Dear Student!

The Education Management Office of the UP (UP CAA EMO) congratulates you for your successful application! With the following guide, we intend to give you an overview on how to use the Neptun study system.

Logging in

The study system can be accessed through Faculty websites or via the http://neptun.pte.hu website by clicking on the NEPTUN student icon. To log in, you will need to enter your username sent by post and the password.

More info on how to login here: https://neptun.pte.hu/en/segedlet/first_steps

The success of the operations performed in the study system, and in some cases the operation windows themselves, will appear in pop-up windows. Therefore, it is strongly recommended that you enable pop-up windows in your browser.

Firefox: https://www.youtube.com/watch?v=jEClPZxMDeI

Chrome: https://www.youtube.com/watch?v=FvfPCzM1igE

IE: https://www.youtube.com/watch?v=hvw2LZkJtxc

Changing your password

Along with your username, we sent you a password as well. While the generated password is undoubtedly super secure, it is somewhat difficult to remember. It is strongly recommended that you change your password in My Data / Settings.

More info on password management here:
https://neptun.pte.hu/en/segedlet/password_management

Managing personal and contact info

The student is responsible for keeping up to date and accurate personal data. The university is obliged to inform the student about various study matters, sometimes in writing or electronically, but this can only be done if the student keeps track of his/her current contact info. Therefore, it is worth making sure that the correct permanent/residence/notification address, a telephone number and an e-mail address that you read daily are available in the study system.

The study system will also automatically send a message to the student about certain changes, for example, if the Faculty's Registrar's Office accepted your enrolment form, or if the schedule of a course has changed, or in financial matters. These information are also sent by email but only if a default email address is registered in the system.

More on contact info here:

https://neptun.pte.hu/en/segedlet/managing_contact_information_and_message_forwarding_settings

Enrolment

Enrolment is required to begin the training, once during the course, after admission to university. In this case, you have to fill out an enrolment application through the study system. You can check and, where necessary, correct your data and make the declarations needed to begin your studies. Your student status will be established by acceptance of this form.

Tuition and other fees

Registration to a semester, including enrolment, requires that a student in fee-paying programs pays at least 40% of their tuition fee for the first semester. In addition to the tuition fee, you may also be charged repeated exam or course registration fees, or other service fees.

More info on the payment of fees here: https://neptun.pte.hu/en/segedlet/finances_payment_fees

Requesting a certificate of student status

In some cases, it may be necessary to issue a certificate of student status. Such a case may be the submission of an application or administration outside the university. The Faculty's Registrar's Office can issue a certificate of the student status for you.

Certificate of student status can only be issued after acceptance of the enrolment form.

Registration to courses/subjects

Subjects are the areas of knowledge you need to be acquire in order to obtain credit. If you earn enough credits, you can earn your degree. There are courses related to the subjects that determine who teaches, in which classroom, in which semester and at what time. Thus, you have to register to subjects and courses together in the study system. The Faculty's Registrar's Office provides information on the registration period in the Faculty' schedule.

More info on course/subject registration here:
https://neptun.pte.hu/en/segedlet/register_courses_and_subjects

Best wishes,

Education Management Office

Centre for Academic Affairs

University of Pécs