

LUPS Neptun Survival Guide

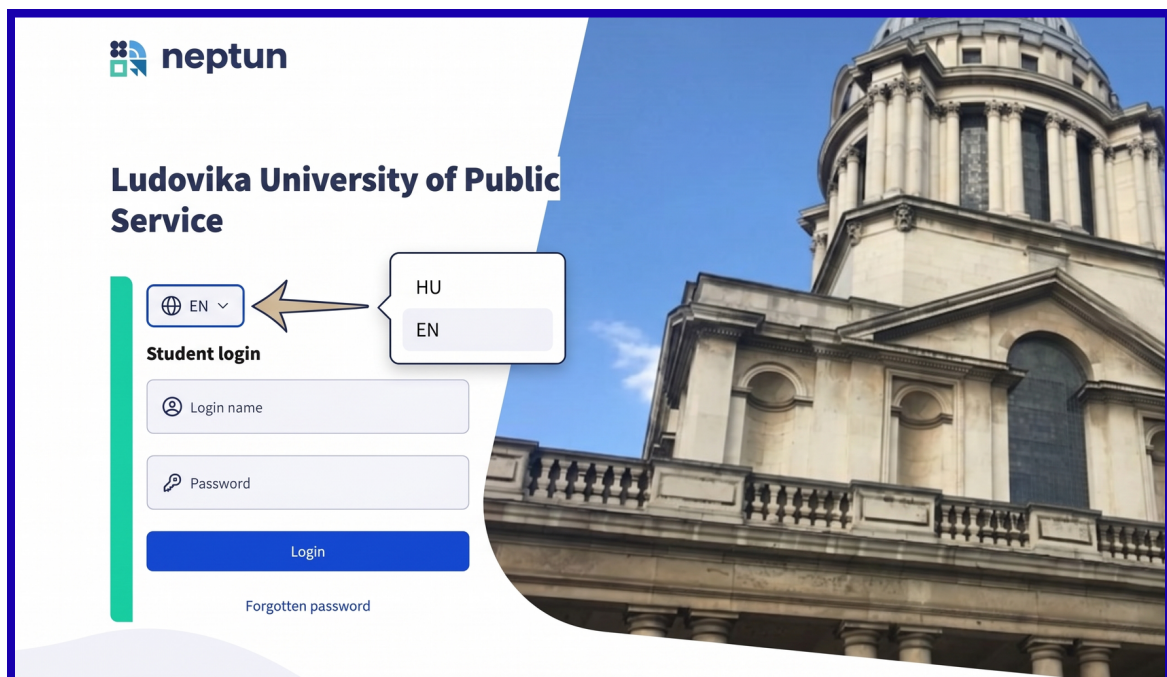


Welcome to **Ludovika University of Public Service**! Before you jump into student life in Budapest, there's one very important tool you'll need to master, which is the **Neptun system**.

Neptun is LUPS's official study system. It's where you'll register for your courses, check your timetable, sign up for exams, track your grades, and handle pretty much all your academic admin.

Here is your step-by-step guide to navigating the new Neptun interface without stress!

Step 1: Logging In & Language Settings



Where to start: Go to the official LUPS Neptun login portal (https://neptunweb.uni-nke.hu/hallgato_ng/login).

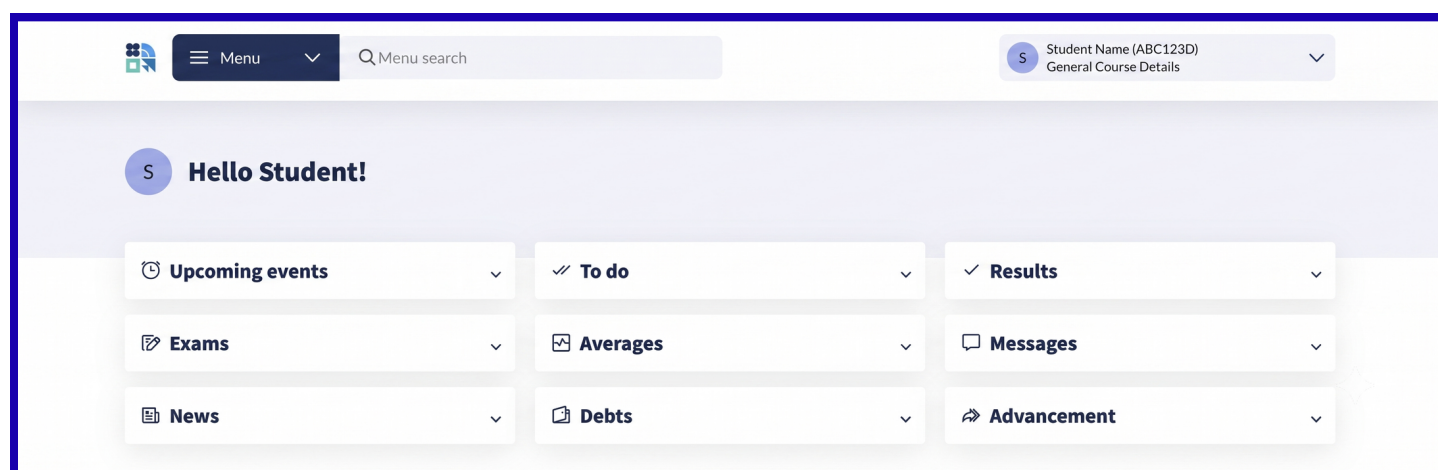
Pro-Tip #1 (Language): Before typing anything, look for the language selector dropdown in the top-left area above the login form (marked with a globe icon). Switch it from **HU** to **EN**.

