Fxxxxx. You can get information of what data should be entered here, from the website of the secondary institution or from the Registrar's Department. The printing code of the secondary institution format is checked by the program.

The "**Permanent address**" is automatically added into the "**Address**" field, but you can select a "**Residential**" type of address from the drop-down menu, if such address is recorded in the system. Student card can only be requested by permanent or residence address.

**ATTENTION!** As student card is an official document, therefore it is recommended to record only registered address for your own behoof!

Into the "**NEK identifier**" field the so-called NEK code received from the Office of Government Issued Documents has to be entered. (In the Office of Government Issued Documents it is necessary to take a photo



and obtain the NEK identifier for student card request). This is a mandatory field, where the program performs serial number check, so incorrect format of serial number cannot be recorded.

Several information and warning messages are displayed on the interface of the "Administration/Student card request" menu with which the program helps the correct student card request. The labels, tooltips draw the user attention to the data reconciliation, the rule of recording the NEK identifier, and to the information about address and secondary institution code.

For example, the following label can be found on the main interface:

**“Please, kindly check your data in the Neptun against the NEK data sheet before request, because in order to get the student card produced, entire, correct matching of characters is necessary! If you find any discrepancies, please contact your administrator before request!”**

In the request type field you can indicate the reason for requesting the new student card. Among other things, it can be in consequence of losing the previous card or data change.

The "Training" field cannot be changed; it is informative in order to see that the request will refer to which training.

If there are more trainings, you can change it by the help of the training-change. Naturally in this case, the recording should be restarted.

*Student card request pop-up window*

**ATTENTION!** You cannot initiate a new request until you have a request in progress and according to the former system, a not dispatched (posted) order form.

On the interface, your already uploaded requests are displayed in the list, where the order form serial number, type of request, paid and whether it has been dispatched or not are also displayed (according to the former procedure of request).

You can view in the "**Paid**" column if the application fee has already been arrived at the system or not, and in the "**Dispatched to the FIR**" column you can follow up whether your electronic request has been



transmitted from your institution towards the Higher Education Information System (FIR) or not. You can see in the "**FIR status**" column that your student card is on what phase at the FIR (where the production lasts at the moment).

If the payment was successful, a green tick can be seen in the column. After saving a new order form, an information icon appears in the "Paid" column. By pointing the icon the following warning message can be read in a tooltip "The enrollment fee is not yet knocking!". If payment concerning the order form has actually happened, the icon is replaced by the above-mentioned green tick on the student web.

If the request gets into "**NEK production rejected**" status, you can view the error description if you select the "Options/Error description" option at the end of the line.

In institutions where the payment is done through the education system, until you do not fulfill the imposition which was created upon saving the order form, your order form is not valid. It also is important at these institutions that the request form will not be allowed by the system to be deleted until the state of the associated imposition is active. Since you cannot delete these imposition items, in such cases please contact the administrator.

## 9.11 Register for degree thesis topic

Under the "Register for degree thesis topic " menu item you can see the valid **degree thesis registration topics/titles** assigned to your training and in the current term to programmes within the registration period, in two-level, hierarchical lines.

The topic of the degree thesis is included in the main row of the hierarchical lines as well as the corresponding period's name and description, and also the number limitations with the number of candidates. The "Collectable" column is also included in the row, in which it will be displayed if registration for the topic will be possible. If thesis topic titles have also been announced, then by opening the subordinate row below the topic with plus sign, the degree thesis titles become visible. After this, the description, the number limit as well as the "Collectable" column are displayed again.

Those topics and/or titles appear in bold letters with darker backgrounds for which you can register. In such cases a green tick appears in the "Collectable" column.

Depending on how the thesis topics and titles have been written out, you may be able to register for only a topic (and later on you can even register for title). If you register for a title, the number data of the topic is automatically increased.

If application is assigned to the degree thesis registration period, then upon registration the application must be filled (similar to the dormitory registration or institutional registration).

The status will be "Supported by instructor" if the instructor assigned to the thesis topic accepts the student's degree thesis topic registration.

