



General Study Information

Important websites

[STUDENT AFFAIRS AND REGISTRAR'S OFFICE](#): see it for opening hours, important study-related information, deadlines, current fees

Semester schedule: [Time plan of studies at the university - ELTE Neptun](#)

[News - Q-tér](#): self-administration possibilities

ELTE Academic Regulations for Students: [Regulations](#)

Neptun

Students must handle most of their study matters online: enrollment, registration for each semester, registration for subjects and exams, handling and updating personal data, settling fees. Students are required to use **Neptun**. A user guide to Neptun is available on this link: [NEPTUN - administration of progress](#)

Tasks in Neptun

Password Creation:

For logging in to Neptun you will need your Neptun code and password. A password for your identifier (Neptun code) can be created on this website: [New password - ELTE Neptun](#)

Entering the Student web: accessible in the dark blue upper menu after logging in to [News - ELTE Neptun](#).

TASK 1:

Online enrollment/Semester registration

- Click on **Training** in the upper left corner of the screen and select your degree programme (**TÓK-CSK-NBEN** or **TÓK-OVO-NBEN**)
- Go to **Administration>Enrollment/Registration**: Select **Enroll** after clicking on the + sign next to term **2025/26/1**
- In the window popping up, declare your **Active** or **Passive** status for the term, then click **Save**

TASK 2:

Print the Enrolment sheet – all pages. Possible only after registering for the first semester.

- Go to **Information>General forms**: Here you'll find the **Enrolment sheet** (Click on the + sign at the end of the line and select **Print**)



TASK 3:

Set your message preferences in Messages>Settings

Students receive messages in Neptun. It is recommended that you check your inbox regularly, preferably daily.

TASK 4:

Subject registration

You have to register for the subjects on your own: **Subjects>Register for subject**

Advancement in studies is determined by the programme structure/curriculum. Subject registration is possible only after successful semester registration.

Various filter options are available in **Subjects>Register for subject**. The following default filter settings are recommended:

- Terms: Current semester
- Subject type: Subjects from curriculum
- Curriculums: All
- Subject group: All
- Language: All

By clicking the **List subjects** button, you can see the subjects from your curriculum that are available in the current semester. You can register for courses under each subject. The Early Childhood Education/Kindergarten Education curriculum is reachable on the [For Current Students](#) website and in Neptun **Studies>Curriculum**.

As a newly admitted student, you shall register the subjects recommended for semester/term 1.

Certain subjects have lecture and seminar courses as well. Make sure that in the case of such a subject you register both course types. If you fail to register for either the seminar or the lecture, your subject registration will be partial and invalid.

In the autumn semester, a couple of compulsory classes are usually held in the form of block scheduling in the first two weeks.

The elective course catalogue will be shared with you in a Neptun message. Registering elective subjects is possible by setting the subject type filter to: **All other subjects in the institution**

After registering the subjects, you can check your class schedule in **Studies>Class schedule**

**TASK 5:****Create your ELTE e-mail address and set up your Microsoft Teams account**

Online classes will be held on Microsoft Teams. Please read this page carefully: [Distance education \(elte.hu\)](https://www.elte.hu/en/distance-education)

You are required to use ELTE e-mail address during the course of your studies at the university. It is highly advisable to set your ELTE e-mail address as default in Neptun **My Data>Contact information**.

Additional Information**Termination of the student status:**

ELTE unilaterally terminates your student status, if you deplete the quantitative limit of subject/exam registration, or you do not continue your studies after the time available for student status suspension has passed (Academic Regulations for Students, Sections 51-52). The student status is terminated also in the case of not paying the tuition fee by the given deadline.

Quantitative limit: A subject must be completed after a maximum of three registrations/six exam attempts.

You may submit a request to the Dean to avoid your dismissal from the degree programme, if you have depleted the quantitative limit.

Failing the pedagogical (kindergarten/nursery) field practice twice also results in the termination of the student status. In this case the Dean cannot prevent dismissal.

Tuition fee:

Tuition-paying students enter into a **study agreement** with ELTE. The study agreement includes information about the study programme and about the tuition fee to be paid/semester.

Tuition fee payment deadlines for upper year students: 15 October (autumn semester) and 15 March (spring semester)

Exams:

See: **Neptun>Exams**

ELTE Academic Regulations for Students, Section 71

You may receive offered grades at the end of the study period, so you do not have to take certain exams. You can accept your offered grades in Neptun **Subjects>Offered grades**.

Equal Opportunities:

If you are affected and need assistance, see this page: [Equal Opportunities \(elte.hu\)](https://www.elte.hu/en/equal-opportunities)