Important: Make sure to turn off your browser's automatic page translation (like Google Translate)! Auto-translators can scramble official menu names and buttons, making it harder to follow university instructions.

Credentials:

- **Login name:** Enter your 6-character **Neptun code** (e.g., ABC123).
- **Password:** Use the initial password sent to you by the university (or the new one you set up).
- *Forgot your password?* Don't panic — just click the **"Forgotten password"** link at the bottom.

Step 2: Welcome to Your Dashboard!

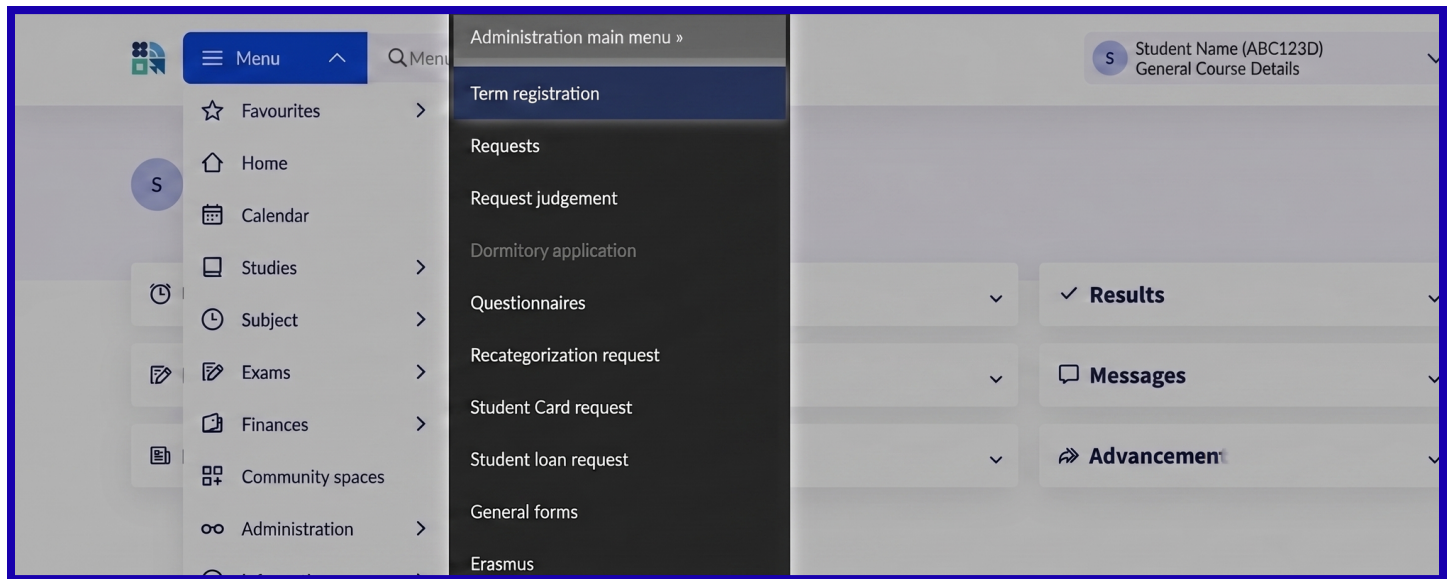


Once you're logged in, you'll land on your personal homepage. It's designed to give you an overview of everything currently active in your university life:

- **Top Header:** Check the upper-right corner to verify your name, Neptun code, and current study program (e.g., *General Course Details*). If you are enrolled in multiple programs, you can switch between them here.
- **Quick Access Tiles:** On the main dashboard, you'll see handy widgets:
 - **Upcoming events & To do:** Reminders for deadlines or pending actions.
 - **Exams & Results:** Quick access to your registered exam sessions and latest grades.
 - **Messages: Super important!** Official announcements from the university and all relevant information about your studies and university life land here. Check this regularly!
 - **Debts & Advancement:** Keeps track of any financial items or academic progress.

