



ELTE

FACULTY OF  
INFORMATICS

# ELTE IK Student Guide



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# About the Permanent Student ID card

- If you are a student staying at ELTE longer than 12 months, (e.g. full-time students), you can't have a temporary student certificate without making an application for a permanent student card (a plastic card).
- **We recommend you to initiate the process right after your the visit to the Immigration Office.** Sooner you apply, the sooner you will get your card. Do not forget: in September, thousands of students apply for student ID which slow down the process. Submit your application in time before the crowd.
- **Once your application is in process (your NEK number is uploaded in Neptun, you may request a [temporary student ID](#) – a document which is equivalent to the permanent student ID- that enables you to use the discounts of the permanent student ID for 60 days.**
- For further information about the discounts please visit the following website:

[public transport discounts](#)



## (Permanent) Student Card

- The student card is a **plastic orange-brown card**, in size similar to a bank card. The card contains your data (name, place and date of birth, address, type of student status), name of the university (*Eötvös Loránd Tudományegyetem*), and period of validity. The card is only valid with a validation sticker for the actual semester.
- **You are eligible for** a plastic student card, if
  - you are a student **staying at ELTE longer than 12 months**;
  - your **status for the semester is active** and your **Education ID has already appeared in Neptun**: Check My data > Personal Information menu
  - **you initiated a student card request.**



# The Temporary Student certificate = Temporary student Card

- The temporary student certificate is an **A4-sized CERTIFICATE** ("Igazolás"). It contains your data (name, place and date of birth, address, type of student status). This document is **valid for 60 days** and you need to renew it every 60 days, you need to go back to **Quaestura Office** after each 60 days.
- **Always keep the original, stamped, and signed document with you!** Without the certificate your monthly pass is invalid, you are not entitled for discounts. Copies, scans, or photos of the actual document are not accepted!
- **When you purchase your monthly pass add your Education ID number as your student ID number** (see on the picture). By using the Education ID number **you will can use your monthly pass continuously once your student ID arrives.**
- In case you travel without a valid Student ID, your monthly pass will be considered invalid and the controllers can fine you.

**Keeping track of the expiry date is your responsibility!**

Igazolás



Igazolás sorszáma: NUMBER OF THE CERTIFICATE  
Érvényességi ideje: **EXPIRY DATE** ←

Igazolás típusa: Diákigazolvány elkészültéig kiállított igazolás

Intézményi adatok  
Intézmény neve: .  
Feladatellátási hely címe:  
Második intézmény neve:  
Feladatellátási hely címe:  
Gyakorlati képzési hely neve:  
Gyakorlati képzési hely címe:

Személyes adatok  
Név: **YOUR NAME**

Oktatási azonosító: **YOUR EDUCATION ID NO.**

Születési hely és idő: PLACE AND DATE OF BIRTH  
Lakcím: HUNGARIAN ADDRESS  
Munkarend: NAPPALI

Igazolás kiállításának oka: az oktatási igazolvány kiállítása folyamatban van

Igazolás kiállításának célja: igazolja, hogy a fent nevezett személy az oktatási igazolványokról szóló kormányrendeletben meghatározott kedvezmények igénybevételére az igazolás érvényességi idejéig jogosult.

Igazolás kiállításának helye és ideje: Budapest  
Aláírás:   
Bélyegző helye:



# About the Quaestura Offices

## Quaestura Office – Egyetem tér 5.

Address: [Budapest, Egyetem tér 5., 1053](#)



<b>Monday:</b>	9 a.m. - 1 p.m.
<b>Tuesday:</b>	9 a.m. - 1 p.m.
<b>Wednesday:</b>	12 p.m. - 4 p.m.
<b>Thursday:</b>	9 a.m. - 1 p.m.
<b>Friday:</b>	8 a.m. - 12 p.m.

E-mail address: [quaestura@elte.hu](mailto:quaestura@elte.hu)

Phone number.: +36-1-381-2353 or 06-1-41-6500/8253

Our telephone customer service is available during the following time intervals:

Mon-Thurs: 9:00-16:00

Fri: 8:00-14:00

## Quaestura Point - Lágymányos campus

Address: [Pázmány Péter stny. 1/A, 1117](#)

Northern building 1st floor



<b>Monday:</b>	9 a.m. - 1 p.m.
<b>Tuesday:</b>	12 p.m. - 4 p.m.
<b>Wednesday:</b>	9 a.m. - 1 p.m.
<b>Thursday:</b>	12 p.m. - 4 p.m.
<b>Friday:</b>	9 a.m. - 1 p.m.

**from 21st May until 30th June 2024**

# Application for Permanent Student ID card

1.

Go to one of the offices of the Hungarian Integrated Customer Service (Kormányablak in Hungarian) and apply for a so-called NEK document.

2.

Make an electronic copy of your NEK form (by scanning it or taking a photo of it) and upload it in the Neptun system.

3.

Register your application electronically in the Neptun system.

4.

Wait for your student card to be manufactured.

5.

Pick up your student card.



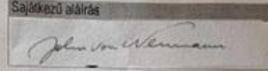
1.

Go to one of the offices of the Hungarian Integrated Customer Service (Kormányablak in Hungarian) and apply for a so-called NEK document.

1. Select an office nearby from [this list](#) and go there with your passport and a valid Certificate of Student Status.
2. At the office tell the officer that you would like to apply for a student card and they will help.
3. There they will take a photo of you and have your main data registered. You get a NEK form with a unique code in the top right corner called NEK identifier.

**Please double-check all your data on the issued NEK document! The data on the NEK document has to be exactly the same as the data registered in the Neptun system (if not, your student card request will be rejected)!**

NEMZETI EGYSÉGES KÁRTYARENSZER - ADATLAP

Árckép	Sajátkezű aláírás	NEK-azonosító	321121-COF191-1112
			
	Visselt név		
	NEUMANN JÁNOS LAJOS		
Igénylő családi neve	NEUMANN	Utónév 2.	LAJOS
Utónév 1.	JÁNOS	Születési 2. utóneve	
Születési családi neve		Születési 1. utóneve	
Születési 1. utóneve		Előző viselt cs. neve	
Születési helye	BUDAPEST	Neme	FERFI
Születési ország	MAGYAR KIRÁLYSÁG	Születési hely magyar megjelölése	
Születési dátum	1903.12.08.	Anyja 2. utóneve	
Anyja születési neve	KANN	Anyja 1. utóneve	
Anyja 1. utóneve	MARGIT	Állampolgársága	A MAGYAR KIRÁLYSÁG TERÜLETÉN ÉLŐ MAGYAR- HUN
Állampolgársága	A MAGYAR KIRÁLYSÁG TERÜLETÉN ÉLŐ MAGYAR- HUN	Jogállása	
Személyazonosítás alapjául szolgáló okmány száma			

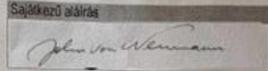


2.

Make an electronic copy of your NEK form (by scanning it or taking a photo of it) and upload it in the Neptun system.

1. In Neptun click on **Information / Documents** then **Upload document**.
2. Select the type of the document called **NEK-data sheet (NEK-document)** from the drop-down menu.
3. Click on **Upload file** and select the copy of your NEK form from your computer/phone.
4. Click on the **Save** button.

NEMZETI EGYSÉGES KÁRTYARENSZER - ADATLAP

Arckép  Sajátkezű aláírás  NEK-azonosító 321121-COF191-1112 

Viselt név  
NEUMANN JÁNOS LAJOS

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Igénylő családi neve NEUMANN  
Utónév 1. JÁNOS  
Utónév 2. LAJOS  
Születési családi neve  
Születési 1. utóneve  
Előző viselt cs. név  
Születési helye BUDAPEST  
Születési ország MAGYAR KIRALYSÁG  
Születési dátum 1903.12.08.  
Neme FERFI  
Anyja születési neve KANN  
Anyja 1. utóneve MARGIT  
Anyja 2. utóneve  
Állampolgársága A MAGYAR KIRALYSÁG TERÜLETÉN ELŐ MAGYAR- HUN  
Jogállása  
Személyazonosítási adatai szolgáló okmány száma



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3.

