



EÖTVÖS LORÁND UNIVERSITY
FACULTY OF PRIMARY AND PRE-SCHOOL EDUCATION
OFFICE OF THE REGISTRAR



General Information about studies and about important regulations

ELTE Academic Regulations for Students has been established on the basis of Act CCIV on National Higher Education and related legislations. Your student life is governed by these regulations from early on. This summary does not exempt you from a thorough study of ELTE Academic Regulations. It is accessible on this link: <https://www.elte.hu/en/regulations>

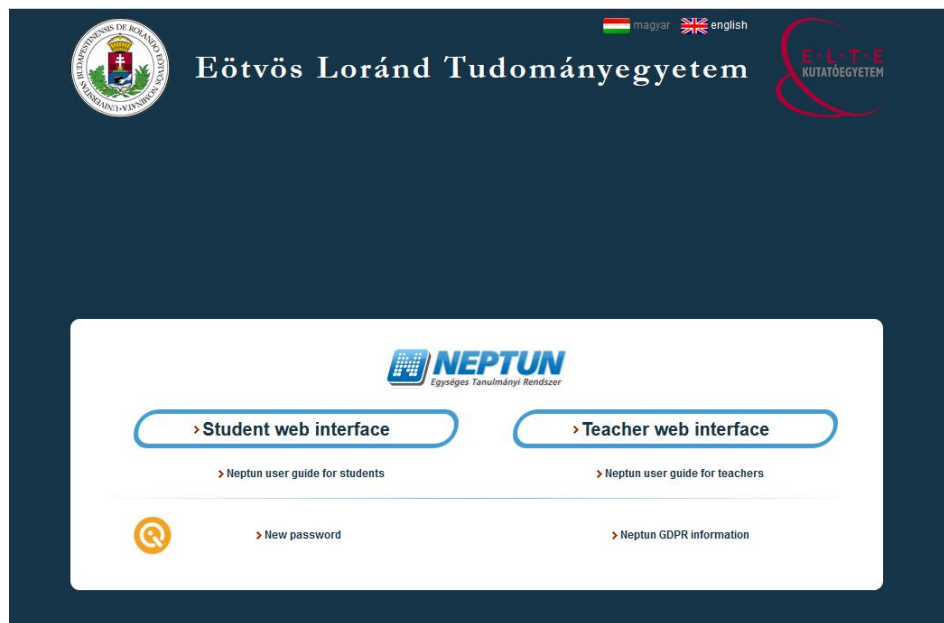
Important websites

A regular visit to the following websites is recommended:

- [ELTE TÓK website](#)>[Student Affairs and Registrar's Office](#) Content: information about opening hours, about important deadlines and current fees.
- [Q-tér \(elte.hu\)](#): For semester schedule and course registration periods see **Documents**>**Time plan of studies at the university**

Neptun

Students must handle most of their study affairs online: enrollment, registration for each semester, registration for subjects and exams, handling and updating personal data, settling fees. The University uses an integrated study management system: **Neptun**. In the following we provide an overview of using Neptun. Please read all the information carefully! A user guide to Neptun is also available on [this](#) link.



Tasks in Neptun prior to enrollment


Password Creation, Cross-Checking Personal Data



For logging in to Neptun you will need your NEPTUN code and a password. A password for your login name (Neptun code) can be created on the [Quaestura website](#) under the 'New Password' option in the login window on the left (Login using Neptun account)



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 **Eötvös Loránd University**
Quaestura Student Service Office

 magyar  english

Home News Online administration ▶ FAQ ▶ Documents ▶ Online booking Contact

Login using Neptun account
Identifier:
Password:

Links
Eötvös Loránd University (EN) (DE)
Quaestura Office of Student Services - Facebook

Neptun
Neptun

Websites of the faculties
Faculty of Law
Bárczi Gusztáv Faculty of Special Education
Faculty of Humanities
Institute of Business Economics
Faculty of Informatics
Faculty of Education and Psychology
Faculty of Primary and Pre-School Education
Faculty of Social Sciences

New password
Neptun code required!
With the "New password" service you can create an initial Neptun password. In addition, you can change your existing password if you forgot it. For security reasons you can use this service only when your data in Neptun meets several requirements. You have to type in these personal data during this process.
In order to use this service you must know your Neptun code and your following data must be recorded in Neptun:

- e-mail address
• date of birth
• mother's birth name
- permanent address (with postcode)
• ID card number
• passport number
• driving licence number
• hungarian social security number (TAJ)
• hungarian tax identification number
• hungarian admission identification number (found on felvi.hu, only for freshmen)

All data from the first group are required to be recorded in Neptun. From the second group it is enough to have three fields filled in with data already, except for freshmen who need the permanent address and the admission identification number only, and for foreigners (who have nor hungarian permanent address nor hungarian citizenship) it is enough to have two of any fields from this group filled in.
First you need to type in your Neptun code. If you don't know your Neptun code please look for our customer service at the [Quaestura Office!](#)

Neptun code: *

You can request for a new password by personal attendance at our customer service at the [Quaestura Office.](#)

Online enrollment

Online enrollment/registration can be done after logging in to [Neptun](#) with your code (login name) and password: In the Student web interface window it is possible to switch to English:

Eötvös Loránd Tudományegyetem


Egységes Tanulmányi Rendszer

Hallgatói ELTE_HW2(567)

Nyelv:   
Azonosító:
Jelszó:

Verzió: 2019.1.28 (2019.07.09.)
Támogatott böngészők:
Microsoft Internet Explorer 10.0+ ; Mozilla Firefox ; Google Chrome

 Friss hírek  Letölthető dokumentumok  Hasznos linkek

Upon logging in, please follow the steps below:

- Go to **Administration>Enrollment/Registration**: Select **Register** after clicking on the + sign next to the term 2023/24/1
- In the window popping up, declare your **Active** or **Passive** status for the term, then click **Save**.
- You also need to cross-check your personal data



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Training	Admission year	Term	Status	Term status
Kindergarten Education	2019/20/1	2019/20/1	New	Undetermined

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

This above process has to be repeated at the beginning of each term, that is, Active or Passive status shall be declared each time.

Print the Enrolment sheet (obligatory)

Printing the enrolment sheet is possible only after registering for the 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)
- **Print the enrolment sheet (package) and bring it along for the in-person enrollment**

Messages

Students receive messages in Neptun. It is recommended that you check your inbox regularly (preferably daily). It can be set that incoming messages be forwarded to your e-mail address in **Settings>Message forwarding**:

Type	Email
Messages concerning exams	
Type	
New exam appointment created during exam period	<input type="checkbox"/>
Exam appointment has been changed	<input type="checkbox"/>
Place of exam has been changed	<input type="checkbox"/>
Exam registration by administrator	<input type="checkbox"/>
Exam invalidation	<input type="checkbox"/>
Registered to an exam from the waiting list	<input type="checkbox"/>



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Course registration

Students register for subjects on their own (**Subjects>Register for subject**). Advancement in studies is determined by the programme structure/curriculum.

Subject and course registration is possible only after successful registration for the current semester!

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

- Terms: Choose the current semester!
- Subject type: Subjects from curriculum
- Curriculums: All
- Subject group: All
- Language: All

Click on **List subjects**

Neptun lists all those subjects of the curriculum that are available in the current semester. You can register for the courses under each subject. The Kindergarten Education curriculum can be found on the [Student Affairs and Registrar's Office>For Current Students](#) website, and in Neptun under **Studies>Curriculum**.

Subject details window: accessible by clicking on one of the subjects or on the + sign at the end of its line: all courses available for the given subject are listed in this separate window. For the exact time and venue of a certain course see the **Class schedule info**. column. To add a course, tick the box next to it, then click Save.

The screenshot shows the Neptun system interface. The 'Subjects' menu is open, showing options like 'Registered subjects', 'Taken courses', 'Register for subject', 'Tasks', and 'Offered grades'. The 'Register for subject' option is selected. Below the menu, there are filter settings for 'Terms: 2019/20/1', 'Subject type: Subjects from curriculum', 'Curriculums: All', 'Subject group: All', and 'Language: All'. There are also dropdown menus for 'Curriculums', 'Subject group', and 'Language', all set to 'All'. There are also dropdown menus for 'Period start' and 'Period end', both set to 'Monday'. A 'List subjects' button is visible. Below the filter settings, there are 'Actions: Add to favourites' and 'Class schedule planner'. The main content area shows a table of subjects from the curriculum for the 2019/20/1 term.

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes	Term min	Term max	Fulfilled	Registered	Waiting list
Hungarian National Symbols and Holidays in Kindergarten Practice	KIDE08B01		1	2	2	Compulsory						
Dissertation Consultation	CÓSZAK		6	10	10	Compulsory						

Certain curricular subjects have two courses, a lecture and a seminar. Do register for both! For example: KIDE2206B04 Play in Early Childhood Education I (1st semester). If you fail to register for either the seminar or for the lecture, your course registration will only be partial and invalid.