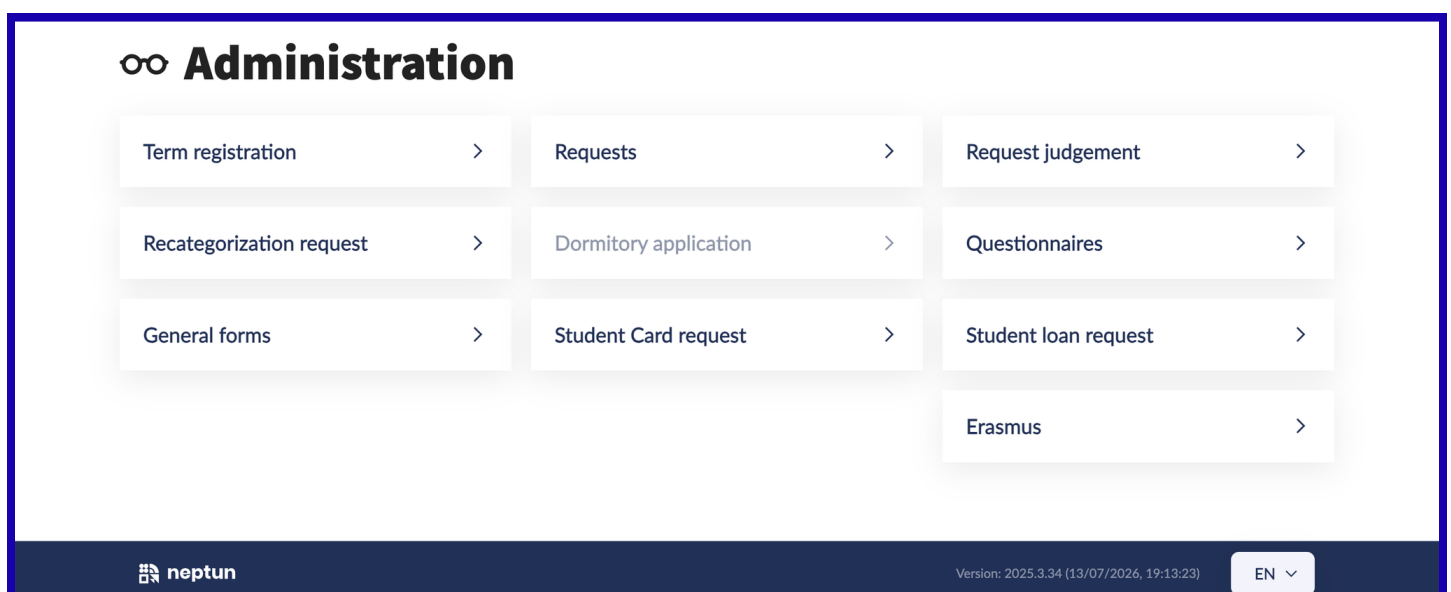
Step 3: Navigating the Main Menu & Administration

To open the full system menu, click the **"Menu"** button with the three lines in the top-left corner. A side panel will slide out.



University life comes with a bit of paperwork, but Neptun lets you handle almost all of it digitally under **Administration**:

- **Term registration:** Active/passive semester registration (crucial at the start of every semester!).
- **Requests & Request judgement:** Submit academic petitions (e.g., late course registration, credit transfer) and track their approval status online.
- **Student Card request:** Apply for or manage your official Hungarian student ID.
- **Questionnaires:** Fill out teacher feedback surveys at the end of each semester—your input helps improve the courses!
- **Erasmus:** Manage mobility-related admin if you are participating in exchange programs.



