

Introducing NEPTUN to International Students

Checking personal data

Enrollment/Registering for subjects

Checking registered subjects

Registering exams

Checking results in the electronic index

Financial procedures

CONSENTIT Kft.

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Log in through the following link: neptun.lfze.hu/hallgato/login.aspx
Choose the language of the interface by clicking on the British flag.
Enter your login name and password.

The screenshot shows a web browser window with the URL <https://neptun.lfze.hu/hallgato/Login.aspx?timeout=>. The page header includes the text "Liszt Ferenc Academy of Music" and the "NEPTUN" logo with the tagline "Egységes Tanulmányi Rendszer". Below the logo, it identifies the user as "Student LFZE_HW(100)". The language selection shows flags for Hungary, the United Kingdom (selected), and Germany. The login form contains fields for "Login name:" and "Password:", with a "Login" button. A blue banner image of four students is positioned behind the form. At the bottom, there are three menu items: "Latest News", "Downloadable documents", and "Useful links". The footer includes the build number "Build: 454 (4/10/2018) P20180704" and supported browsers: "Supported browser: Microsoft Internet Explorer 9.0+ ; Mozilla Firefox ; Google Chrome". The Windows taskbar at the bottom shows the time as 15:39 on 2018.07.11.

After logging in you can navigate in the English language system.

The screenshot shows the Neptun web application interface in English. The browser address bar displays <https://neptun.lfze.hu/hallgato/main.aspx>. The user is logged in as **Kisné Terczy Beáta - IFNBAO** at **(09:51)**. A message at the top states: "You do not have training set in the Neptun, therefore some of the interfaces will not be available. Please contact the registrar's department!". The main header features the **NEPTUN** logo and the text "Education Admin. Neptun Meet Street".

The navigation menu includes: **My data**, **Studies**, **Subjects**, **Exams**, **Finances**, **Information**, and **Administration**. The **Administration** menu is expanded, showing options: **Enrollment/Registration Requests**, **Request estimation**, **Student Card request**, and **Questionnaires**. Below this, there are radio buttons for **System messages** and **All messages**, along with a **List** button.

The **Messages** section is active, showing a **Filters** area and a **Message types** section. The **Actions** bar includes **New message**. Below is the **Inbox** section with a **Delete** button and a table header: **Delete**, **Sender**, **Subject**, and **Receive date |v|**. The table currently shows "No result" and "Number of results: 0-0/0 (47 ms)".

The left sidebar contains **Neptun news** (including a **Student survey** and **Neptun mobile** app information) and **Messages** (including **Inbox**, **Sent messages**, **Settings**, and **Directory**).

The Windows taskbar at the bottom shows the system clock as **17:48** on **2018.07.09.**

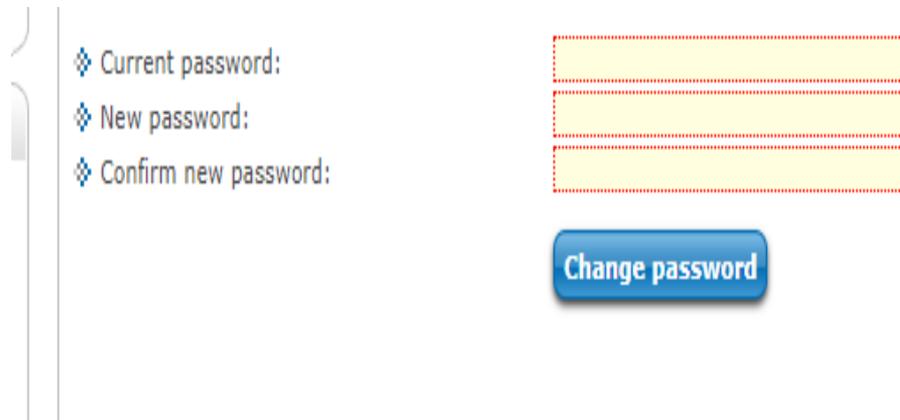
**When logging in for the very first time, you have to change your password.
(minimum of 8 characters)**

Current password: type in the password you need to change (the one you logged in with for the first time)

New password: the new password you will use for further logins.

Confirm new password: the new password once again

Click on: Change password



The image shows a user interface for changing a password. On the left, there is a vertical sidebar with a grey gradient. To its right, three labels are listed vertically, each preceded by a blue diamond icon: 'Current password:', 'New password:', and 'Confirm new password:'. To the right of these labels are three stacked, empty rectangular input fields with a yellow background and a red dotted border. Below the input fields is a blue button with rounded corners and a white shadow, containing the text 'Change password' in white. At the bottom center of the page, there is a solid blue horizontal bar.

Checking personal information: “My data” > “Personal information”

If the “data modification” option is available you can enter relevant information in a popup window (e.g. your Hungarian address).

FYI: Most of your data will have been entered by the administrators of the International Sub-Department. There are some sections students will be able to change/enter, but most sections can be only edited by the administrators.

The screenshot shows the Neptun.Net LFZE_HW web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenuidick=true&ctrl=0101>. The page header includes "Education Admin." and "Neptun Meet Street". The main navigation bar contains tabs for "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "My data" tab is selected, and a dropdown menu is open, showing "Personal information" (highlighted with a red arrow), "Previous qualifications", "Contact information", "Settings", and "Data modifications". The "Personal information" page is displayed, showing a list of fields for "Kisné Tercz". The fields are organized into two columns:

Field	Value
Neptun co	
Title	
Family nar	/
Given nar	
Birth print name	Terczy Beáta
Birth name title	
Birth family name	Terczy
Birth given name	Beáta
Birth date	10/12/1953
Birth country	Hungary
Birth county	
Birth place	
Nationality	
Sex	Female
Login name	IFNBAO
Mother's print name	Tráher Elvira
Mother's name title	
Mother family name	Tráher
Mother given name	Elvira
Social security number	
Tax ID	
Education ID	
Exam id	

The Windows taskbar at the bottom shows the system tray with the date and time: 15:50, 2018.07.11.

Changing your password is possible later on: “My data” > “Settings”

Enter your current password, the new one twice, and then click

“Change password”

Important to note: changing your password in Neptun changes your password to the wi-fi system and the online practice room booking system, as well.