Class schedule

The final class schedule can be viewed under: **Studies>Class schedule**

In each autumn semester, certain classes are held in **blocks in the first two weeks of the study period. Class blocks in the autumn of 2023/2024: September 11-22 2023.** (See also: **Subject details window>Class schedule info.**)



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While maintaining the priority of personal interactions, we intend to preserve some of the well-established forms of digital education and use online and hybrid solutions developed due to the COVID-19 pandemic:

Most classes in the autumn will require the students to be physically present: these include practical training classes at nursery/kindergarten/school. These courses cannot be completed online, in the framework of distance/digital education.

Lectures will be held online.

Online classes will be held on **Microsoft Teams**. More information about the digital operation can be found [here](#).

Late Course Registration

Possible for one week after the regular course registration period. In case of courses requiring regular attendance, the instructor's approval is needed. Late course registration is permitted by the Faculty Educational Committee. For the actual submission deadline of the late course registration request, see **Academic calendar and deadlines Autumn 2023/24** on [this](#) link.

Credit Transfer

If you already hold a degree certificate obtained in higher education and present it during the in-person enrollment, you will be automatically granted recognition of the 9 elective credits to be collected during the study programme.

Termination of the student status

ELTE unilaterally terminates the student status of a student who has exceeded the quantitative limits of registering for courses or exams or if they do not commence their 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 failure to pay the tuition fee until the given deadline.

The above mentioned quantitative limits of registering for courses or exams are the following: a study unit, which forms part of a programme's curriculum, shall be completed after a maximum of three course registrations/six exam attempts.

In the kindergarten education degree programme, failing the kindergarten practice twice also results in the termination of the student status.

Payment obligations, fees

The charts of tuition fees and of administrative fees applicable in the academic year 2023/2024 have been published on [this](#) link. Fees need to be paid in the following cases: failure of meeting administrative submission deadlines, late, second and third course registration, missing the prescribed deadline for a payment obligation (late payment fee). Debts left unpaid even after the prescribed deadline will impede online self-administration in Neptun (eg: registration for the semester, subjects, exams).

Self-financed students enter into a **study agreement** with the University. The study agreement includes information about the study programme and about the tuition fee to be paid. The rules of paying the tuition fee are detailed in ELTE Academic Regulations for Students.

Tuition fee due dates: **15 October (autumn semester) and 15 March (spring semester)**.

The student is obliged to pay the tuition fee until the prescribed deadline in each semester. If the student fails to pay the tuition fee, the head of the faculty shall warn him/her within one month of the original deadline to fulfill their payment obligation and the



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student must be charged a late payment fee. The student status of the student who fails to fulfil their payment obligation despite the warning – and has not been granted deferment – shall be terminated.

Exams

Registering for an exam is the prerequisite of sitting for it. (ELTE Academic Regulations for Students, Section 71). **The student can register for an exam no later than 24 hours before the exam starts, which applies to exam cancellations and to signing up for another date (postponing exams) as well. A student cannot sit for an exam without previously registering for it.** A grade achieved without registering for an exam is invalid and shall be deleted. Complaints about exams and grades achieved or grades missing shall be submitted in Neptun **Exams>Taken exams** within seven days following the exam period.

Transcript of Records

Academic achievements are recorded in Neptun. A student can request a Transcript of Records in each semester free of charge. The Transcript of Records lists all the subjects completed in a given semester.

Equal Opportunities

If you are affected and need assistance, see this page: [Equal Opportunities \(elte.hu\)](http://elte.hu)

Student Card

Student Card administration is executed by the [Quaestura Student Services Office](#). For further information about requesting a student card, see **FAQ>Student Card**

Health Insurance

For guidance on applying for Health Insurance, also consult [Quaestura](#). Information about health services for international students in Hungary can be found [here](#).

For the latest study-related updates it is recommended to check the website of the [Student Affairs and Registrar's Office](#) on a regular basis.

Kindergarten Education Programme Administrator:

Anita Csáki

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e-mail address: csaki.anita@tok.elte.hu

In-person English-speaking customer service:

The Information Desk (Room 134) opening hours will be updated on the [Student Affairs and Registrar's Office>Contact](#) website soon.