Step 4: Semester & Term Registration

Term registration

Previous terms

Term	Term status	Admission year
2025/26/2 Accepted	Active	2023/24/1
2025/26/1 Accepted	Active	2023/24/1
2024/25/2 Accepted	Active	2023/24/1
2024/25/1 Accepted	Active	2023/24/1
2023/24/2 Accepted	Active	2023/24/1
2023/24/1 Accepted	Active	2023/24/1

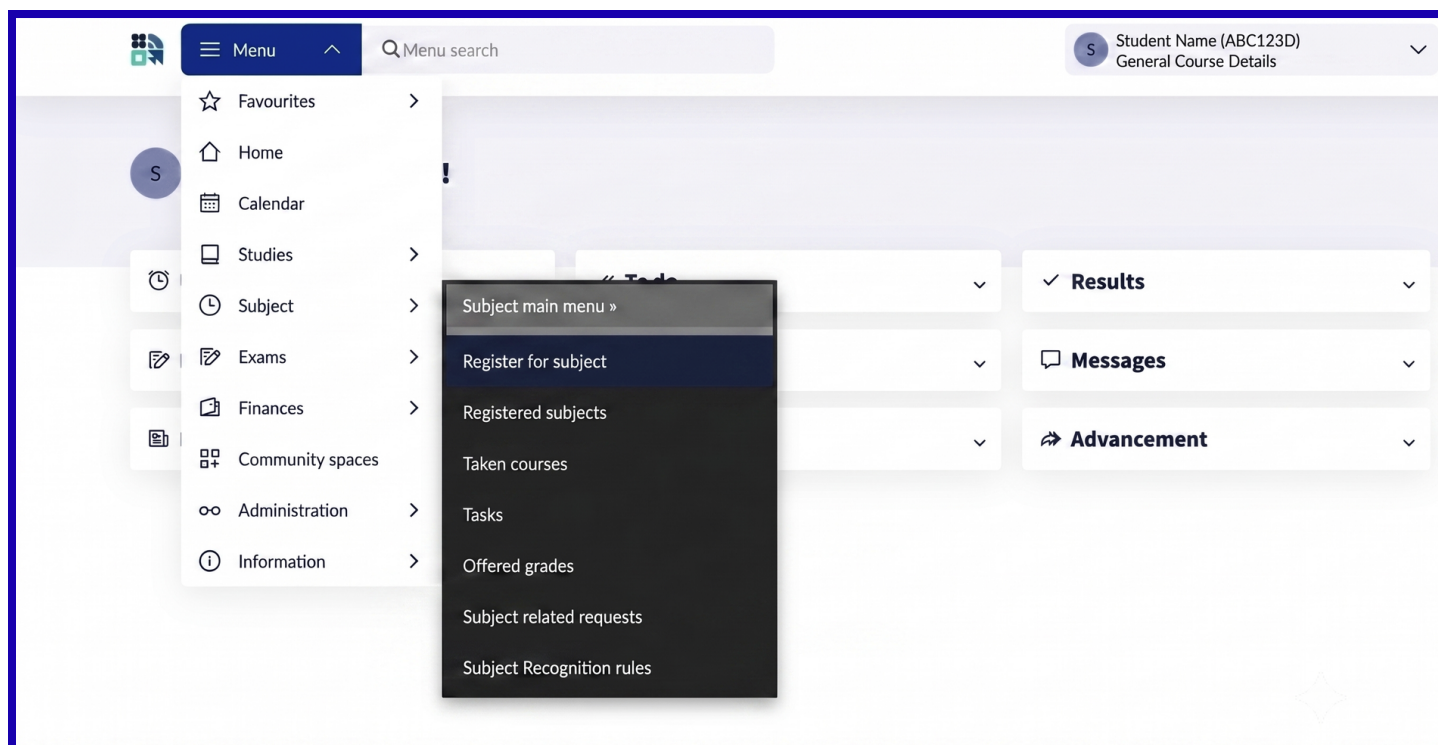
At the beginning of each semester, you must officially declare whether you are actively studying or taking a passive term.

- Go to **Administration → Term registration**.
- Here you can view your **Previous terms** history, see the status of each semester (e.g., *2025/26/2 - Accepted / Active*), and register for the current upcoming term when the registration period is open.