The screenshot shows a web browser window with the URL <https://neptun.lfze.hu/hallgato/main.aspx?ismenuclid=true&ctrl=0104>. The page header includes the Neptun logo and the text "Egységes Tanulmányi Rendszer". The user is logged in as "Kisné Terczy Beáta - IFNBAO" at "09:52". The navigation menu is open, showing "My data" selected, with a sub-menu containing "Personal information", "Previous qualifications", "Contact information", "Settings", and "Data modifications". The "Settings" page is active, displaying a "Change password" button and a "Search authorization" button. A yellow tooltip message reads: "Enter your current password then the new one two times and click on the 'Change password' button!". Below the tooltip are three input fields: "Current password:", "New password:", and "Confirm new password:". A "Change password" button is located at the bottom of the form. The Windows taskbar at the bottom shows the system tray with the date "2018.07.11." and time "15:52".

Your contact details can be added and changed in the
“My data” > “Contact information” section;
find the “E-mail addresses”, “addresses” etc. tab.
You can add a new one by clicking “add new”.

The screenshot shows the Neptun web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenuclid=true&ctrl=0103>. The user is logged in as Kisé Terczy Beáta - IFNBAO. The main navigation menu includes: My data, Studies, Subjects, Exams, Finances, Information, and Administration. The 'Information' menu is expanded, showing options like Personal information, Previous qualifications, Contact information, Settings, and Data modifications. The 'Contact information' section is active, with sub-tabs for Email addresses, Addresses, URL addresses, Phone numbers, and Contact person. The 'Addresses' tab is selected, showing a table with columns for Postal code, City, Street address, and Type. The table currently displays 'No result'. The footer of the table shows 'Number of results:0-0/0 (31 ms)' and 'Add new' and 'Delete' buttons. A red arrow points to the 'Add new' button in the footer. Another red arrow points to the 'Add new' button in the 'Addresses' section header. A third red arrow points to the 'Add new' button in the 'Addresses' section header.

Registering your address in the system:

“add new”,

Type in the necessary information, then click save. Do the same in the other tabs if needed.

The screenshot shows a web browser window with the URL <https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0103>. The page title is "Addresses - Add new". The form contains the following fields:

- Address type: Billing address
- Country: Hungary
- City: (empty)
- Postal code: (empty)
- County: (empty)
- Street suffix: (empty)
- Street suffix type: allé
- Number: (empty)
- Staircase: (empty)
- Building: (empty)
- Floor: (empty)
- Door: (empty)

At the bottom of the form are "Save" and "Back" buttons. A red arrow points to the "Save" button. In the background, another red arrow points to the "Add new" button in the "Addresses" section of the main page.

Enrollment/Registration:

Before enrolling/registering, make sure you have the right programme selected: click on training, then select the programme you will be attending this semester

1.

The screenshot shows the Neptun web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenuclick=true&ctrl=0103>. The page title is "Training | Performance - Guitar - BA/BSc(B-17-Gitár)(Adm. year:[Full-time training]) (Leg. rel. start:2018.02.01.)". The user is identified as "Kisné Terczy Beáta - IFNBAO | (09:54)".

The main navigation bar includes "Education Admin." and "Neptun Meet Street". Below this, there are tabs for "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "My data" tab is active, showing a dropdown menu with options: "Personal information", "Previous qualifications", "Contact information", "Settings", and "Data modifications".

The "Contact information" section is visible, with a sub-section for "Addresses". The "Addresses" section has a table with columns: "Postal code", "City", "Street address", and "Type".

A "Select training" dialog box is open in the foreground, showing a list of training programs. The first two items are highlighted in blue:

- Training: Piano non-degree programme - Non-degree programme(TF_ZONGORA)(Adm. year:2017/18/1[Full-time training]) (Leg. rel. s
- Piano non-degree programme - Non-degree programme(TF_ZONGORA)(Adm. year:2017/18/1[Full-time training]) (Leg. rel. s

The third item is partially visible:

- Classical Musical Instrumental Performance - Piano - MA/MSc(M-17-Zongora (angol))(Adm. year:2018/19/1[Full-time training]

The dialog box has a "Back" button at the bottom left.

2.

Enrollment/Registration:

before each semester students have to register themselves for the new semester: “Administration” > “Enrollment/Registration”

Click the “+”, then click “enroll”.

The screenshot shows the Neptun web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=1401>. The page header includes the user's name, "Kisné Terczy Beáta - IFNBAO", and the time, "(09:36)".

The main navigation menu is visible, with the "Administration" tab selected. A red arrow points to the "Administration" tab. The "Enrollment/Registration" sub-menu is open, showing options: "Enrollment/Registration", "Requests", "Request estimation", "Student Card request", and "Questionnaires".

The "Enrollment/Registration" section contains a "Filters" area with a "List" button. Below this, there is a table titled "Registration/Enrollment applications". The table has columns for "Training", "Admission year", "Term", "Status", and "Actions". A red box highlights the "Enroll" button in the "Actions" column of the first row.

Training	Admission year	Term	Status	Actions
Performance - Guitar		2017/18/2	Accepted	Active Enroll Change status View registration request Print general certificate

Enrollment/Registration:

if you are a new FULL TIME student, starting your studies now at the Academy, please click „print general creertificate”, print it and submit it to us.

The screenshot shows the Neptun web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=1401>. The page header includes the text "Training | Performance - Guitar - BA/BSc(B-17-Gitár)(Adm. year:[Full-time training]) (Leg. rel. start:2018.02.01.)" and the user name "Kisné Terczy Beáta - IFNBAO | (09:36)".

The main content area features the NEPTUN logo and a navigation menu with tabs: "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "Administration" tab is selected, and a dropdown menu is open, showing options: "Enrollment/Registration", "Requests", "Request estimation", "Student Card request", and "Questionnaires".

Below the navigation menu, there is a section titled "Enrollment/Registration" with a "Filters" section and a "List" button. The "Actions" section includes "Add to favourites".

The "Registration/Enrollment applications" section contains a table with the following data:

Training	Admission year	Term	Status	Actions
Performance - Guitar		2017/18/2	Accepted	Active

A red arrow points to the "Print general certificate" option in the dropdown menu for the "Accepted" row.