The status will only be "Accepted", however, if the arrangement has actually taken place.

### Degree thesis topics details

Details of the degree thesis topics are displayed on the interface. The data is displayed in a new pop-up window, which can be retrieved by clicking on the topic name in the line of the degree thesis topic or by clicking on the new "Data" named link found below the line-end "Options" icon.



Data displayed in the window is the following: name, description, type, maximum applications, maximum headcount, valid from and valid until as well as the name and code of the department.

Data of periods assigned to the topics as well as of lecturers assigned to the topics/title can be viewed in two separate embedded windows.

### Rank thesis topics, titles

If you register for more topics/titles, then you have to rank your registrations. You can do this with the "**Sort registrations**" button. You can see the topics/titles appearing by periods in the pop-up window. Here the single elements can be sorted by dragging one another up and down.

After degree thesis registration you can view your degree theses on the "**Studies/Student degree theses**" menu item.

## 9.12 Erasmus

On the "Administration/ Erasmus" menu item, you find application opportunities of programs implemented within the framework of the Erasmus program. Data are divided into two tabs on the interface:

- **Application periods**
- **Applications.**

The "**Application periods**" tab displays the beginning and the end of the Erasmus application period; to which semester the application pertains and how many different contracts you can apply for. **You may submit your Erasmus application on this interface.**

The current application period to which the student can apply for appears in bold and it is highlighted.

By clicking on the line-end plus sign (options), you can view that which type of application you can hand in.

By selecting the "**Apply for lectures**" option, you can view that what contracts have been assigned to the particular period that is which department with what foreign organization and with what description of contract has been made. In case of submitting this type of application, you can hand in your application by clicking on the plus sign next to the name of the contract.

The planned beginning of lectures and its length of months are must be filled in the application form.

You must enter the **topic area** and the **lecture coordinator**. If it is possible to select only one coordinator then this will be loaded in the field by default, but if more, then you can choose from them.

By choosing the "**Apply for practice**" option, the student may freely select the organization unit. To submit the application the country and town in which the student would like to spend the practice must also be filled out. The **lecture coordinator** field must be filled. If it is possible to select only one coordinator then this will be loaded in the field by default, but if more, then you can choose from them.

In case of "Erasmus practical application", you can choose the coordinator in the "Practice coordinator" field not only from the coordinators of the department, but from all the active employees of the institution.

On the application form, there is a checkbox located next to the "Practice coordinator" field which is called "**Every lecturer**". During the application process it will be displayed with a false value by default in the application form. In this case, the student can choose the practice coordinator only from employees of the selected organizational unit.



If you tick the "Every lecturer" checkbox (true value), you can select the practice coordinator from the drop-down menu of all active employees of the institution, regardless of the organizational unit.

**Further information:** name, website, contact name, telephone number and e-mail address. The planned beginning of lectures and its length of months are must be filled in as well.

If the option of "**Apply for lectures and practice**" is selected, you can submit your application by entering the information listed above after selecting the contract. You can view in the "Expected documents" field (on the application form at the contract or after the organization is selected in case of practice) that what documents must be attached to the submission of a valid application.

After providing the information, you can hand in your application with the "**Apply**" button, while with "**Cancel**" button, the application will not happen.

Types of expected documents recorded by organizational units by the institution are displayed on the application form in the "**Expected documents**" box. You can also see at the expected documents, that what type of documents you must or optionally can submit in case of lectures or practice application.

You can view and print the documents necessary for application:

- Registration documentation
- Practice contract
- Practice certificate of completion
- Educational certificate of completion
- Certificate of the duration
- Grant contract
- Learning contract

After the fact of application, if it is necessary to hand in a request as well, you have to fill in the specified request information in the window and then you can submit the application.

It is possible to suspend filling of the application form and to attach request attachment. If the application was submitted and documents needed for your application have not been attached, yet, this is possible on the "Administration/Requests" interface.

If the registration period has expired, you can no longer submit additional application and attach any additional documents for your application.