Step 5 & 6: Navigating to Subject / Course Registration

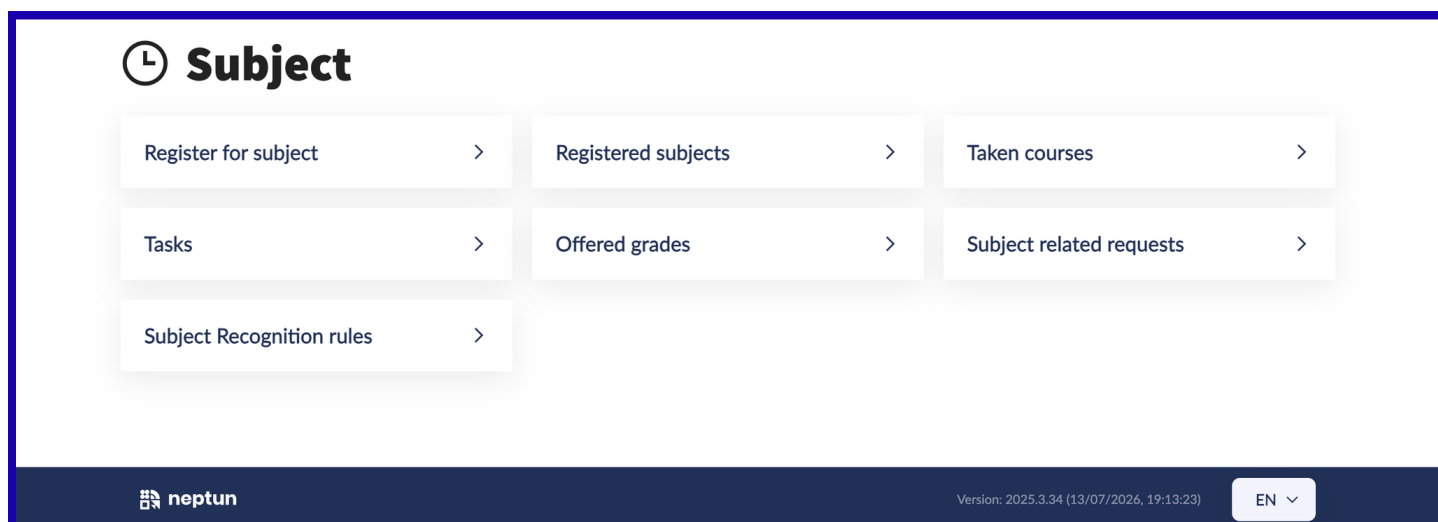
Course registration is one of the most important things you'll do in Neptun!

- Open the top-left **Menu**, hover over **Subject**, and click **Register for subject**.



Alternatively, if you go directly to the **Subject** overview page, you'll see clean grid tiles for all subject management features:

- **Register for subject** – to add new classes.
- **Registered subjects & Taken courses** – to review what you're already enrolled in.
- **Offered grades & Subject related requests** – for midterm grade acceptances or credit transfers.



Step 7: Enrolling in Your Classes

When you enter the **Register for subject** screen:

1. **Select the Term:** Choose the current active semester (e.g., 2025/26/2).
2. **Subject type:** Set this to *Subjects from curriculum* (or whichever category your department instructed).

- Search & Filter:** You can search directly by **Subject code** or **Name** in the search bar on the right, then click **Search subject**.
- Selecting a Course:** Click on a subject to expand its details. You'll see course info, credit value, instructor, and schedule (e.g., *Wednesday 18:00-19:45*).
- Check the Box & Enroll:** Tick the box next to the class group (Gyakorlat - Seminar / Előadás - Lecture) and complete registration. Keep an eye on the capacity limit (e.g., *22 persons / 24 limit*) to make sure seats are still available!
- Planner:** You have the option to add your preferred courses to your planner, where upon opening the **"Class schedule planner"** page on the **bottom left side** of the screen, you will be able to preview all your classes in a calendar, so you can make sure you have no overlap!

Register for subject

Credits taken **27** Student Name (ABC123D) General Course Details

Term: 2025/26/2 Subject type: Subjects from curriculum Subject code/name

Additional filters Latest filter (a few seconds ago) Keep additional filters open Delete filter Search subject

Subject Recommended term ascending Legend

National affiliation, minorities, migration Optional - 2 credit - Term mark - ÁKKTB118 - ÁNTK - BA szabadon választható tantárgyak

Take subject Subject details Download syllabus

Gyakorlat - Choosing a course is mandatory.

☐ ÁN_VÁL Szerda 18:00-19:45 Gyakorlat - Dr. Placeholder Instructor - 22 persons / 24 limit - Details Add to planner

Economy of local governments tantárgyak Optional - 2 credit - Exan mark - ÁKINTV18 - ÁNTK - BA szabadon választható tantárgyak

Political and public law in dictatorships Optional - 2 credit - Term mark - ÁLLTV20 - ÁNTK - BA szabadon választható tantárgyak