The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying "20:37 2018.07.11."

Registering for subjects: “Subjects” > “Register for subject”

Here you can register for subjects that are available in the current semester.

The screenshot shows the Neptun.Net LFZE_HW web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenuclid=true&ctrl=0103>. The page title is "Training | Performance - Guitar - BA/BSc(B-17-Gitár)(Adm. year:[Full-time training]) (Leg. rel. start:2018.02.01.)".

The main navigation bar includes the following tabs: My data, Studies, **Subjects**, Exams, Finances, Information, and Administration. The "Subjects" tab is selected, and a dropdown menu is open, showing the following options: Registered subjects, Taken courses, and **Register for subject**. A red arrow points to the "Register for subject" option.

The left sidebar contains the following sections:

- Neptun news: Neptun Student Survey 2017 results can be found on our Facebook page: [NeptunRendszer](#)
- Neptun mobile: Try the free Neptun app on your Android, Windows or iOS smartphone.
- Messages: Inbox, Sent messages

The main content area shows the "Email addresses" section, which is currently empty. The "Email addresses" table has the following columns: Email address, Type, Default, and Delete. The table contains no data rows.

The Windows taskbar at the bottom shows the system tray with the date and time: 20:12, 2018.07.11.

Registering for subjects: “Subjects” > “Register for subject”

Set the current academic year at “terms” (e.g. 2018/19/1)

Choose your curriculum (BA/MA/etc – gitár (guitar)/zongora (piano)/ hegedű (violin)/etc. – ask the study administrators if you don’t recognize yours)

Click “list subjects” > all available subjects are listed from the selected curriculum

Click “register” at the end of the row on the subject you need!

The screenshot displays the Neptun web application interface. The top navigation bar includes tabs for "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "Subjects" tab is active, and a dropdown menu is open, showing options for "Registered subjects", "Taken courses", and "Register for subject". A red arrow points to the "Register for subject" option.

Below the navigation bar, the "Registered subjects" section is visible, showing a search filter for "2017/18/2, Subject type: Subjects from curriculum, Curriculums: BA-Gitár_17-18, Subject group: All, Language: All". The "Terms" dropdown is set to "2017/18/2". The "Subject type" is set to "Subjects from curriculum", and the "Curriculums" dropdown is set to "BA-Gitár_17-18". The "List subjects" button is highlighted with a red arrow.

Below the "List subjects" button, the "Subjects from curriculum 2017/18/2(BA-Gitár_17-18)" section is visible, showing a table of subjects. The table has columns for "Subject name", "Subject code", "Subject group name", "Number", "Recommended term", "Credit", "Subject type", "Notes Fulfilled", "Registered", "Register for subject", and "Waiting list". The "Guitar as Main Subject (4)" row is highlighted, and the "Register" button in the "Register for subject" column is highlighted with a red arrow.

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes Fulfilled	Registered	Register for subject	Waiting list
History of Western Music (2)	B_AZT-2	félév			2	Obligatory			Register	+
Guitar Continuo (2)	B_CJ_GT-2	félév			3	Obligatory			Register	+
Guitar as Main Subject (4)	B_FT_GT-4	félév			9	Obligatory		✓	Register	+
Secondary Piano (2)	B_7_2	félév			2	Obligatory			Register	+

In the popup window choose the desired course
(if there is more than one option, be careful which teacher you are registering
your class with, and in which time slot)
Find the right course, tick the box at the end of the row, then click save.

Subject details

Available courses

Basic data Topic Textbooks Tabular pre-requirement

Guitar Continuo (2) (B_CJ_GT-2)
Curriculum:BA-Gitár_17-18

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
B_CJ_GT-2-01	Seminar	0/0/999	!	Eötvös József Dr.	Hungarian	Gitár cont...	B_CJ_GT-2-...

Number of results:0-0/0 (94 ms)

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

Choose another subject from the subject list, repeat the above process until you have registered all your courses.
(For registering elective subjects choose “Other elective subjects” as subject type; see p.11.)

The screenshot shows the Neptun.Net LFZE_HW web application. The main content area is titled "Register for subject" and contains a "Filters" section with the following settings: Terms: 2017/18/2, Subject type: Subjects from curriculum, Curriculums: BA-Gitár_17-18, Subject group: All, Language: All. Below the filters is a "List subjects" button. The "Subjects from curriculum 2017/18/2(BA-Gitár_17-18)" table is displayed below, with columns for Subject name, Subject code, Subject group name, Number, Recommended term, Credit, Subject type, Notes, Fulfilled, Registered, Register for subject, and Waiting list. The table contains three rows: Choir (6), Guitar as Main Subject (2), and Guitar as Main Subject (6). A red arrow points to the "Favourite functions" section in the sidebar, and another red arrow points to the "Register" link in the table.

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes	Fulfilled	Registered	Register for subject	Waiting list
Choir (6)	B_K3-6	félév kötvál.			3	Kötelezően választható				Register	+
Guitar as Main Subject (2)	B_FT_GT-2	félév			9	Obligatory				Register	+
Guitar as Main Subject (6)	B_FT_GT-6	félév			9	Obligatory				Register	+

De-registering a subject (deleting a subject you have registered for*):

“subjects” > “registered subjects”

Find the subject you want to delete, click on the “+” at the end of the row, then click “deregister subject”.

***This option is only available until the end of the registration period!**

The screenshot shows the Neptun.Net LFZE_HW web application interface. The top navigation bar includes tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Subjects' tab is active, and a red arrow points to the 'Registered subjects' sub-tab. Below the navigation, there are several widgets: 'Neptun news', 'Student survey', 'Neptun mobile', 'Messages', and 'Favourite functions'. The main content area displays a table of registered subjects for the current term (2017/18/2). The table has columns for 'Subject code', 'Subject name', 'Credit', and 'No. of times registered'. A context menu is open over the table, with a red arrow pointing to the 'Deregister subject' option. The table data is as follows:

Subject code	Subject name	Credit	No. of times registered
B_GJM-2	Methodology of Guitar Performance (2)	4	1
B_FT_GT-4	Guitar as Main Subject (4)	9	1
B_ZE-2	Music Theory (2)	2	1

Number of results: 1-2/2 (16 ms)

Total number of credits taken in the term: 15

De-registering a subject: “Are you sure?” > click “yes” to confirm

The screenshot shows the Neptun.Net LFZE_HW web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0304>. The main navigation menu includes: My data, Studies, Subjects, Exams, Finances, Information, and Administration. The left sidebar contains sections for Neptun news, Student survey, Neptun mobile, Messages, and Favourite functions. The main content area is titled "Registered subjects" and shows a list of subjects with columns for Subject code, Name, Credits, and Waiting list. A confirmation dialog box is overlaid on the subject list, asking "Are you sure to deregister the subject?". A red arrow points to the "Yes" button in the dialog. Below the dialog, a summary box indicates "Total number of credits taken in the term: 15".