In the "**Applications**" tab, those applications may be viewed for which the student have previously applied. You are able not only to view the application, but you can modify or invalidate (Cancel application) the application that has already been submitted with the plus sign's appropriate menu item visible in the blocks. This interface provides the students sorting option: the single application blocks can be dragged manually over or below the other block.



On Erasmus application, on the "Applications" tab the "Modify" link is also available from here at the "Options/View" function. The "Modify" button will be displayed on the screen when the application period is active. By clicking on the "**Modify**" at the applications, the same interface appears which was appearing before at your application, but here the request and its supplements can already be downloaded in the header and the status is also displayed.

The modification of some fields can be finalized with the "Modify" button at the bottom interface.

You can drop the Erasmus period also at your applications, by clicking the + sign's "**Cancel application**" menu item in the block of given period.

## 9.13 Student loan request

Student loan request can be submitted on the Students' web interface in the Administration/Student Loan request menu item.

If you enter the interface and you have already issued a request through the educational system, the program will display it/them with marking their current status.

You can start a **new request with the TE Student loan request** button.

The button navigates you to the DHK (Student loan) website if your training is proper according to the description of the Required data menu, where you can choose from the free and the settled-use student loan requests. The latter can be chosen if the financial state of your training meets the credit conditions as prescribed by law.

On the basis of stored data in the educational system, the program fills those fields automatically to which it finds information in the system. You have the opportunity to correct or supply the missing data. Accordingly, during subsequent data agreement, you should check your data accurately and if necessary correct them on the data sheet or if you have appropriate permission in the educational system.

## 9.14 Dormitory student data

On the basis of institutional setting, this menu item may be displayed for only some individuals (dormitory official) of a certain person group.

Authorized dormitory officials can view the list of college students and data necessary for dormitory administration on this interface. The interface provides listing, search, export and filtering options and it is also possible to send individual and group messages.

The menu item itself does not contain any data, further settings are needed to define the circle of the college students.

On the web menu item, the listed data of the appearing college students may be displayed according to two different permissions. Their definition are specified by the customized settings of institutions.



Normally, with low level of permission, the print name of the student, Neptun code, dormitory data (dormitory, building, floor, room) are displayed. Beyond the data, in the Options pop-up window the student's photo can also be viewed and it can be enlarged by clicking. With a higher level of permission, the contact details (e-mail address, phone number), the training of college students, and the faculty assigned to the training are visible as well.

## 9.15 Dormitory admission

This "Dormitory admission" interface can be reached from the "Administration" menu item. On the interface, the consideration of the dormitory applications of the given dormitory application period can be carried out in accordance with the client program. The actual dormitory admission can only take place in the client program (Namely, students will not get into the client program's "Dormitory administration/Dormitories /Housing (3200)" menu item with web-based operation.)

On the basis of institutional setting, this menu item may be displayed for only some individuals (dormitory official) of a certain person group.

On the "Dormitory admission" menu item, first you have to select the dormitory application period, and all further operations can be performed in this filtering. The "**List**" button serves for displaying the students (applicants).

### 9.15.1 Admitting applicants

All applicants of the period will be listed on the "Applicants" tab and here can the decision be made that who will be admitted to the institution's dormitories. On this interface, the consideration can be done not by dormitories, but at institutional level, and it can be determined here on the basis of all dormitory capacity that who can be admitted and who cannot.

Data that appear on the interface in columns: Neptun code, Student name, Total score where data will be displayed if the dormitory application has taken place with scoring. The part-scores can be viewed in tooltip as well by pointing to the data.

In the "State of the opinion" column you can view the received opinion's status of the applicant's dormitory request which was submitted the given application period. If more than one opinion belongs to the request, always the last opinion's state is visible.

Most of the columns can be sorted, thus you can sort the list according to your own important aspects in consideration.

The "Accepted dormitory" column remains empty until one dormitory application of the student has become accepted.

The dormitory request of the applicant can be viewed with the "Open request PDF" at the Options.