## Register your application electronically in the Neptun system.

### 1. In Neptun click on Administration / Student Card request then Add new.

Here you need to add the data as follows:

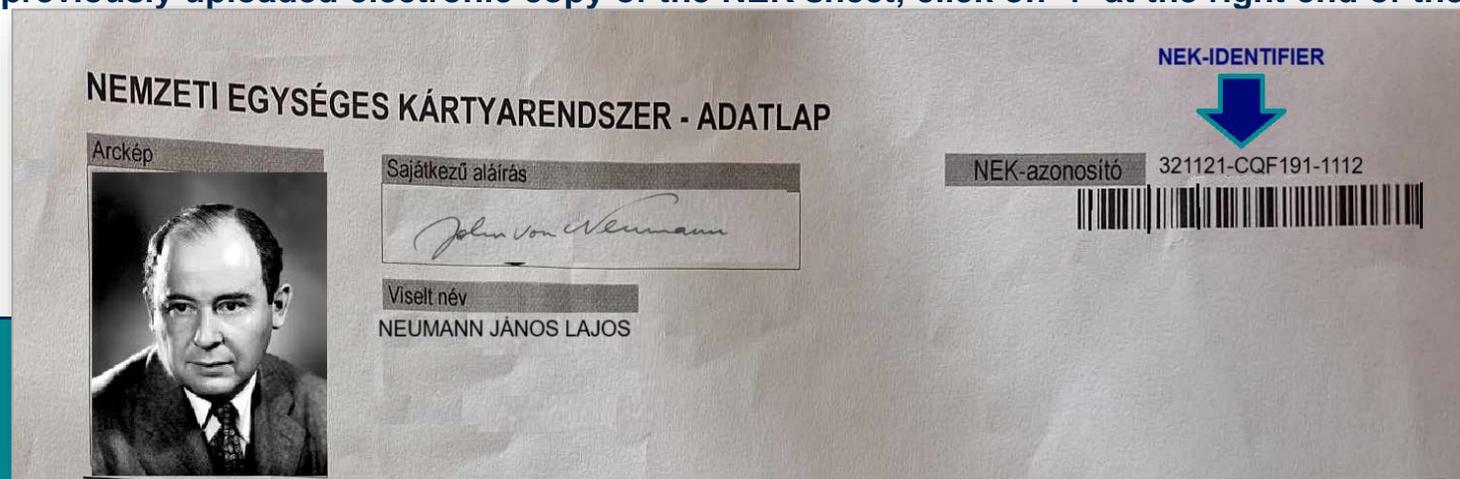
- Type in your NEK identifier (mandatory) from the **top right corner of the NEK form** using capital letters and without any hyphens.
- Select the **demand type** (mandatory) from the drop-down menu (e.g. first application, due to data change, lost, new request due to false data).
- Select your **address** (mandatory) from the drop-down menu.

If you only have an Accommodation Reporting Form for Third Country Nationals, but no document called Lakcímet igazoló hatósági igazolvány, do NOT select your Hungarian address but your permanent address in your home country from the drop-down menu. If you do so, the manufactured student card will contain the phrase 'Külföldi cím' ('foreign address').

- (4) If you study at another university besides ELTE, you can add the secondary institution (optional) to your request by selecting the university from the drop-down menu and typing in the printing code of the secondary institution.

### 2. Click on the NEK data sheet attachment, find the previously uploaded electronic copy of the NEK sheet, click on '+' at the right end of the line and click on Select.

### 3. Click on the Save button to finish the process.



4.

Wait for your student card to be manufactured.

5.

Pick up your student card.

After you've started the student card request, your card will be ready hopefully in 2 months if there are no complications **(Make sure the data on the NEK document are correct!)**

Manufactured student cards are sent to the central **Quaestura Office**. Quaestura will send you a Neptun message when your student card arrives at the office and can be picked up.



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# Gyakran ismételt kérdések

- **I have lost my validated Student Card. What should I do?**

In case you lost your validated student card or somebody stole it, you need to report it in [this case category](#). The date of loss is the date of submission, thus make sure that you report the loss as soon as possible. After processing your case, **you will be charged for not returning the card with the validation sticker (3500 HUF)**.

However, in case you have a **police report** about the theft of the student card, please upload it to the submitted case and the Office will delete the charge. In this case, the date of loss will be the issue date of the police report.

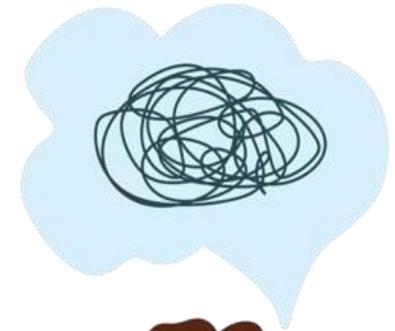
**The loss of the student card is immediately reported to the Educational Authority and the lost student card is invalidated so it can't be used any longer. In case the student card is found you have to hand it in at Quaestura Office.**

- **I found my lost student card. What should I do?**

If you found the card, **you need to show it in person**. As the card had been registered as invalid, it cannot be used anymore.

- **Loss of the valid Temporary Student Certificate**

In case you lost your valid Temporary Student Card, or it is damaged, it has no charges. You can ask for a new copy issued at Quaestura.



## Student ID - FAQ

- **I study in Szombathely at Savaria Campus. Should I go to Budapest in order to apply for a student card or report my lost student ID?**

The Registration Office of Savaria Campus deals with your student card management.

**If you have any other questions, please contact them.**

Webpages (only in Hungarian): [Savaria Campus](#) can help you.

Address: H-9700 Szombathely, Károlyi Gáspár tér 4., A building

E-mail address: [tanulmanyi@sek.elte.hu](mailto:tanulmanyi@sek.elte.hu)



# Tips and Tricks for student card application

- **Initiate the procedure as soon as you can.** You will be able to apply for a student card once you visit the Immigration Office and your status is active. In September there are thousands of students applying for student ID, which slows down the process. The sooner you submit your request in Neptun, the sooner you receive your card.
- **Do not leave the Municipality Office until you check your data on the NEK document!** Make sure the data on the form and the data in Neptun My data > Personal information menu is matching by the letter! If it is not, your application will not go through, you have to go back to the Municipality Office and request another NEK document.
- **Keep your NEK document until the end of your studies:** in case you lose your student ID, you can reapply with the same NEK identifier.
- **In case you studied at ELTE in your BSc and you continue your studies in MSc without, or with only a year of gap in your studies, you do not have to apply for a student card,** you can continue to use your BSc card. In case your personal data changes (new address, name change etc.), you have to submit a request for a new ID though.



# Social Security ID (TAJ number)

**Those full-time students are entitled to the social security identifier and TAJ card (national health insurance) who belong to one of the following types:**  
Those are regarded as "inlander" who

- have Hungarian citizenship, and have a permanent accommodation in Hungary, or
- have "refugee" residence status and have permanent or temporary accommodation in Hungary, or
- have a "beneficiary of subsidiary protection" status and have permanent or temporary accommodation in Hungary, or

**Those are regarded as "foreigners" who have Hungarian or foreign citizenship, who have no permanent accommodation in Hungary but have temporary Hungarian accommodation and who belong to one of these categories:**

- who have a scholarship provided by the minister for 10 or 12 months and have non-European citizenship, or
- who have a scholarship provided by the minister for 10 months and have European citizenship, or
- who have a scholarship provided by the minister for 10 or 12 months, and live in a neighbouring country having Hungarian citizenship
- who have a Stipendium Hungaricum scholarship and foreign citizenship (The Stipendium Hungaricum Scholarship program is based on bilateral agreements between the Hungarian government and other countries (see the full list of countries are available [here](#))
- who are part of the Scholarship Programme for Christian Young People
- who have FAO scholarship
- who have come to study based on an international agreement (scholarship is provided by the foreign institution) and have foreign citizenship
- who are studying in a state-funded programme, and fall under the Act LXII of 2001 on Hungarians living in neighbouring countries (who have Croatian, Romanian, Serbian, Slovak, Slovenian, or Ukraine citizenship and have Hungarian citizenship, or a Hungarian Card or a Hungarian Relative Card) who has Márton Áron scholarship

**For more information, please contact the [National Health Insurance Fund of Hungary](#).**

# TAJ-card request

## TAJ-card request

**All entitled foreign students (Stipendium Hungaricum Scholarship; Scholarship Programme for Christian Young People, or students from neighboring countries) have the opportunity to request a TAJ card in this [case category](#).**

You need to upload the listed documents' colored scanned copy or a photo taken of these documents (we prefer PDF format) **in the mentioned case category**.

Only those attachments are accepted that are perfectly viewable.



## Required documents

<a href="#">1. TAJ-card request sheet</a>	filled out and signed
<a href="#">2. Authorization document</a>	filled out and signed
<b>Both sides of your Letter of Award</b>	<p>issued by</p> <ul style="list-style-type: none"> <li>• either the <b>Tempus Public Foundation</b> (in case of Stipendium Hungaricum and Hungarian Diaspora Scholarship Programme),</li> <li>• or the <b>Hungary Helps Agency</b> (in case of Scholarship for Christian Young People)</li> </ul>
<b>Passport pages that include your personal data and the date of expiry of the document</b>	
<b>Both sides of your valid residence permit</b>	It has to contain ELTE as host institution (back side).
<a href="#">Both sides of your Accommodation reporting form or the copy of the certificate of accommodation (click here for a sample)</a>	<p><b><a href="#">The accommodation reporting form has to be validated by the Regional Directorate of the National Directorate-General for Aliens Policing</a></b></p> <p><b>PLEASE NOTE!</b> Our students can only go to the CLIENT SERVICE II. Office, at 1135 Budapest XIII., Szegedi út 35-37., Ground Floor (Twin Office Center)</p>



Additional documents required for students from  
**Albania, Northern Macedonia, Montenegro, Serbia or Turkey**

**E-104 form**

issued, filled out and stamped by the health insurance authority of your home country, issued less than 1 month ago. If you do not have this document, you have to fill and upload the [Request sheet for E-104](#)

[Declaration](#)

filled out and signed

Additional document required for students from **Ukraine**

[Declaration](#)

Filled out and signed



# Important information

When you fill the forms,

- **print** them out first,
- get a **blue pen**
- fill in all the lines **by hand**,
- use only **CAPITAL LETTERS**

This is the only official way, otherwise your application will not be valid, and you have to restart the whole process from the beginning.