Subject code	Name	Credits	Waiting list
B_GJM-2			
B_FT_GT-4	Guitar as Main Subject (4)	9	1
B_ZE-2	Music Theory (2)	2	1

Number of results: 1-2/2 (16 ms)

Total number of credits taken in the term: 15

Checking your subjects: “Subjects” > “Registered subjects”

Set the term to the current academic year (e.g. 2018/19/1), then click “list”.

The screenshot shows the Neptun.Net LFZE_HW web application. The navigation menu at the top includes 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Subjects' menu is expanded, showing 'Registered subjects', 'Taken courses', and 'Register for subject'. A red arrow points to the 'Registered subjects' option. Below the navigation, the 'Terms' dropdown is set to '2017/18/2 (current term)', with a red arrow pointing to it. The 'List' button is highlighted with a red arrow. The main content area displays a table of subjects with columns for 'Subject code', 'Subject name', 'Credit', 'No. of times registered for', and 'Waiting list'. The table lists three subjects: B_GJM-2 (Methodology of Guitar Performance (2)), B_FT_GT-4 (Guitar as Main Subject (4)), and B_ZE-2 (Music Theory (2)). A summary box at the bottom indicates 'Total number of credits taken in the term: 15'.

Subject code	Subject name	Credit	No. of times registered for	Waiting list
B_GJM-2	Methodology of Guitar Performance (2)	4	1	+
B_FT_GT-4	Guitar as Main Subject (4)	9	1	+
B_ZE-2	Music Theory (2)	2	1	+

Number of results: 1-2/2 (16 ms)

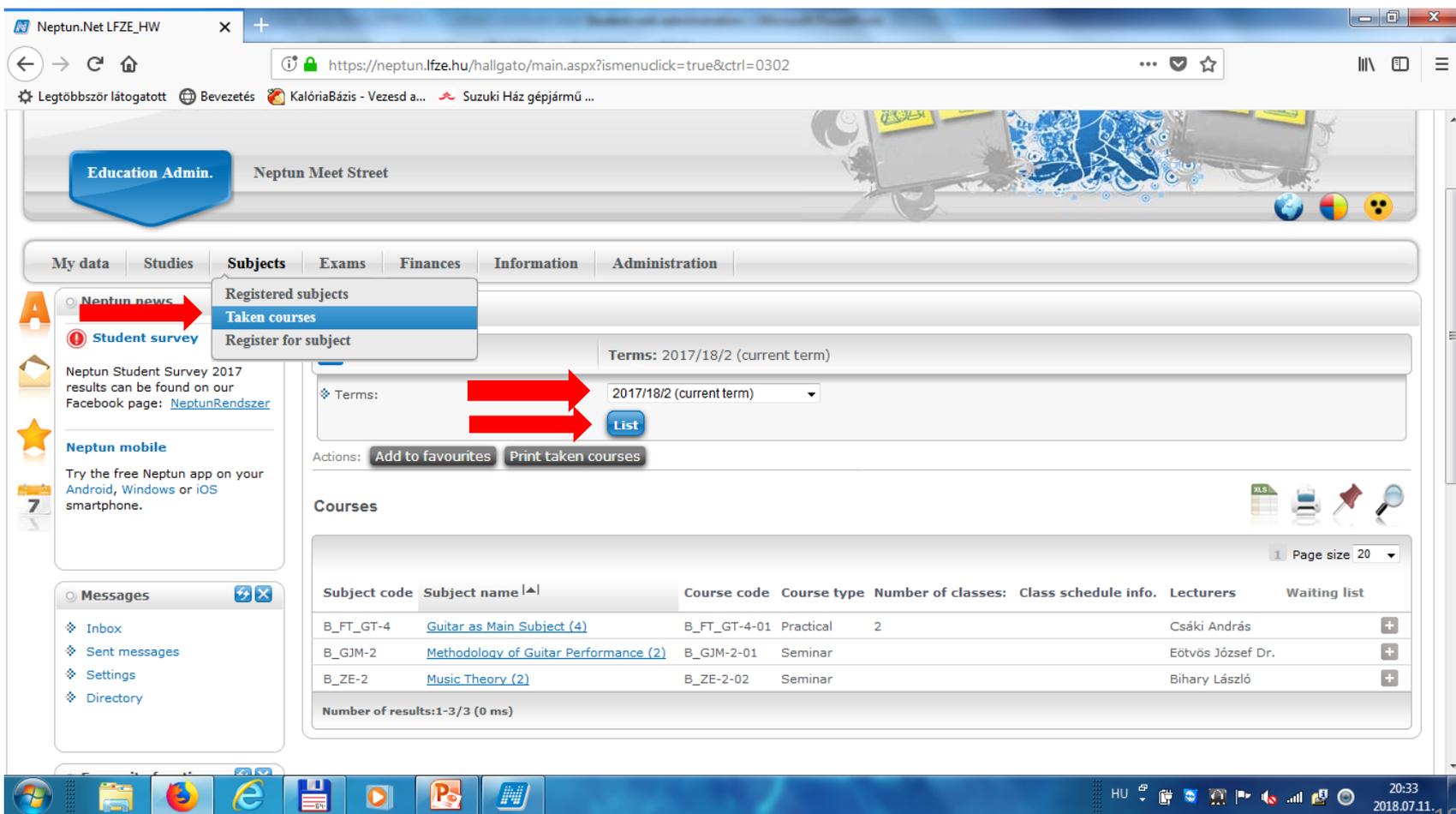
Total number of credits taken in the term: 15

Checking your courses: “Subjects” > “Taken courses”

set the term to the current academic year (e.g. 2018/19/2), click “list”

FYI: Please note that subjects and courses are not the same, from an administrative point of view. What students need to know is that a subject is a bigger unit than a course; a subject includes at least one corresponding course. However, this is important when one subject has more courses. This means that one subject is taught by more than one teacher, at different times and/or classrooms.