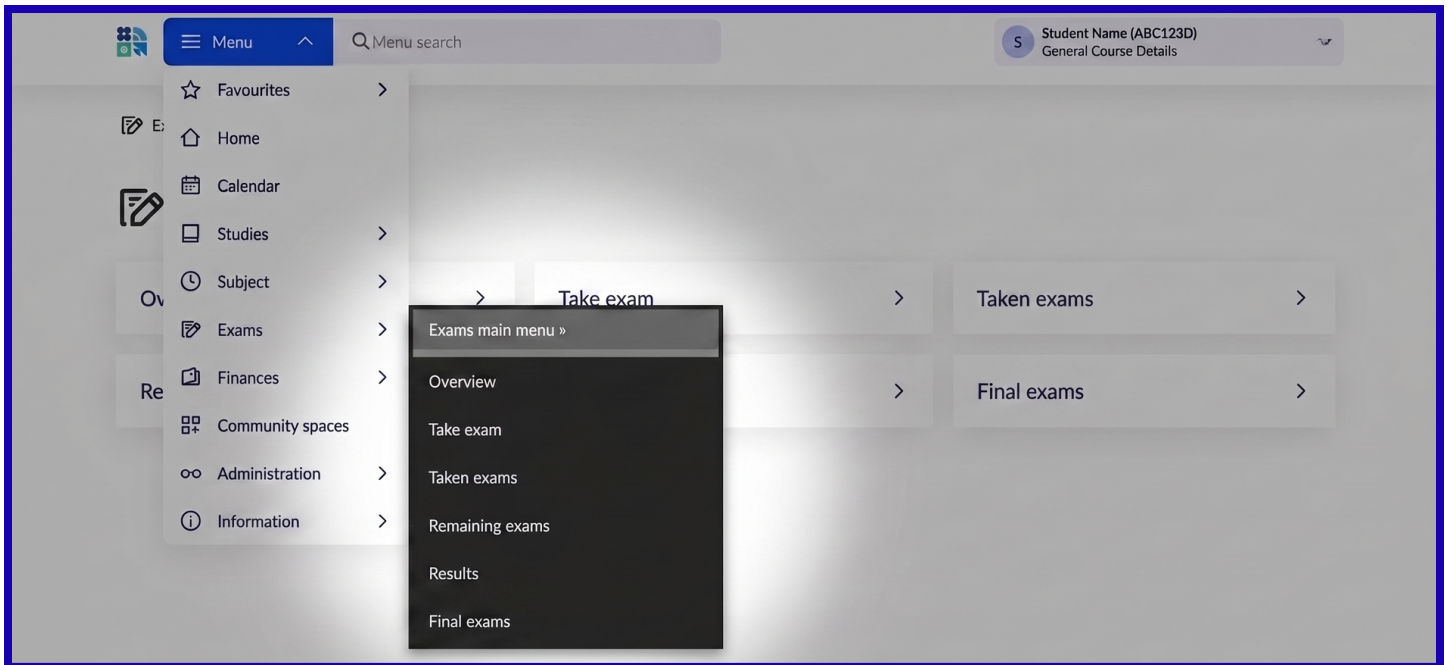
Foreign language A2 Optional - 2 credit - Term mark - ÁISZLV02 - ÁN_BA_NIG - nyelvi tantárgyak

Class schedule planner

Step 8 & 9: Conquering Exam Registration

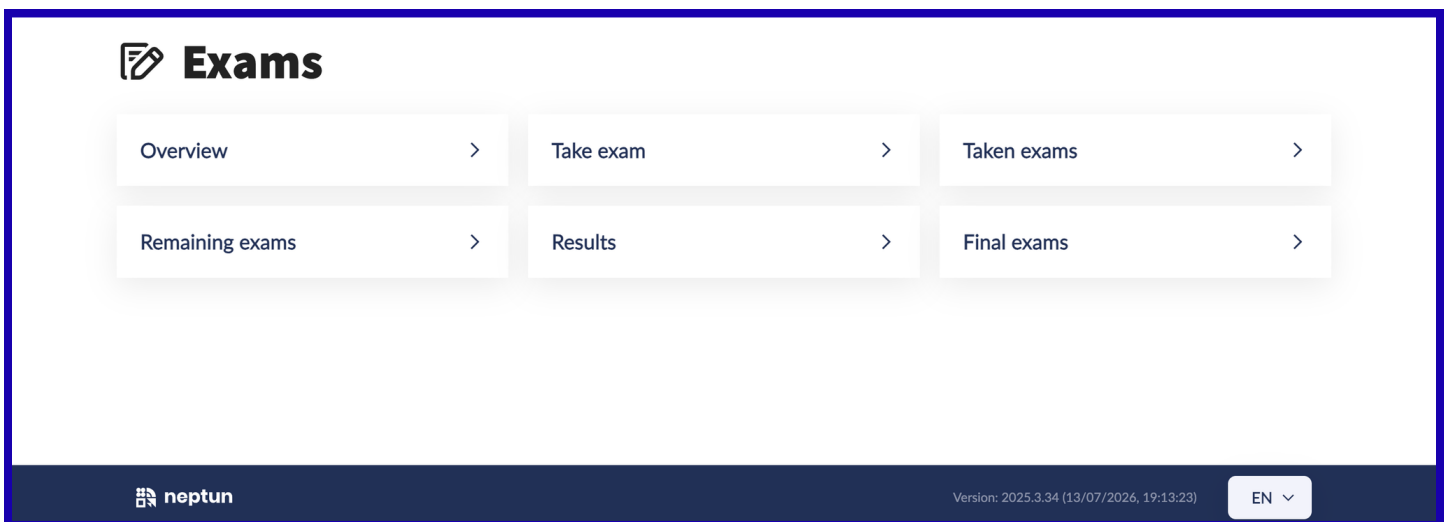
When the semester nears its end, it's exam season! Managing your exams in Neptun is simple and stress-free once you know where to go.