- **from citizens of neighboring countries:** [Form E 104](#) (not older than a month), ID or passport) (both the one from the neighboring country and the Hungarian one), Hungarian address card
- **from EEA nationals:** [Form E 104](#) (not older than a month)+Registration certificate ("regisztrációs igazolás")+Official address card ("lakcímet igazoló hatósági igazolvány")

According to the Hungarian Law (Tbj. 39.§ (2)), EEA nationals with permanent Hungarian accommodation (at least existing for a year) are requested to pay a flat-rate contribution. From 1st January 2024, the flat-rate contribution amounts to 11,300 HUF/month (380 HUF/day) and entitles to the full range of health care services. The payment of this flat-rate contribution is bound to a Hungarian residence of at least one year preceding the date of registration. [E104 documents can be found here](#).

**IMPORTANT! If you do not apply for a TAJ card through the Quaestura Office, but directly at NEAK Customer Service, please bring the document containing your completed TAJ number and the documents required for the application to the Quaestura Office so that we can record all necessary data in the Neptun system! Please note that the TAJ number will remain invalid until the required data are recorded and the TAJ card will not be issued!**



# For Self-Financed students

## Basic Information about the health insurance

**Self-financed students can purchase insurance at the [Questura office](#).**

You do not need to make an appointment in advance, you can visit Quaestura Office any time in the office hours.

- **Insurance company**  
UNION Vienna Insurance Group Biztosító Zrt.
- **Coverage:**  
within the territory of Hungary
- **Cost:**  
HUF 9 036/person/month
- **Period of insurance:**  
In the autumn semester: from September 1 of a given year to January 31 of the following year;  
In the spring semester: from February 1 to August 31 of a given year.



# For Self-Financed students

## Basic Information about the health insurance

### How to apply for medical and health care services:

- You are kindly advised to request medical treatment as soon as you notice symptoms and not to wait until your condition significantly deteriorates. If you feel that your condition requires the attention of a medical professional, please schedule an appointment as soon as possible.
- **In an emergency, please call the emergency services numbers, 112 or 104 (Hungary).**
- **In other cases always call the designated service provider.**
- Designated service provider:  
**Teladoc Hungary Kft**  
**Tel: +36 1 461 1572**

### In case of a medical problem

- **first step:**
  - calling +36 1 461 1572
  - identifying yourself (name, birth date, passport number, education ID)
  - brief description of your medical problem
  - telephone consultation for your medical care
  - getting the doctor's name, address and the date and time of your appointment
- **second step:**
  - on-site appearance at the doctor
  - identifying yourself with your residence permit or passport (student ID is not acceptable)

### IMPORTANT!

**Please note, that you need to pay the monthly fee for the month in which you obtained your private insurance.**

- This means that even if you take out the insurance at any point during a particular month, you would still be required to pay the fee for that entire month.
- It is important that you clearly understand what events are covered under the insurance you wish to take out. Before taking out the insurance policy, please read carefully the [related documents](#) which are integral parts of the insurance policy. Please be advised that as set forth in the policy conditions and in the Product Information, there are cases which are not covered under this insurance, or where the benefit payment is limited, or where the Insurance Company may be relieved from benefit payment.



# Understanding the curriculum

## For BSc students

It is important to understand your curriculum:

### Essential expressions

- **A subject is compulsory** if – based on the training and graduation requirements, – its completion is necessary for all students in order to obtain the diploma, and all subjects that are defined as such by the curriculum. The form of the compulsory subject is a class-lecture and/or group work (seminar, practice).
- Completing **compulsory elective** subjects are compulsory for students by choosing them from the thematic list offered by the current university schedule at the time.
- Completing **elective subject** is compulsory for students through the free subject choosing prescribed by the training and graduation requirements. Students may choose from the whole university's full offered subject selection.

**In the BSC programme you have to fulfil 180 credits in accordance with the following divisions:**

<b>Compulsory subjects 127 cr.</b>
<b>Compulsory elective subjects 23 cr.</b>
<b>Elective subjects 10 cr.</b>
<b>Thesis consultation 20 cr</b>



# Understanding the curriculum

## For MSc students

It is important to understand your curriculum:

### Essential expressions

- **A subject is compulsory** if – based on the training and graduation requirements, – its completion is necessary for all students in order to obtain the diploma, and all subjects that are defined as such by the curriculum. The form of the compulsory subject is a class-lecture and/or group work (seminar, practice).
- Completing **compulsory elective** subjects are compulsory for students by choosing them from the thematic list offered by the current university schedule at the time.
- Completing **elective subject** is compulsory for students through the free subject choosing prescribed by the training and graduation requirements. Students may choose from the whole university's full offered subject selection.

**In the MSc in Computer Science programme you have to fulfil 120 credits in accordance with the following divisions (click on the link):**

- [Artificial Intelligence specialization](#)
- [Cybersecurity specialization](#)
- [Data Science specialization](#)
- [Fintech specialization](#)
- [Software Architecture specialization](#)
- [Digital Factory \(Szombathely – Savaria Campus\) specialization](#)

# Understanding the curriculum: MSc in Computer Science-Artificial Intelligence specialization

**Core subjects 15 cr.**

**Compulsory subjects 35 cr.**

**Compulsory elective 34 cr.**

**Elective subjects 10 cr.**

**Thesis Consultation 30 cr.**



# Understanding the curriculum: MSc in Computer Science – Cybersecurity specialization

**Core subjects 15 cr.**

**Compulsory subjects 66 cr.**

**Elective subjects 9 cr.**

**Thesis Consultation 30 cr.**



# Understanding the curriculum: MSc in Computer Science – Data Science specialization

**Core subjects 15 cr.**

**Compulsory subjects 66 cr.**

**Elective subjects 9 cr.**

**Thesis Consultation 30 cr.**



# Understanding the curriculum: MSc in Computer Science – Fintech specialization

**Core subjects 15 cr.**

**Compulsory subjects 68 cr.**

**Elective subjects 7 cr.**

**Thesis Consultation 30 cr.**



# Understanding the curriculum: MSc in Computer Science – Software Architecture specialization

**Core subjects 15 cr.**

**Compulsory subjects 68 cr.**

**Elective subjects 7 cr.**

**Thesis Consultation 30 cr.**



**Understanding the curriculum:  
MSc in Computer Science – Digital Factory specialization  
(Szombathely)**

**Core subjects 15 cr.**

**Compulsory subjects 67 cr.**

**Elective subjects 8 cr.**

**Thesis Consultation 30 cr.**



# Understanding the curriculum

In the **recommended semester column**, you will find the subjects recommended for the given semester for the ideal progress in your studies (30 credits/semester are recommended). For the subjects you would like to register for, check whether the prerequisites of subject have been fulfilled, the system will not allow the registration for a course without the prerequisite requirements being met. You can find more information about weakening the prerequisite [HERE](#).

**There are subjects where there are separate subject codes for the exam (lecture) and its practice** (subject codes ending in E and G from the same subject) . You will receive two separate grades from each subject.