E.g. Most main subject lessons are taught by many teachers, in this case “piano as main subject” is handled as a subject administratively, “piano as main subject” taught by Prof. Dráfi is handled as a course.



The screenshot shows the Neptun web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenuclick=true&ctrl=0302>. The page header includes "Education Admin." and "Neptun Meet Street". The main navigation menu has tabs for "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "Subjects" tab is selected, and a dropdown menu is open, showing options: "Registered subjects", "Taken courses" (highlighted with a red arrow), and "Register for subject". Below the menu, there is a "Terms: 2017/18/2 (current term)" section with a dropdown menu set to "2017/18/2 (current term)" and a "List" button (highlighted with a red arrow). Below this, there are "Actions: Add to favourites" and "Print taken courses" buttons. The "Courses" section displays a table with the following data:

Subject code	Subject name	Course code	Course type	Number of classes	Class schedule info.	Lecturers	Waiting list
B_FT_GT-4	Guitar as Main Subject (4)	B_FT_GT-4-01	Practical	2		Csáki András	+
B_GJM-2	Methodology of Guitar Performance (2)	B_GJM-2-01	Seminar			Eötvös József Dr.	+
B_ZE-2	Music Theory (2)	B_ZE-2-02	Seminar			Bihary László	+

Number of results: 1-3/3 (0 ms)

The Windows taskbar at the bottom shows the system tray with the date and time: 20:33, 2018.07.11.

You can print out the list of taken courses:
“Subjects” > “Taken courses” > “Print taken courses”

The screenshot shows the Neptun.Net LFZE_HW website interface. The main navigation bar includes 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Subjects' tab is active, and the 'Taken courses' section is displayed. A red arrow points to the 'Print taken courses' button in the 'Actions' area. The 'Courses' table lists the following data:

Subject code	Subject name
B_FT_GT-4	Guitar as Main Subject (4)
B_GJM-2	Methodology of Guitar Performance (2)
B_ZE-2	Music Theory (2)

Number of results: 1-3/3 (0 ms)

The Adobe Acrobat Reader window displays the PDF document 'Aktuális kurzusok' (Current courses). The document content includes:

Félév: 2017/18/2 (current term)
Hallgató:
Képzés: előadó-művészet alapképzési szak klasszikus gitár szakirány
Dátum: 7/11/2018 8:35:01 PM

Tárgy kódja	Tárgy neve	Kurzus kódja	Kurzus típusa	Óraszám	Oktatók
B_FT_GT-4	Guitar as Main Subject (4)	B_FT_GT-4-01	Practical	2	Csáki András
B_GJM-2	Methodology of Guitar Performance (2)	B_GJM-2-01	Seminar	2	Eötvös József Dr.
B_ZE-2	Music Theory (2)	B_ZE-2-02	Seminar	2	Bihary László

Büntetőjogi felelősségem tudatában kijelentem, hogy az adatok megfelelnek a valóságnak.

Aláírás

Requesting a Student Card:

“Administration” > “Student Card Request”

Click “Add new”

(Find further information on this topic in the Practical Guide for New Students)

The screenshot shows the Neptun web application interface. The browser address bar displays https://neptun.lfze.hu/hallgato/main.aspx?ismenuclick=true&ctrl=h_scapplicationform. The page header includes the Neptun logo and the text "Education Admin. Neptun Meet Street". The main navigation menu is visible, with "Administration" selected. A dropdown menu is open under "Administration", showing options: "Enrollment/Registration Requests", "Request estimation", "Student Card request" (highlighted), and "Questionnaires". The "Student Card request" page is active, showing "Actions: Add to favourites Add new". A red arrow points to the "Add new" button. A red box highlights a warning message: "Please, kindly check your data 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!". The page footer shows "Page size 20" and a table with columns: "NEK identifier", "Demand type", "Paid", "FIR status", "Fix FIR status", and "Dispatched to the FIR".

To check your results in a given semester, go to the following page:
“Studies” > “Gradebook” > “Print fulfillment page”

The screenshot shows the Neptun.Net LFZE_HW website interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenudick=true&ctrl=0206>. The main navigation menu includes: My data, **Studies**, Subjects, Exams, Finances, Information, and Administration. The 'Studies' menu is open, showing options: Training data, Term data, Class schedule, Grade average, **Gradebook** (highlighted with a red arrow), Curriculum, Field practice, and Official notes. Below the menu, the 'Choose term' section shows 'Terms: 2017/18/2' and a dropdown menu with '2017/18/2' selected. A red arrow points to the 'List' button. Below this, there are buttons for 'Print fulfillment page' and 'Gradebook print preview'. The main content area displays 'Term gradebook rows - 2017/18/2' with a table of subjects and their results.

Subject code	Subject name, Lecturer	Cr. Req.	Class per week (T/P/L)	Class per term (T/P/L)	Signature	Grades	Notes	Waiting list	Fulfilled
B_ZE-2	Music Theory (2), Bihary László	2	Exam						!
B_FT_GT-4	Guitar as Main Subject (4), Csáki András	9	Exam 0/2/0						!
B_GJM-2	Methodology of Guitar Performance (2), Eötvös József Dr.	4	Exam						!

Number of results: 1-3/3 (0 ms)

Term special gradebook rows - 2017/18/2

The fulfilment page shows all the results for all the registered subjects, similarly to the physical index/mark book (last used in 2017-2018)

The screenshot shows the Neptun.Net LFZE_HW website interface. A red arrow points to the 'Print fulfillment page' button in the 'Term gradebook rows - 2017/18/2' section. An Adobe Acrobat Reader DC window is open, displaying the 'Tárgyteljesítési lap' (Subject Fulfillment Page) PDF. The PDF contains personal information and a table of subject results.