How to get there: Click on **Menu → Exams → Take exam**



You can also open the main **Exams** menu page to see all options at a glance:

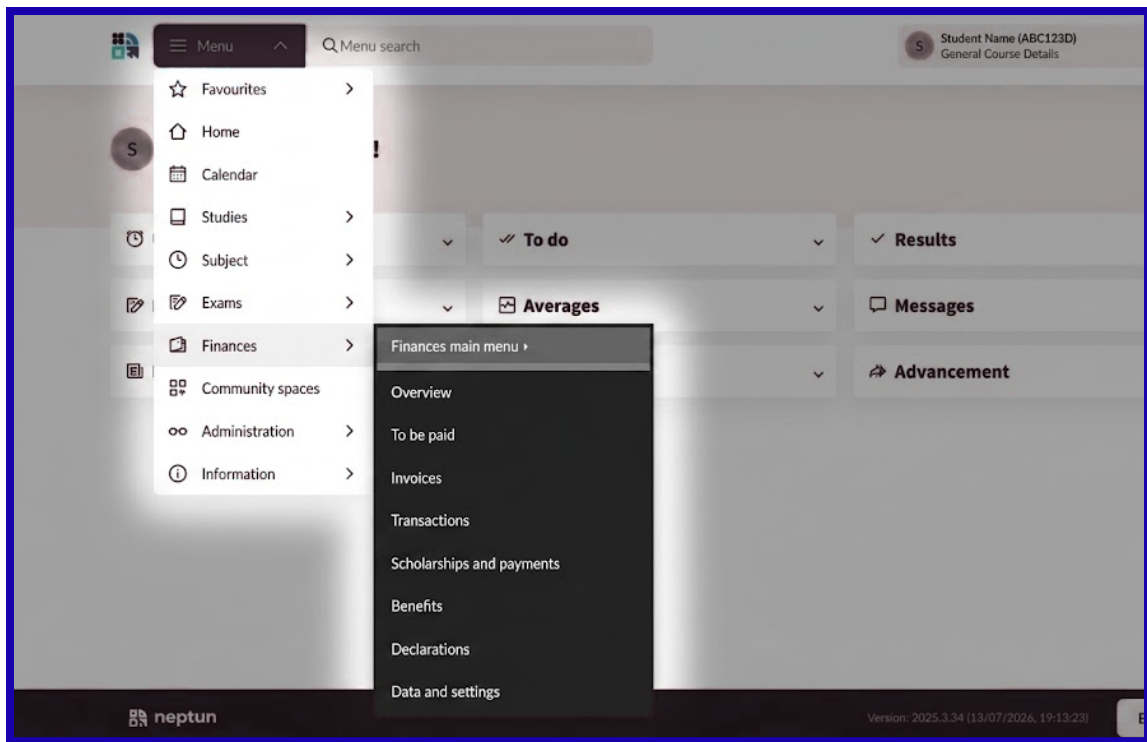
- **Take exam:** Register for upcoming exam slots or drop a date if your schedule changes (just watch out for the cancellation deadlines!).
- **Taken exams:** View the exams you've already signed up for.
- **Remaining exams:** See which required exams you still need to complete for the current term.
- **Results:** Check your final exam grades once your professors grade your work.
- **Final exams:** Relevant for your final graduation exam down the road.