**There are subjects where the the exam and the practice are offered under the same subject code** (the exam and practice subjects running under the same subject code), the lecture and the practice differ only in their course codes (within the subject). In this case the exams are numbered with course codes ending with 90/91/92. (Several courses may belong to one subject, it means that the same subject is offered with multiple courses with multiple timetable information due to the number of students. The course is a subcategory of the subject.) **In case of the same subject code subject (with subject codes ending with EG), i.e. for mixed assessment subjects, you will receive a combined grade from the two courses.**

**In your curriculum you will find the following abbreviations:**

P: form of assessment is practice grade

E: form of assessment is an exam

C: Practice with continuous assessment (at least 5 independent tests/assessments during the study period)

X: mixed subject (lecture + practice)

**The endings of the subject codes refer to the type of the subject such as:**

EG: Lecture + Practice course under the same subject code

E: Lecture

G: Practice

# Types of assessment

We distinguish between theoretical (exam/lecture) and practical (practice) subjects.:

- **The assessment of exam type subjects (seminar/lecture) takes place during the exam period**, usually in the form of an oral or written exam. You must attend at least 2/3 of compulsory lectures, if you have not received an [exemption](#). If you do not fulfill the attendance requirements, you will not be allowed to take the exam.
- **The evaluation of the practical subjects (practice) depends on your performance during the study term**, the administration of the obtained grade in Neptun takes place **by the end of the second week of the exam period**. An opportunity to correct an insufficient practical grade - if possible - in accordance with the training programme of the major or the course offering - must be provided once in the first two weeks of the exam period.
- **In the case of combined assessment practical subjects, the deadline for administrating the grades in Neptun is the 15th of January for the Fall semester; the 15th of June for the Spring semester.**In the case of **subject codes ending in FG, the assessment is continuous**, which means **at least 5 assessment occasions throughout the study term**. In the case of these subjects, there is no obligation to announce a retake opportunity for a practical assessment subject.
- **There are subjects where the exam (lecture) and practice of the same subject have a separate subject codes, and there are subjects where the subject code is the same, only the lecture and the practice differ only in their course codes (mixed subjects)**. In case of the former, the type of assessment is a practice grade from the practice, and an exam from the lecture, you will receive two separate grades from the practice and the exam subjects. You can only apply for the exam from the lecture after completing the practice. **The practical course is the [weak prerequisite](#) of the exam course.**
- **Where the lecture and the practice subjects are offered under the same subject code (EG) : the result of the two courses will be assessed in a combined grade: in this case you will only be able to pass the subject if you pass both -the practical and the theoretical part-**. The subject will result in a single practice or exam grade.

# Why is it important to understand the curriculum?

- **In the case of mixed assessment** (subjects ending in EG code), the assessment of the material of the lecture and the exercise **results in a combined single grade.**
- **In the case of the subjects where the exam and practice subjects are offered under two different subject codes**, the exam and the practice are considered as two different subjects, **you have to fulfil the two subjects separately.** However, **if you have not fulfilled the practical subject, you cannot take the exam of the lecture (exam) subject.** The practical subject is a [\(weak\) prerequisite](#) for the lecture.
- **You can fulfil the follow-up subject (the subject which has an preliminary/introductory, prerequisite subject) only, if you register for the prerequisite subject which the follow up subject is built on in the same semester [\(weak prerequisite\)](#) or if you have already completed it in a previous semester [\(strong prerequisite\).](#)**

## In terms of advancement:

- **Choose the subjects you would like to take in the upcoming semester, taking into account your previous performance:** you can deviate from the recommended 30 credits per semester based on your performance of the previous semesters. Make sure to complete the prerequisite subjects, otherwise you may fall behind in your studies.
- **Before the start of the semester, check if there is a subject that requires extra administration ([registering for a subject for the 2nd time /3rd time/3rd + time fee](#), [Prerequisite weakening request](#), [request for exam course](#), etc.),** you can complete these tasks on time only, if you are aware of the your curriculum and the administrative processes and their deadlines .

**Follow your advancement in your curriculum!**



## Credit overrun fee – Elective subjects

- In addition to the amount of credits according to the curriculum, **the student can complete courses with a credit value of 10% free of charge.**
- **Free elective courses taken in excess of 10%, which are not offered by the Faculty of Informatics, are subject to a fee** (this amount is the same as the fee agreed upon by the Faculty Council for guest student credits, which is **HUF 10,000/credit** from September 2023). The exceptions are vocational college and HSUP subject, which are free of charge. The basis of the calculation is the credit value of the elective courses to be completed in the student's curriculum + credits over 10% of the total credits in the curriculum. E.g. BSc in Computer Science, in the case of a full-time work schedule: 10 credits (curriculum) + 18 credits (10%) = **above 28 credits**, the student is required to pay fees for elective subjects not advertised by the Faculty of Informatics. The credit value of vocational college and HSUP subjects is deducted before determining the amount of the fee to be paid.
- If the student took subjects from other faculties before September 2023 that exceed the amount of optional credits specified in his curriculum, **he/she must pay a fee for subjects offered by other faculties taken after September 2023.**
- **You can still take subjects from the subject selection offered by the Faculty of Informatics at a fee of HUF 0/credit.**

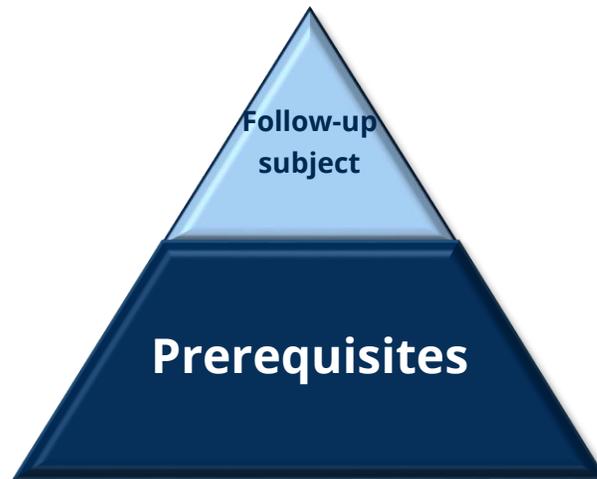


# The prerequisites

## What does prerequisite mean?

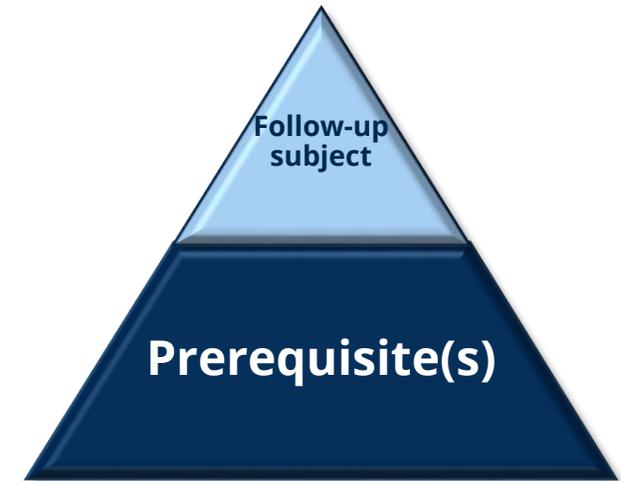
A prerequisite is a preliminary requirement of a subject that, if it is not fulfilled, you cannot proceed on the subject that is built on it (follow-up subject). We distinguish two kinds of prerequisites: strong prerequisites and weak prerequisites.

**These will be discussed in the following.**



# The strong prerequisite

- **Strong prerequisites are prerequisites without which the the follow-up subject cannot be taken in the next semester, and the follow-up subject can only be registered for after the prerequisite subject has been fulfilled.**
- **Imagine a pyramid:** in order to climb to the top of the pyramid, you have to climb its building blocks one by one in order to reach the top. This is also the case with the prerequisite: you cannot register for or fulfil the follow-up subject (the top of the pyramid) until you fulfil the prerequisite subject (the building blocks).
- If you try to register for a follow-up subject without having completed the prerequisite subject(s) or its administration, Neptun will automatically deregister you from the subject. You will find the prerequisites for the subjects in the your curriculum in the Prerequisites column, strong prerequisites are not accompanied by additional separate indications.



# The weak prerequisite



- Weak prerequisites are those prerequisites **where the prerequisite and the follow-up subject can be taken in the same semester, but the follow-up subject can only be fulfilled after the prerequisite has been fulfilled**. If you do not fulfill the weak prerequisite, the follow-up subject's grade will automatically be failed/unfulfilled (even if you had passed from the follow-up subject's exam!).
- **Imagine a locked door:** you can only pass through the door if you have the key. In this case, you can cross the follow-up subject (door) only, if you have a key to open the lock (fulfilled prerequisite subject).
- **If you registered for the follow-up subject in the semester, but you cannot fulfil it in the given semester due to the unfulfilled prerequisite**, the follow-up subject will not be counted into the maximum 3 subject registrations/subject limit during your studies (in sense of termination of student status).
- **You can find the prerequisites for the subjects in the your curriculum in the Prerequisite column, weak prerequisites are accompanied by the (*weak*) supplementary annotation**. If a subject has a theoretical (exam) and a practical (practice) subject as well and they are offered as two separate subjects, with two separate subject codes, then the practical subject (practice) is a weak prerequisite of the theoretical (exam) subject offered in the same semester.

## Markings of the prerequisites in the curriculum.

You can find the prerequisites of the subjects in the Prerequisite column of the curriculum, the strong prerequisite is not accompanied by any annotation, while the weak prerequisite is accompanied by the (*weak*) note.