Term gradebook rows - 2017/18/2

Subject code	Subject name, Lecturer	Cr.	Re
B_MHE-2	Secondary Viola (2), Varga Oszkár	2	Se (fi
B_KZ3-2	Chamber Music (2), Falvay Attila István	3	Ex
B_Z-2	Secondary Piano (2), Marczy Mariann Dr.	2	Se (fi
B_NZ-2	Folk Music (2), Eredics Gábor Ferenc	2	Se (fi
B_ZE-2	Music Theory (2), Várkonyiné Terray Boglárka	2	Ex
B_SZF-2	Solfége (2), Várkonyiné Terray Boglárka	2	Ex
B_ZK6-2	Orchestra (2), Kováts Sándor Péter	3	Se (fi

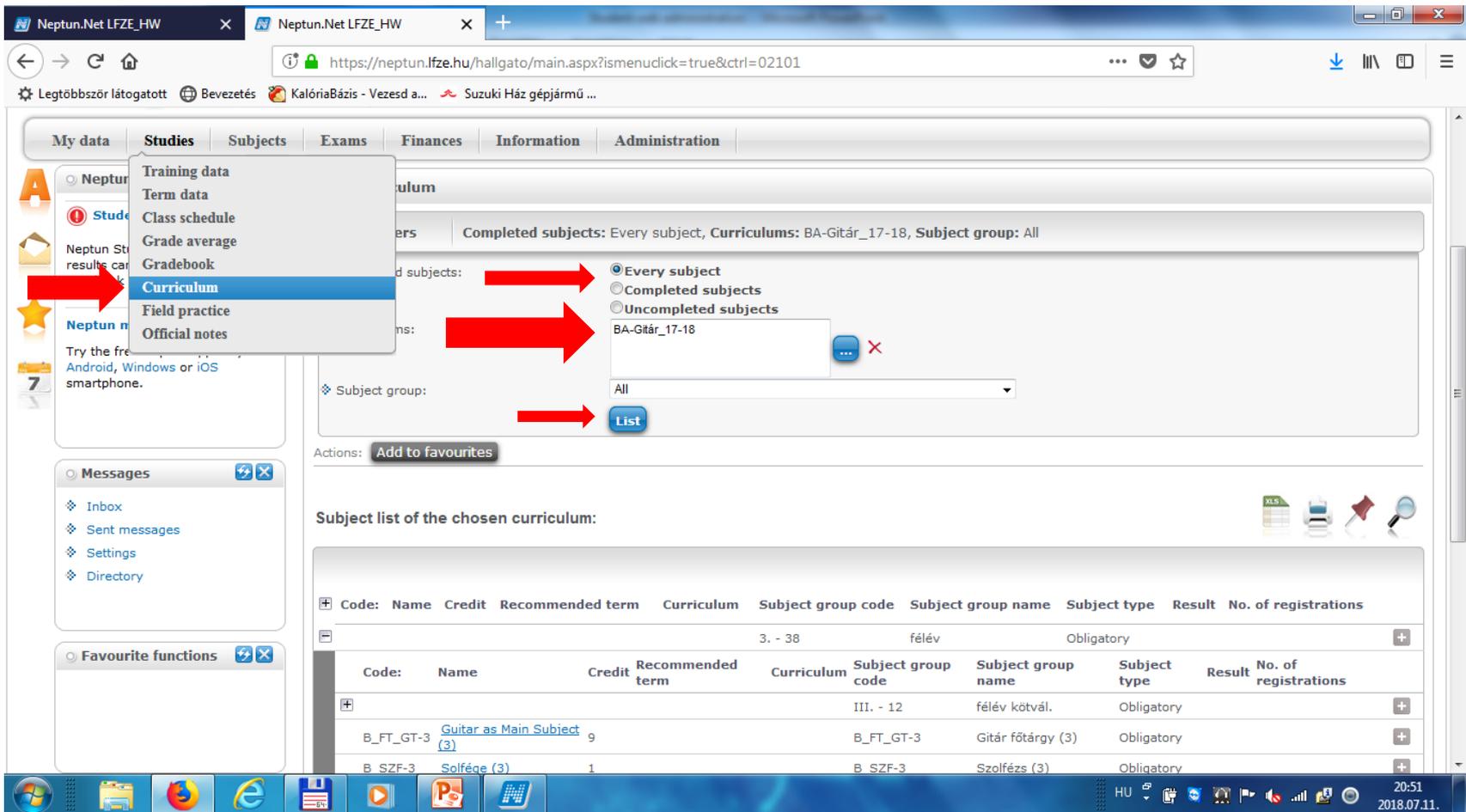
Tárgyteljesítési lap

Neptunkód: /
Hallgató neve: /
Anyja neve: /
Képzés: Performance - Violin
Tagozat: Full-time Képzési szint: BA/BSc
Telephely: LFZÉ alap képzőhely Budapest
Félév: 2017/18/2

Tárgykód	Tárgy neve	Oktató neve	Kredit	Követelmény	Óra tip. (e-gy-l)	Dátum	Érdemjegy
B_ZSI_V-2	Study of Orchestral Parts (2)	Kováts Sándor Péter	0	Semester grade (five-scale)	H: 1/0/0	2018.07.14.	Excellent
B_ZK6-2	Orchestra (2)	Kováts Sándor Péter	0	Semester grade (five-scale)	H: 6/0/0	2018.07.14.	Excellent
S_BHC-2	Bach's Fugues for Violin and the Analysis of Ciacona (2)	Ábrahám Mária, Dukay Barnabás	0	Semester grade (five-scale)	H: 2/0/0	2018.05.22.	Excellent
B_FT_HE-2	Violin as Main Subject (2)	Somogyi Péter	0	Exam	H: 2/0/0	2018.05.22.	Good
B_AZT-2	History of Western Music (2)	Mácsai János	0	Exam	H: 2/0/0	2018.05.22.	Good
B_SZF-2	Solfége (2)	Várkonyiné Terray Boglárka	0	Exam	H: 2/0/0	2018.07.14.	Good
B_KZ3-2	Chamber Music (2)	Falvay Attila István	0	Exam	H: 1/0/0	2018.05.22.	Satisfactory
B_MHE-2	Secondary Viola (2)	Varga Oszkár	0	Semester grade (five-scale)	H: 0,5/0/0	2018.05.22.	Excellent
B_Z-2	Secondary Piano (2)	Marczy Mariann Dr.	0	Semester grade (five-scale)	H: 0,5/0/0	2018.05.22.	Excellent
B_ZE-2	Music Theory (2)	Várkonyiné Terray Boglárka	0	Exam	H: 2/0/0	2018.07.14.	Good
B_NZ-2	Folk Music (2)	Eredics Gábor Ferenc	0	Semester grade (five-scale)	H: 1/0/0	2018.05.22.	Excellent

“Studies” > “Curriculum”:

Subjects in your curriculum can be listed based on whether they are completed (“Completed subjects”), uncompleted (“Uncompleted subjects”), or all of them together (“Every subject”). Choose the category needed, then click “List”.