Step 10 & 11: Managing Your Finances

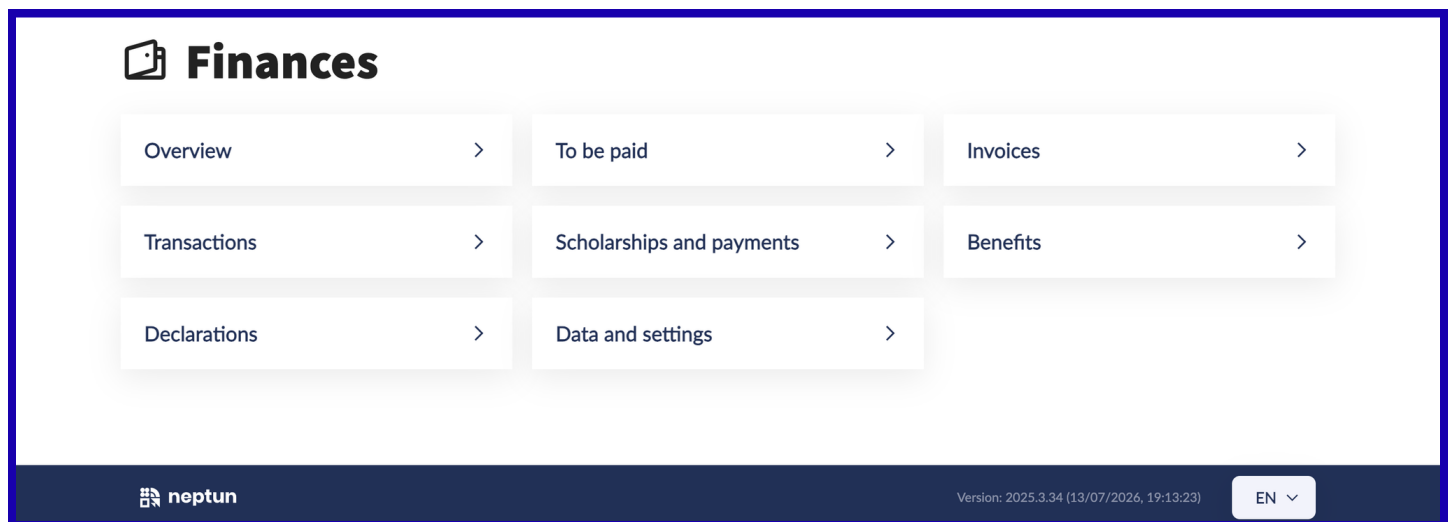
Whether it's paying a tuition installment, settling a dormitory fee, or tracking a scholarship payout, the **Finances** tab is your central hub.

- Open the side panel and navigate to **Finances**.



On the main **Finances** page, you'll see clean category cards:

- **To be paid:** Check pending items or fees you need to settle.
- **Transactions & Invoices:** Keep track of completed payments or request official invoices.
- **Scholarships and payments & Benefits:** View any incoming scholarship payments or financial support.
- **Data and settings:** Keep your official bank account details up to date so the university knows where to send your scholarships!



Step 12: Tracking Academic Advancement & Thesis

Studies

Advancement >	Module selection >	Field practice >
Obligatory professional practices >	Consultations >	Online occasions >
Electronic learning materials >	Degree thesis >	Switch studies >

The **Studies** section gives you an overview of your academic path and special requirements.

- **Advancement:** Track your credit progress and see how close you are to completing your degree requirements.
- **Module selection:** Select specializations, minors, or specific study tracks if required by your program.
- **Obligatory professional practices / Field practice:** Track mandatory internships or practical placements.
- **Degree thesis:** Later in your studies, this is where you'll register your thesis topic and manage your thesis submission.

Step 13: Information & Useful Timelines

Information

Queries >	Periods >	Subject and course list >
Textbook search >	Theses offered >	FIR details >
Publications >		

The **Information** section is a reference library for stay-in-the-loop details without filing active requests:

- **Periods:** Check important academic dates - like course registration windows, exam periods, or university holidays.
- **Subject and course list:** Browse the university's broader course offerings and syllabi.

- **Theses offered:** Explore available thesis topics offered by departments.
- **Textbook search & Publications:** Access recommended course materials and university publications.

Quick Recap Tips for International Students:

1. **Always stay in English:** Disable browser auto-translate so menu titles stay clear.
2. **Check Messages regularly:** Professors and international coordinators use Neptun messages for critical updates.
3. **Watch key deadlines:** Course and exam registration windows open and close at exact times - mark them in your calendar!