Subject Code	Subject	Lecture (L)	Practice (Pr)	Laboratory	Consultation	Form of assessment	Credit	Recommended Semester	Prerequisite	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
IP-18fPNYEG	<a href="#">Programming languages</a>	2	0	2	2	XCP	6	2	IP-18fIMPROGEG		2+0+2+2				
IP-18foEPROGEG	<a href="#">Object-oriented programming</a>	2	0	3	1	XCP	6	2	IP-18fPROGEG		2+0+3+1				
IP-18fWF1EG	<a href="#">Web development</a>	1	0	2	0	XCP	3	2	IP-18fSZGREG (weak)		1+0+2+0				
IP-18fAA1E	<a href="#">Algorithms and data structures I</a>	2	0	0	0	E	2	2	IP-18fAA1G (weak)		2+0+0+0				
IP-18fAA1G	<a href="#">Algorithms and data structures I</a>	0	2	0	1	P	3	2	IP-18fMATAG, IP-18fPROGEG		0+2+0+1				
IP-18fDM1E	<a href="#">Discrete mathematics I</a>	2	0	0	0	E	2	2	IP-18fDM1G (weak)		2+0+0+0				
IP-18fDM1G	<a href="#">Discrete mathematics I</a>	0	2	0	1	CP	3	2	IP-18fMATAG		0+2+0+1				
IP-18fAN1E	<a href="#">Analysis I</a>	2	0	0	0	E	2	2	IP-18fAN1G (weak)		2+0+0+0				



# Preliminary students and the fixed group system

We set up a fixed group system continuously in the 1st and 2nd semesters.

We also register you for the mandatory Hungarian courses (for scholarship holder students, self-financed international students are welcome to join but they can register only in accordance with the available free capacity).

In case you arrive belatedly for the semester due to visa or other vis maior reasons your fixed group arrangement will be reserved for you, you can join the classes online, until your arrival.

All your classes will be considered compulsory, therefore you will not be able to deregister from the subject.

Those who would like to retake the preliminary programme, are free to do so, but let your coordinator know in advance. In case of retaking the preliminary programme, you will be registered for the fixed group subjects. In this case consider that you have to pay the Second registration for a subject fee (3000 HUF/ subject, will be transcribed by the Education Office during the study term).



## Preliminary students and the fixed group system

Please note: you will be automatically registered for your fixed group subjects if, and only if **you register for the semester until the 15th of January / the 10th of July**. These deadlines also apply for your practice grades to be administered in Neptun. Please check your grades in the Studies > Gradebook menu. You will be registered for the next semester's fixed group subjects based on the administered grades in Neptun. In case you find inaccuracy please contact the lecturer. We recommend you check your grades in Neptun regularly to avoid possible misunderstandings. **You will not be registered for those follow-up subjects for which prerequisite(s) grade(s) are not registered in Neptun by the deadline!**



## Preliminary students and the fixed group system:

for those students who are transferred from another university or attended subjects whose credits they would like to transfer

In case you would like to have subjects accepted via Credit transfer, let your coordinator know in advance, the Education Office will check your Credit Transfer documents, and once they find everything correct,

- they will deregister you from the subjects you requested the credit transfer for.
- from the 2nd semester on you **will be not registered for subjects in accordance with the fixed group system**, they have to register for the subjects individually themselves



# Preliminary students and the fixed group system: continuing on to the Bachelor programme

**We recommend you fulfil at least the minimum of 18 credits before you move on to the BSc programme.** You will be recommended to continue on to the BSc programme based on the subject you have fulfilled. **The fulfilment of the Topics in Mathematics (IP-18fPRETMG, 8 hours, 8 credits), Introduction in Computational Thinking (IP-18fPREFICTG, 4 hours, 4 credits ), will be considered essential and priority.**

In case you are not recommended to continue your studies into the BSc programme based on your achievement in the preliminary, you can still do so, but at your own risk. Our professors are experienced lecturers who can evaluate a student's capabilities, their advice is valuable and they wish the best for their students. Consider also, that in case you are a scholarship holder you can lose your scholarship due to bad performance or pay for additional semesters in case you are a self-financed student. In this case, you join the BSc programme at your own risk, we will not register you for your subjects, will not be able to join the fixed group system, and you have to register for your subjects yourself.

Those who were in the same fixed group will continue to stay in the same fixed group.



# For BSc in Computer Science first year (freshman) students

- **All first-year students are assigned to fixed study groups with automatic subject registration, with no clashing courses, these are called fixed groups.**
- **The fixed groups set up in the first semester do not change**, the groups will be carried on in the second semester as well.
- The set-up of fixed groups is carried out by the Education Office.
- **The Education Office will register the fixed-group students for their subjects in Neptun during the break between the Preregistration and Ranking registration period. No further task needs to be done regarding the subject registration.** The schedule of the fixed groups will then become visible in Neptun.
- **It is not possible to deregister from the subjects for which you were registered with the fixed group subject registration.** You can request to leave the fixed group system.

For those who will transfer credits via Credit Transfer:

**After registration for the semester (activation of student status), those who will transfer multiple subjects from their previous training programme via credit transfer kindly inform their administrator that they wish to register for their subjects individually themselves, and request to leave the fixed group system.**



# BSc in Computer Science

## 2nd semester

- We can register you for your subjects to the fixed group if you register for the semester by the 15<sup>th</sup> of January.
- Registration for subjects of the second semester is based on the completion of the 3 prerequisites ([Basic Mathematics](#), [Imperative programming](#) , [Programming](#) ) completed in the first semester:
  - **Those who have fulfilled all three prerequisites**, will be registered for all the compulsory subjects of the second semester. In this case, do not register for your compulsory subjects of the second semester at Neptun!
  - **Those who have fulfilled 1 or 2 prerequisites**, you will be registered for those subjects in the second semester which you fulfilled the prerequisites of. In this case, do not register for the compulsory subjects of the second semester which you fulfilled the prerequisite(s) of in Neptun!
  - **Those who have not fulfilled any of the prerequisites**, the Education Office will not register you for subjects, you will be dropped out of the fixed group system, you have to register for your courses yourself.
- **Those who did not complete any of the first-semester subjects in the fall semester you must register for this/these subject(s) yourself in accordance with your fixed group schedule.**
- Register for all the additional subjects (compulsory, compulsory elective, elective subjects, etc.) on your own in Neptun.



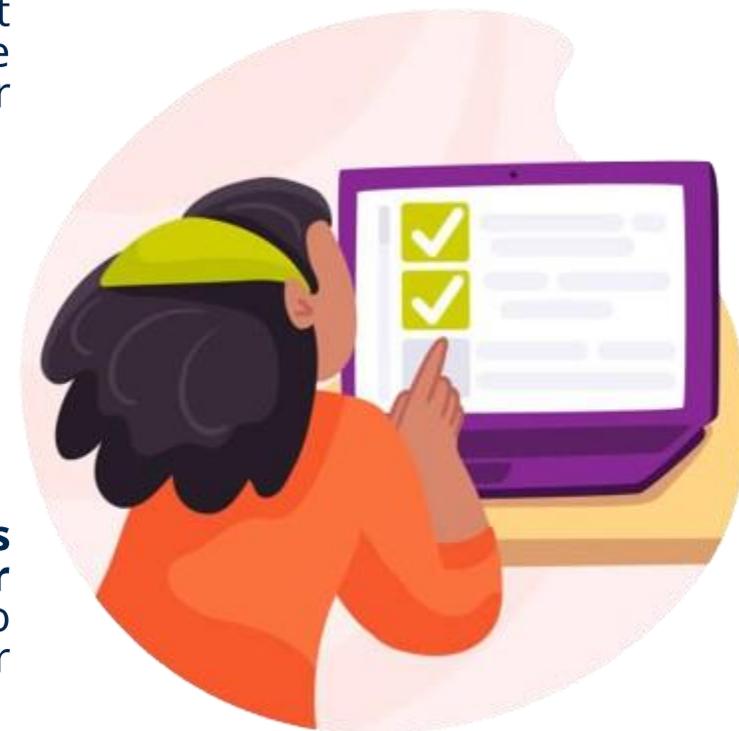
## Registration for the semester (activation of student status)

- If you have compiled the list of subjects you would like to take for the semester, the next step is to register for the semester (activating your student status), which you can do during the registration period. Registration for the semester will activate your student status and enable you to register for subjects.
- You can find the exact deadlines on the website:

<https://www.elte.hu/en/academic-calendar>

- In accordance with ELTE Organisational and Operational Regulations, **there is no option for subsequent activation, but there is an opportunity for extraordinary (vis-maior) passivization.** If you are unsure whether or not to continue your studies, please register yourself for the semester and set your status active.

**The registration week of the academic year is the last opportunity to register for the semester!**



# Registration for the semester (activation of student status)

In order to register for the semester and activate your student status log in your [Neptun](#), click on **Administration > Enrollment/Registration** menu. Choose the current semester's row then click on the + sign at the end of the row.

The screenshot shows the Neptun system interface. At the top, there are navigation tabs: Exams, Finances, Information, and Administration. The Administration tab is selected, and a dropdown menu is open, showing the path: Administration > Enrollment/Registration. A blue arrow points to the Enrollment/Registration option in the dropdown. Below the navigation, there is a section for Enrollment/Registration with a filter and a table of registration applications. The table has columns for Training, Admission year, Status, and Term status. The current semester (2024/25/1) is highlighted with a blue callout box that says "Choose the current semester!". A blue arrow points to the + sign at the end of the row for the current semester.