The screenshot shows the Neptun.Net LFZE_HW web application interface. The 'Studies' tab is selected, and a dropdown menu is open, highlighting 'Curriculum'. Red arrows indicate the following steps: selecting 'Curriculum' in the dropdown, choosing 'Every subject' as the filter, selecting 'BA-Gitár_17-18' as the curriculum, and clicking the 'List' button. Below the selection area, the 'Subject list of the chosen curriculum:' is displayed as a table.

Code	Name	Credit	Recommended term	Curriculum	Subject group code	Subject group name	Subject type	Result	No. of registrations
					III. - 12	félév kötvál.	Obligatory		
B_FT_GT-3	Guitar as Main Subject (3)	9			B_FT_GT-3	Gitár főtárgy (3)	Obligatory		
B_SZF-3	Solfézs (3)	1			B_SZF-3	Szolfézs (3)	Obligatory		

“Studies” > “Official notes”:

Official decisions about your requests appear in this section.

Find the official note you need, click “+” at the end of the row, and click “print” if needed.

The screenshot shows the Neptun.Net LFZE_HW website interface. The 'Studies' tab is selected, and a dropdown menu is open, highlighting 'Official notes'. A red arrow points to this menu item. In the background, a table of 'Official notes' is visible, with a red arrow pointing to a '+' icon at the end of a row. An Adobe Acrobat Reader DC window is open, displaying a PDF document titled 'HivatalosBejegyzes.pdf'. The PDF content includes the following text:

Hivatalos bejegyzések

Név (neptunkod): Kisné Teresz Beata (IFNBAO)
Képzés neve: előadó-művészet alapképzésel szak Klasszikus gitár szakirány
Bejegyzés dátuma: Friday, January 19, 1900
Bejegyzés témája: Decision
Bejegyzés típusa: General entry

This is a trial.
Administration

The Acrobat Reader window also shows a 'Print' button, with a red arrow pointing to it. The website's 'Official notes' table is as follows:

Subject	Entry type	Term	Entry date	Actions
Decision	General entry	2017/18/2	1/19/1900 12:00:00 AM	Details Print + (highlighted with red arrow)

Number of results: 1-1/1 (62 ms)

Registering for exams in the exam period:

“Exams” > “Exam registration”, choose the ones you want to/need to attend.

The screenshot shows the Neptun.Net LFZE_HW website interface. The browser address bar displays <https://neptun.lfze.hu/hallgato/main.aspx>. The website header includes the Neptun logo and navigation tabs: My data, Studies, Subjects, Exams, Finances, Information, and Administration. The 'Exams' tab is selected, and a dropdown menu is open, highlighting 'Exam registration'. A red arrow points to this menu item. Below the navigation, there are sections for 'Taken exams' and 'Message types: All messages'. The 'Message types' section has radio buttons for 'Personal messages', 'System messages', and 'All messages', with 'All messages' selected. A red arrow points to the 'List' button. Below this, there is an 'Inbox' section with a 'Delete' button and a table with columns for 'Sender', 'Subject', and 'Receive date'. The table is currently empty, showing 'No result' and 'Number of results:0-0/0 (0 ms)'. The Windows taskbar at the bottom shows the system tray with the date and time: 22:55, 2018.07.11.

“Exams” > “Taken courses”:

Registered exams can be listed for each exam period, check this for confirming the place and time. Later on check this list to see grades.

The screenshot shows the Neptun.Net LFZE_HW website interface. The main navigation tabs include My data, Studies, Subjects, Exams, Finances, Information, and Administration. The 'Exams' tab is active, and the 'Taken exams' sub-tab is selected. The page displays a table of exam results for the 2017/18/2 term. The table has the following columns: Subject, Subject code, Course, Exam type, Exam retake type, Exam start, Rooms Lecturers, Limit (Course limit), Appeared, Certified absence, Result, and Description. The table contains five rows of exam data. A red arrow points to the 'Student survey' notification in the left sidebar.

Subject	Subject code	Course	Exam type	Exam retake type	Exam start	Rooms Lecturers	Limit (Course limit)	Appeared	Certified absence	Result	Description
Chamber Music (2)	B_KZ3-2	B_KZ3-2-05	Írásbeli vagy szóbeli	Exam	1/1/1900 12:00:00 AM	Falvay A.	22/	✓		Satisfactory	+
Solfége (2)	B_SZF-2	B_SZF-2-11	Írásbeli vagy szóbeli	Exam	1/1/1900 12:00:00 AM	Várkonyiné T.	75/	✓		Good	+
History of Western Music (2)	B_AZT-2	B_AZT-2-01	Írásbeli vagy szóbeli	Exam	1/1/1900 12:00:00 AM	Mácsai J.	86/	✓		Good	+
Secondary Viola (2)	B_MHE-2	B_MHE-2-01	Írásbeli vagy szóbeli	Exam	1/1/1900 12:00:00 AM	Varga O.	17/	✓		Excellent	+
Bach's Fugues for Violin and the Analysis of Ciaconna (2)	S_BHC-2	S_BHC-2-02	Írásbeli vagy szóbeli	Exam	1/1/1900 12:00:00 AM	Ábrahám M., Dukay B.	7/	✓		Excellent	+

“Finances” > “Payment”:

You can fulfil financial obligations here.

(Find further information on this topic in another guide on the website!)