The dormitory admission can take place by changing the value of the "Current dormitory status" column. To do this operation, you have to determine the method of remark with the help of the radio buttons above the list. The interface changes according to the selected mode.

**Register entry by user:** at the selected student the appropriate value can be chosen from a code item field in the "Dormitory status to enter" column. The decision can be finalized with the "**Save**" button.



**Grouped entry registration:** you can select those students in the "State modification" checkbox for whom you would like to record the same value. Then choose a value for the selected students from the "Dormitory status to enter" field under the "Method of remark" radio button. In this case, it is necessary to click the "Save" button to complete the operation.

**Admission by space:** The admissible number can be determined in the "Capacity" field under the "Method of remark" radio button. Then click the "Select" button and the predetermined number of rows will be ticked and added to the "Select" column. The selection can be deleted at once with the "Remove selection" button. The *Admitted* dormitory status will get into the selected ones with the "Admit selected applicants" button. It is important that you must set the order first, since at this method of remark the upper items of the list will be selected.

If you select the students on the basis of the capacity for admission and later you modify the values manually, and you select more applicants than the capacity, then the program will not allow to save this. In this case, a warning message informs you about the maximum selectable number of lines and the same label is displayed in a tooltip at the header of the column.

If you change the dormitory status to "*Admitted*" status, then after saving the applicant appears in the following "Arrangement" tab, where the dormitory student arrangement can be done.

### 9.15.2 Arrange students into dormitories

The "Dormitory" code item field is located on the top of the "Arrangement" tab. Here you can filter those dormitories in which the application period has been announced.

In the filtering the list of those students who have selected the given dormitory appear according to the following logic: only those students whose application for the given dormitory stands in the first place and this dormitory application has not been rejected yet or according to the student's sort order all less numbered applications have been rejected and this one is the next in line and it has not been rejected yet.

Besides the *Neptun code*, *Student name*, *Total score* and the *State of the opinion* columns, the consideration may be facilitated by the *Previous dormitory* and the *Faculty* from where the student has applied as additional information.

The true value of the *Admitted* checkbox means that the student has been arranged into the dormitory. Individual decision can be made by changing the value of the check box. This always concerns that dormitory application of the student which is included in the dormitory selection above.

The lines can be opened. In the subordinate lines dormitory applications of the applicant are displayed. The *Order* and the *Dormitory code* are also shown. Next to the dormitory applications, in the *Status* column the *Accepted* or *Rejected* text indicates whether the dormitory has considered the application or not (it is empty if it has not yet).

In the *Maximum headcount* field the *Number of admissible students* is displayed. If it is not specified in the client, then the web field is empty and the number can be determined on this interface. As the first saving happens, then the value of the field can be changed only in the client. Next to the field, the number of free





space from the maximum number to be arranged is displayed as information. Here the program also checks that students beyond free spaces cannot be arranged into the dormitory.

The individual arrangement is only optional. In case of considering a high number of applications, the group arrangement is also possible to be carried out primarily on the basis of ranking. By clicking on the "**Rank**" button, a window opens where radio buttons allow you to determine the sorting criterion on the basis of which the algorithm runs down on the current list.

By clicking the "**Select**" button the sorting runs down. At applicants in front of ranking up to the specified limit the "*Accepted*" checkbox, while at those above the limit the "*Rejected*" checkbox will be ticked at the given dormitory application. The values can be modified. After saving, the rejected ones will be moved into the dormitory filtering which is the next according to their application order.

The process has to be repeated at all dormitories until one of the application of all applicants with *Admitted* dormitory status will be accepted. In the last stage of the multi-round ranking, in most of the dormitories every place has been arranged, and there may be such dormitories where there is more space but there is no such student who wanted to go to the given dormitory. However, there may be students whose every application has been rejected. In this case, these students appear in the list at all dormitories in which there is free place and they will be arranged into that one where a new ranking is performed first. The given dormitory will be created with sequence 0 to the student's dormitory applications and the *Accepted* entry will be entered next to it.