Training	Admission year	Status	Term status
Computer Science	2023/24/1	Accepted	Active
Computer Science	2023/24/1	Accepted	Active
Computer Science	2024/25/1	New	

Number of results: 1-3/3 (406 ms)

# Registration for the semester (activation of student status)

Click on **Enroll** > a pop-up menu will appear > set your status **Active**, then click on **Save**. A request for verification of personal and educational data verification will appear, check your data, if all the information are correct click on **Next** then **Submit request**.

The screenshot displays the 'Enrollment/Registration' pop-up window. The title bar reads 'Enrollment/Registration'. The main content area is titled 'Statement on term status' and contains the text: 'On the current training (programtervező informatikus) my status in the (2024/25/1) term will be:'. Below this text are two radio button options: 'Active' (which is selected and indicated by a blue arrow) and 'Passive'. At the bottom of the pop-up, there are two buttons: 'Save' (highlighted with a blue box and a blue arrow pointing down) and 'Back'. In the background, a table of 'Registration/Enrollment applications' is visible. The table has columns for 'Training', 'Admission year', 'Term', 'Status', and 'Term s'. The third row is highlighted in grey and shows 'Computer Science', '2023/24/1', '2024/25/1', and 'New'. To the right of this row, there is an 'Enroll' button (highlighted with a blue arrow) and a pop-up menu with options: 'Change status', 'View registration request', and 'Print general certificate'. A blue arrow points from the 'Enroll' button to the 'Active' radio button in the pop-up window.

Training	Admission year	Term	Status	Term s
Computer Science	2023/24/1	2023/24/1	Accepted	Active
Computer Science	2023/24/1	2023/24/2	Accepted	Active
Computer Science	2023/24/1	2024/25/1	New	

# Registration for the semester (activation of student status)

You can double-check the success of your registration for the semester in the **Enrollment/Registration** menu.

Enrollment/Registration

Filters Only active: No

Only active:  [List](#)

Actions: [Add to favourites](#)

Registration/Enrollment applications

Training	Admission year	Term	Status	Term status
Computer Science	2023/24/1	2023/24/1	Accepted	Active
Computer Science	2023/24/1	2023/24/2	Accepted	Active
Computer Science	2023/24/1	2024/25/1	Accepted	Active

Number of results: 1-3/3 (188 ms)

**CONSCIOUS, PLANNED REGISTRATION FOR SUBJECTS  
= A STRESS-FREE START OF THE SEMESTER,  
A STEP BY STEP GUIDE**



*Which subjects I should register for?*

*What can I do if I had not fulfil the prerequisite*

*What can I do if the subject I would like to register for is not offered in the semester?*

*Why I cannot register for a subject?*

# Conscious, planned registration for subject= stress-free start of the semester

## A step by step guide



Check your **Curriculum**:

1. Highlight with different colours the subjects you have registered for and fulfilled, and the subjects you have registered for but have not fulfilled yet.
2. Choose the subjects you would like to register for. (approx. 30 credits are recommended/ semester, take into account the recommended semesters of the subjects)
3. Check the prerequisites of the subjects you would like to take!

# Conscious, planned registration for subject= stress-free start of the semester

## A step by step guide

### 1. Is the subject offered for the current semester?

- a) **Yes:** there is no task to do
- b) **No:** Inquire at the department regarding offering an [exam course](#) on the subject.

### 2. Is there a [strong prerequisite](#) of the subject you would like to register for?

- a) **Yes, there is, I fulfilled the prerequisite in a previous semester:** You can register for the subject.
- b) **Yes, there is, but I haven't fulfilled the prerequisite yet:** I would like to register for the prerequisite and the follow-up subject in this semester: Prerequisite weakening request + Transferring the registration fee for a subject for the 2nd/3rd/3rd+ time fee to the [joint account](#). In case it is applicable and relevant, request an exam course .
- c) **Yes there is, but I do not want to/ I cannot register for the unfulfilled prerequisite in the semester:** without the prerequisite you cannot register for the follow-up subject, therefore you have to register for prerequisite and the follow-up course in an upcoming semester.
- d) **No there is not:** you can register for the subject.

### 3. Is there a [weak prerequisite](#) of the subject?

- a) **Yes, there is: register for the prerequisite first, then for the follow-up subject.**
- b) **Yes, there is, but I cannot/ I do not want to register for it:** you will not be able to register for the follow-up course as without fulfilling the prerequisite subject you will not be able to fulfill the follow-up subject.
- c) **No, there is not:** you can register for the subject.

# Conscious, planned registration for subject= stress-free start of the semester

## A step by step guide

### 4. Are the lecture (exam) and the practice course advertised under the same subject code (the subject code ends with EG)?

- a) **Yes, they are:** register for the practice course first, then register for the lecture course ( the course code starts with 90).
- b) **No, they are not:** there is no task to do, from this point of view you can register for the subject.

### 5. Are the lecture (exam) and the practice advertised as two different subjects under different subject codes ( same subject title, the subject codes end with E and G )?

- a) **Yes, they are:** register for the practice subject first, then register for the lecture subject.
- b) **No, they are not:** there is no task to do, from this point of view you can register for the subject.

### **6. Have you registered for the subject already in a previous semester?**

- a) **No, I have not :** there is no task to do, from this point of view you can register for the subject.
- b) **Yes, I have, but because I have not fulfilled the prerequisite, I could not fulfil the subject:** Transfer the registration for the subject for 2nd/3rd/3rd+ time fee to the joint account (in case you couldn't fulfil the subject due to the unfulfillment of the prerequisite it will not be counted into the maximum number of registration for subjects in case of termination of student status)
- c) **Yes, I have, but I haven't fulfilled the subject (due to a reason other than the prerequisite) [Transfer](#) the [registration for the subject for the 2nd/3rd/3rd+ time fee](#) to the joint account.**



# Tips for registering for subjects



- **Use the opportunity to register for courses in the preregistration period!** This way you will get a higher ranking point.
- Half a day before „The cut“ check your ranking status in your Registered subjects lists (Subjects/Registered subjects menu). In case according to Neptun, your ranking point is higher than the maximum limit, during „The cut“ the system will drop you out of the course, therefore you are recommended to register for another course or subject instead. We recommend you to reschedule your timetable.
- You will receive Neptun messages in case you have been dropped off from a subject or course. **Check your Neptun messages regularly!**
- **Make sure to provide (in Neptun) an active e-mail address you check regularly!** (My data /Personal information menu) to receive notifications regarding the Neptun processes and receive messages from the Education Office.
- **Make sure to transfer/keep enough funds on your joint account for the Registration for the subject 2nd/3rd/3rd + time (if relevant) so you do not have to deal with your Finances in the study term!** If you have debts in Neptun you cannot register for your exams.



# Registration for subject

At the Faculty of Informatics the registration for subjects consists of 3 phases:

## 1<sup>st</sup> phase Preregistration

- **It does not mean actual registration for subjects, but rather an indication for registering for a subject**
- **With your registration for subjects, you indicate your intention to register for the subjects in the semester.** The departments will set up groups for the related subjects and courses accordingly and set the headcount limits. In this phase of registration for subjects your task is to register for those subjects you would definitely like to take in the semester, thus indicating your intention to attend the subject. After the Preregistration period, the Neptun closes for a week to evaluate the Preregistration registration applications.

## 2<sup>nd</sup> phase Ranking registration period

- With your registration, you will set up your actual schedule for the semester.
- The registration is based on two values:
- **Ranking sequence**
- In case of an equal ranking sequence, **the lucky point** will decide.
- At the end of the registration for subjects period, the so-called „cut“ will drop those students who registered for the course but their rank is too low and will not fit in the course's maximum headcount limit.

## 3<sup>rd</sup> phase First-come, first- served registration

This is the last opportunity to register for the available spaces for the courses. In this phase, the registration for subjects/courses will happen in a first-come, first-served manner in the sequence of the time of the registration irrespective of the ranking.