The screenshot shows the Neptun.Net LFZE_HW website interface. The browser address bar displays the URL: <https://neptun.net.hu/hallgato/main.aspx?ismenuclick=true&ctrl=0501>. The main navigation menu includes: My data, Studies, Subjects, Exams, **Finances**, Information, and Administration. The 'Finances' menu is open, showing options: Payment, Invoices, Transaction list, Scholarship, payouts, and Settings. A red arrow points to the 'Payment' option. Below the menu, there are filters for Terms and Status, and a 'List' button. The main content area shows 'Library book debt' and 'Library debt' with the status 'There is not'. A section titled '1.) Choose items to pay in' contains an attention message: 'Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!'. Below this are 'Payments' and 'Pay back' buttons. A table titled 'Transcribed items[All terms, All]' is shown with columns: Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, Status, Invoice number, SL1 State, and SL2 State. The table currently shows 'No result'. The Windows taskbar at the bottom displays the time as 23:06 on 2018.07.11.

“Finances” > “Payment”:

terms: all terms (semesters)

status: active (only unpaid items will appear)

click “list”, then tick the box at the end of the row for the item you want to pay, then click “pay in”

Legtöbbször látogatott Bevezetés KalóriaBázis - Vezesd a... Suzuki Ház gépjármű ...

Student survey
Neptun Student Survey 2017 results can be found on our Facebook page: [NeptunRendszer](#)

Neptun mobile
Try the free Neptun app on your Android, Windows or iOS smartphone.

Messages
Inbox
Sent messages
Settings
Directory

Favourite functions

Calendar
July 2018

payment

Filters Terms: All terms, Status: All

Terms: All terms
Status: All
List

Actions: Add to favourites Transcribe item

Library book debt There is not
Library debt There is not

1.) Choose items to pay in

Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!

Payments Pay back

Transcribed items[All terms, All]

Actions: Pay in Delete

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State
No result											

Number of results:0-0/0 (47 ms)

Actions: Pay in Delete

- Only items transcribed by the student can be deleted.
- You can only delete an item until there is no reference to it.

HU 23:11
2018.07.11.

“Finances” > “Transactions”:

All payments can be listed, and joint account balance can be checked here.

The screenshot displays the Neptun.Net LFZE_HW web application interface. The browser address bar shows the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenuidck=true&ctrl=0503>. The page header includes "Education Admin." and "Neptun Meet Street". The main navigation bar contains tabs for "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "Finances" tab is active, and a dropdown menu is open, showing options: "Payment", "Invoices", "Transaction list" (highlighted with a red arrow), "Scholarship, payouts", and "Settings". Below the menu, there are filters for "Payment types: All, Joint accounts: All" and a "List" button. The "Transactions [All terms]" section is visible, showing a table with columns: "Prefix", "Amount", "Payment method", "Transfer date", "Result of transaction", and "Notes". The table currently displays "No result" and "Number of results:0-0/0 (62 ms)". The Windows taskbar at the bottom shows the system tray with the date and time: 23:13, 2018.07.11.

“Finances” > “Scholarship, payouts”:

Set the term (semester) in which you want to check payments, then click “list”.

The screenshot shows the Neptun.Net LFZE_HW web application interface. The browser address bar displays the URL: <https://neptun.lfze.hu/hallgato/main.aspx?ismenuidick=true&ctrl=0505>. The navigation menu includes: My data, Studies, Subjects, Exams, **Finances**, Information, and Administration. The 'Finances' menu is open, showing options: Payment, Invoices, Transaction list, **Scholarship, payouts**, and Settings. A red arrow points from the 'Finances' menu item to the 'Scholarship, payouts' option. Below the menu, there is a 'Terms: All terms' dropdown and a 'List' button. A red arrow points from the 'List' button to the 'Scholarship, payouts' button. The 'Registered settings' section contains a table with the following data:

Name	Type	Amount	Planned disbursement date	Disbursement date	Term	Status
Pályázati ösztöndíj-LFZEoobaerseny,2015	pály-obao	30,000 HUF	1/19/2016	1/19/2016 12:00:00 AM	2015/16/1	Fulfilled
Külföldi hallgatók miniszteri ösztöndíja	külfminöd	40,460 HUF	11/7/2016	11/7/2016 12:00:00 AM	2016/17/1	Fulfilled
Külföldi hallgatók miniszteri ösztöndíja	külfminöd	80,920 HUF	10/4/2016	10/4/2016 12:00:00 AM	2016/17/1	Fulfilled
Külföldi hallgatók miniszteri ösztöndíja	külfminöd	40,460 HUF	12/2/2016	12/2/2016 12:00:00 AM	2016/17/1	Fulfilled
Külföldi hallgatók miniszteri ösztöndíja	külfminöd	40,460 HUF	1/2/2017	1/2/2017 12:00:00 AM	2016/17/1	Fulfilled
Rendszeres szociális ösztöndíj	resszoc	54,000 HUF	11/15/2017	11/15/2017 12:00:00 AM	2017/18/1	Fulfilled
Rendszeres szociális ösztöndíj	resszoc	27,000 HUF	12/13/2017	12/13/2017 12:00:00 AM	2017/18/1	Fulfilled
Rendszeres szociális ösztöndíj	resszoc	27,000 HUF	1/22/2018	1/22/2018 12:00:00 AM	2017/18/1	Fulfilled

If using a public computer, make sure you log out immediately after you finished using Neptun. Find the text “Logout” in the upper right hand side of the screen, then click “Logout”.

The screenshot shows the Neptun web application interface. At the top, the browser address bar displays the URL <https://neptun.lfze.hu/hallgato/main.aspx>. The page header includes the text "Training | Performance - Guitar - BA/BSc(B-17-Gitár)(Adm. year:[Full-time training]) (Leg. rel. start:2018.02.01.)" and a red arrow pointing to the "Logout" link in the top right corner. The main content area features the Neptun logo and the text "Education Admin. Neptun Meet Street". Below this, there are navigation tabs for "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The left sidebar contains sections for "Neptun news" (with a "Student survey" link) and "Messages". The main content area shows a "Messages" section with filters for "Personal messages", "System messages", and "All messages", and an "Inbox" section with a "Delete" button. The Windows taskbar at the bottom shows the system tray with the date and time "16:03 2018.07.11."