# Ranking sequence

Should students who have registered for courses in Neptun undergo ranking for available places, points will be rewarded based on the following criteria:

Rule	Point
students beginning their studies in a programme (including higher education vocational training), and students who preregistered for the course must be rewarded	100
students must be rewarded the most points from the following options that applies to them:	80
for students for whom the study unit that the course satisfies is compulsory,	70
for students for whom the study unit that the course satisfies is a compulsory elective,	60
for students for whom the study unit that the course satisfies is not compulsory, but in one of their major's tracks it is compulsory or a compulsory elective,	
for students who register for the course in accordance with the ideal curriculum must be rewarded,	10
Exceptions: at IK based on section 375	20
for part-time and correspondence students (including higher education vocational training) studying multiple programmes at the same time regardless of which of their active programmes the course belongs to,	20
every student must be rewarded points ten times the number of programmes they are studying (including higher education vocational training) at the university (for the purpose of this paragraph, fixed programme pairs, the programme pairs of single-cycle long teacher training programmes and the modules of graduate teacher training programmes count as separate programmes)	
students must be rewarded points five times the semester they are in, maximum	max. 60
students who have exceeded the time of the education period registering for a course in the programme's ideal study unit	65
students who have exceeded the time of the education period registering for a course not part of the programme's ideal study unit	60
students with active honoraria status registering for programme courses detailed under Section 27/A of this Regulations	50
students who fill out all OMHV surveys within the allotted time frame	8
special needs students with active registration status	1000



# Ranking sequence

You can see your ranking sequence in the **Available courses**. At the end of the registration for subjects period, the so-called „cut” will drop those students who registered for the course, but their rank is too low and will not fit in the course’s maximum headcount limit.

**In case you see in Neptun, that your ranking sequence is higher than the maximum headcount number, the system will drop you from the course during the cut. In this case, we recommend you register for another course of the subject.**

Imperative programming L+Pr. (IP-18fIMPROGEG)  
Curriculum:Computer Science (F, 2018)

## Available courses

Actions:

Course code	Course type	Headcount/Waiting list/Limit	Ranking sequence	Class schedule info.	Lecturers
<a href="#">1</a>	Laboratory	21/0/21	22	H:15:00-18:00 (Lágymányos Déli tömb 2.emelet Olvasóterem (LD-2-710-03-45))	Brunner Tibor, Gelencsér András, ...
<a href="#">3</a>	Laboratory	6/0/29		K:08:00-11:00 (PC12 labor (LÉ-7-15-01-16))	Martins Alfredo Alberto Dínis, Brun...
<a href="#">4</a>	Laboratory	6/0/29	4	P:12:00-15:00 (7.15 (PC 11) (LÉ-7-15))	Gharbi Youssef, Brunner Tibor, Gel...
<a href="#">2</a>	Laboratory	17/0/20	15	P:08:00-11:00 (Grafika labor (LD-2-219-01-16))	Harkins Kevin Stinsen, Al-Absi Abd...
<a href="#">6</a>	Laboratory	16/0/29	8	SZE:16:00-19:00 (7.15 (PC 11) (LÉ-7-15))	Al-Absi Abdulhakeem Mohammed
<a href="#">90</a>	Lecture	75/0/77	53	H:18:00-19:30 (Lágymányos Déli tömb Földszint Kiselőadó (LD-0-804-01-11))	Brunner Tibor, Gelencsér András, ...
<a href="#">5</a>	Laboratory	9/0/29	6	K:16:00-19:00 (7.15 (PC 11) (LÉ-7-15))	Al-Absi Abdulhakeem Mohammed

Number of results:0-0/0 (187 m...

Maximum headcount number

Ranking sequence

# Lucky points

If based on ranking sequence multiple students would reach the same score, and with them the number of students on the course would exceed the maximum headcount limit of the course the lucky point will set up the sequence of the equal-score students. **The lucky point is a „random” number set up by Neptun based on the following criteria:**

- This number depends only on the code generated by the Electronic Educational System (**Neptun code**), **the training period, and the unique identification number of the course.**
- If a student deregisters from a course and then registers again, he/she will receive the same lucky point.
- The expected value of the place of every student in the sequence generated by the random numbers will be the same.



# Additional information

In the case of subjects where the given subject has a practical (practice, subject codes ending with a G) and a theoretical (lecture/ exam, subject codes ending with an E) part and is offered under two different subject codes, always register for the practical first (practice, subject code with the end of G) and then register for the lecture (exam, subject code with the end of E).

In the case of mixed subjects (subjects ending in EG code), always register the practice course first and then the lecture course within the subject.

Subject Code	Subject	Lecture (L)	Practice (Pr)	Laboratory	Consultation	Form of assessment	Credit	Recommended Semester	Prerequisite	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
IP-18fPNYEG	<a href="#">Programming languages</a>	2	0	2	2	XCP	6	2	IP-18fIMPROGEG		2+0+2+2				
IP-18fOEPROGEG	<a href="#">Object-oriented programming</a>	2	0	3	1	XCP	6	2	IP-18fPROGEG		2+0+3+1				
IP-18fWF1EG	<a href="#">Web development</a>	1	0	2	0	XCP	3	2	IP-18fSZGREG (weak)		1+0+2+0				
IP-18fAA1E	<a href="#">Algorithms and data structures I</a>	2	0	0	0	E	2	2	IP-18fAA1G (weak)		2+0+0+0				
IP-18fAA1G	<a href="#">Algorithms and data structures I</a>	0	2	0	1	P	3	2	IP-18fMATAG, IP-18fPROGEG		0+2+0+1				
IP-18fDM1E	<a href="#">Discrete mathematics I</a>	2	0	0	0	E	2	2	IP-18fDM1G (weak)		2+0+0+0				
IP-18fDM1G	<a href="#">Discrete mathematics I</a>	0	2	0	1	CP	3	2	IP-18fMATAG		0+2+0+1				
IP-18fAN1E	<a href="#">Analysis I</a>	2	0	0	0	E	2	2	IP-18fAN1G (weak)		2+0+0+0				



# Registration for subjects: late registration for/ deregistration from subjects

## Useful information

- **You can request late registration for subjects** (registration for/deregistration from subjects after the subject registration period) **only on the 2nd week of the semester and only in case of credit transfer.** Please keep track of the deadlines.
- **Please note while registering for your subjects, that the Fall semester subjects (odd-numbered semester subjects) are offered only in the Fall semester, and the Spring semester subjects (even-numbered semester subjects) are offered only in the Spring semester.** The 1st and 2nd-semester subjects are offered every semester except for Object-oriented programming (IP-18fOEPROGEG) and the Algorithms and data structures I (practice IP-18fAA1G and exam (lecture), IP-18fAA1E)
- **In case the subject you would like to register for is not offered following the curriculum, with the approval of the department to which the subject belongs you may request an exam course.**
- **You can request late registration for/deregistration from subjects** (registration for/deregistration from subjects after the subject registration period) **via a Neptun request:**
  - Request to be registered for a subject after the subject registration period
  - Request to be deregistered from a subject after the subject registration period



# Registration for subjects

step by step

You can register for subjects in Neptun via **Subjects > Register for subjects** menu. In order to register for your subjects choose the **current semester**, and **your curriculum from your dropdown menu**, then click on **List subjects**.

**Make sure you register for your subjects in accordance with your curriculum!**  
**(the subject codes are following the subject codes in the curriculum)**

The screenshot shows the Neptun web application interface for subject registration. The navigation menu at the top includes 'Studies', 'Subjects', 'Finances', 'Information', and 'Administration'. The 'Subjects' menu is open, showing options: 'Registered subjects', 'Taken courses', 'Register for subject', 'Tasks', and 'Offered grades'. The 'Register for subject' option is selected. The main form contains the following fields and options:

- Terms:** 2024/25/1 (dropdown menu)
- Subject type:**  Subjects from curriculum,  All other subjects in the institution
- Curriculums:** Computer Science (F, 2018) (dropdown menu)
- Subject group:** All (dropdown menu)
- Language:** All (dropdown menu)
- Period start:**  Monday (dropdown menu)
- Period end:**  Monday (dropdown menu)
- Subject name:** [text input]
- Subject code:** [text input]
- Course lecturer:** [text input]
- Course code:** [text input]

Annotations with blue arrows point to the 'Subjects' menu, the 'Register for subject' option, the 'Terms' dropdown, the 'Subjects from curriculum' radio button, the 'Curriculums' dropdown, and the 'List subjects' button. A blue callout box says 'Choose the current semester!' pointing to the 'Terms' dropdown. Another blue callout box says 'Choose your curriculum!' pointing to the 'Curriculums' dropdown. At the bottom, there are buttons for 'Add to favourites' and 'Class schedule planner'.



ELTE

FACULTY OF  
INFORMATICS

# Registration for subjects

## step by step

The list of the available offered subjects for the semester will be available down below. Choose the subject you would like to register for and click on **Register**. You can double-check the courses you have successfully registered for in the **Subjects > Taken courses** menu.

1 2 3 Page size 20 ▼

Subject name	Subject code	Subject group name	Number	Recommended term	Credit	Subject type	Notes	Term min	Term max	Fulfilled	Registered	Register for subject	Waiting list
<a href="#">Databases I</a>	IP-18fAB1E	Obligatory subjects	4		2	Compulsory						<a href="#">Register</a>	+
<a href="#">Introduction to machine learning</a>	IP-18fkVBGTE	Elective subjects	3		3	Compulsory Elective						<a href="#">Register</a>	+
<a href="#">Databases II</a>	IP-18fAB2E	Obligatory subjects	5		2	Compulsory						<a href="#">Register</a>	+
<a href="#">Object-oriented programming L+Pr.</a>	IP-18foEPROGEG	Obligatory subjects	2		6	Compulsory						<a href="#">Register</a>	+
<a href="#">Imperative programming L+Pr.</a>	IP-18fIMPROGEG	Obligatory subjects	1		5	Compulsory					✓	<a href="#">Register</a>	+
<a href="#">Computer systems L+Pr.</a>	IP-18fsZGREG	Obligatory subjects	1		5	Compulsory				✓		<a href="#">Register</a>	+
<a href="#">Programming languages L+Pr.</a>	IP-18fPNYEG	Obligatory subjects	2		6	Compulsory						<a href="#">Register</a>	+
<a href="#">Concurrent programming L+Pr.</a>	IP-18fkPROGEG	Obligatory subjects	5		3	Compulsory						<a href="#">Register</a>	+
<a href="#">Numerical methods</a>	IP-18fNM1G	Obligatory subjects	4		3	Compulsory						<a href="#">Register</a>	+
<a href="#">Compilers</a>	IP-18fkVFPE	Elective subjects			3	Compulsory Elective						<a href="#">Register</a>	+
<a href="#">Cryptography and security</a>	IP-18fkVKRBG	Elective subjects	4		3	Compulsory Elective						<a href="#">Register</a>	+



# If you cannot register for a subject

**In case you cannot register in Neptun for a subject check the following:**

- **You have not registered for the semester yet**

Set your status active in order to register for subject

- **There is no registration for subject period**

Check our website [HERE](#) for further information

- **You have debts in Neptun**

The system will not allow you to register for subjects until you fulfil your debts. You will be able to register for subjects after you fulfilled the transcribed fee. You can check your finances in **Neptun > Finances** menu..

We recommend to keep funds in your Neptun [joint account](#) for unexpected situations and emergencies so you can the registration fee for a subject for the 2nd/3rd/3rd + time fee (or any other fee) right away.

- **You did not fulfil the prerequisite of the subject.**

If you have not fulfilled the [strong prerequisite](#) of subject then you cannot register for the follow-up subject. In case the subject you would like to register for has a [weak prerequisite](#), then register for the weak prerequisite first.

- **You have already registered for the subject 3 times in a previous semester, but you have not fulfilled it**

The registration for a course has an extra charge which is transcribed by the Education Office throughout the semester. In case you have already registered for the subject for 3 times, but you have not fulfilled the subject you can request an additional registration chance from the dean via **Neptun request (IK-Request for Equity from the Dean)**

- **The subject is not offered in the current semester**

The subjects of the Fall semester are offered only in the Fall semester, the subjects of the Spring semester are offered in the Spring semester only. The exception to this are the [most](#) of the 1<sup>st</sup> and 2<sup>nd</sup> semester subjects which are offered every semester. **Check your curriculum!**



# About the exam course

## What is the exam course?

**The exam course is an exam opportunity during which you will be able to fulfil a contact lecture course which you have already registered for in a previous semester but you have not fulfilled it and it is not offered in the semester.**

Thus, you can request an exam course if:

- The course is not offered in the given semester
- You can request an exam course only if the subject you would like to request an exam course for is not a **mixed assessment subject** (subjects with the subject code ending with EG) which you haven't fulfilled its practice of. In case of mixed assessment subject your request for an exam course will be automatically denied.

You can request an exam course if you have already registered for a subject but

- You didn't fulfil the lecture (exam) or exam course
  - During the assessment you obtained a „Fail“ or „Unfulfilled“ grade,
  - You have registered for a subject and its weak prerequisite in a previous semester parallelly, but you have not passed the prerequisite subject therefore you automatically could not be assessed for the follow-up subject.
  - In case of abandonment of the subject: you have registered for a subject, but later on in the semester you abandoned it and did not make an attempt to fulfil the subject.
- 
- You can request exam courses from subjects which are not mixed (assessment) subjects and the subject requirements are to be fulfilled by an exam.
  - You can request the exam course with the lecturer in charge at the department where the subject belongs.
  - As the exam course indicates that you are retaking the subject, the related fees will be transcribed by the Education Office during the study term.
    - Registration for a subject for the 2nd time (3000 HUF/ subject)
    - Registration for a subject for the 3rd/ or 3rd+ time (7000 HUF/ subject)

# Mandatory attendance at class, administration of clashing classes, request for exemption from a class with a catalogue

- **Every student must attend the practice subjects**, therefore **a practice class cannot clash with a practice class**, in this case, you have to alter your schedule.
- **In the BSc in Computer Science training programme, it is mandatory to attend every course you have registered for, the lectures (exams) too.**
- **Those** who have obtained at least the minimum of 4,0 creditindex average may request their exemption from the mandatory course attendance via a Neptun (**Application for exemption from attending lectures**). The deadline to submit the request is the second Friday of the study term. If the student does not reach the expected average, the application will be rejected.
- Even if the application is accepted, we recommend attending the lectures. If you are absent, you may miss the quizzes to be completed during the lecture.

**After the deadline, it is not possible to submit the request even on paper!**



# What to do in case of clashing classes

- Compulsory and Compulsory elective subjects take precedence over the elective subjects. In case it is necessary to choose between the lectures, choose the one which is a higher priority in the sense of your advancement and curriculum.
- **Further cases must be resolved according to the following rules:**
  - **Practice cannot clash with practice**, it is mandatory to attend the practice subjects.
  - **In case a practice subject clashes with a lecture:** it is mandatory to attend a practice. In this case, you have to let the lecturer know that his lecture clashes with a practice at the beginning of the semester. Eg, If a compulsory elective practice clashes with of a mandatory lecture, you must attend the practice.
  - **Lecture(exam) clashes with lecture (exam):** The compulsory course has higher priority than the compulsory elective course. In case two lectures (exams) are clashing you have the right to choose between the lectures, however, it is mandatory to let BOTH of the lecturers know at the beginning of the semester of the clashing classes and your choice of lecture you will attend. In this case let the lecturers know the following: your Name, Neptun code, which lecture/practice you chose to attend, and who is the lecturer of the chosen class.
  - At the end of the semester, after the last class, the student must prove that he attended the chosen lecture. The lecturer of the chosen lecture verifies the attendance and issues a certificate of participation. You must submit the given certificate of the lecturer of the course you have registered for but did not attend the lecture at the end of the semester. If you do not confirm your participation, your application for the exam will be prohibited from the lecture you did not attend.
  - Those who applied for and received an exemption from attending the mandatory lecture due to a credit average of over 4.0 do not have to do anything administratively and do not need to submit a certificate to the instructor of the class he/she did not attend. This request is an opportunity which can be used for the administration of possible absence excesses, this is a discount given to students.

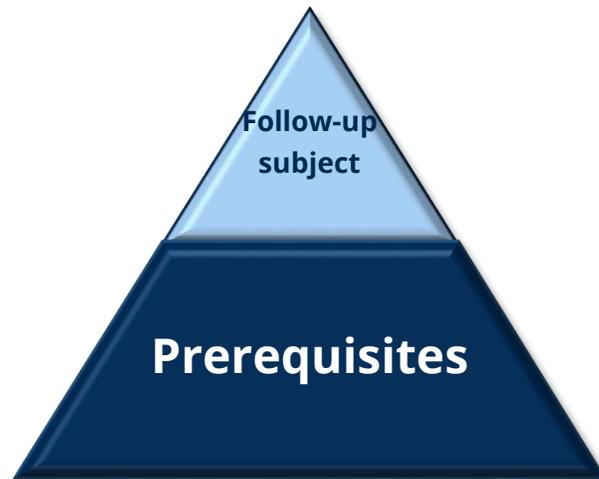
**From the point of the advancement of your studies and professional development, we recommend the regular attendance of the lectures!**

# The prerequisite

## What does prerequisite mean?

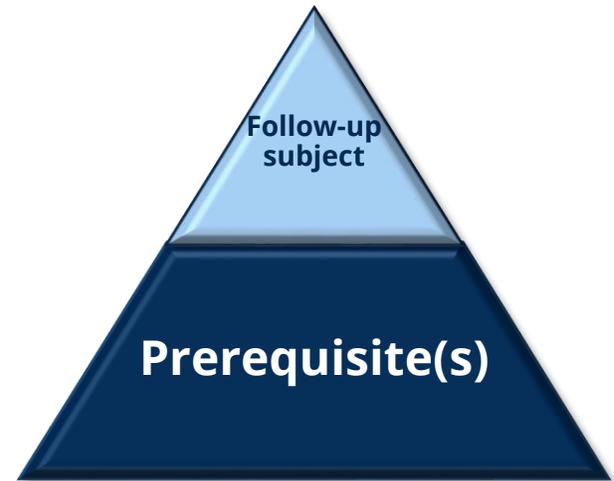
A prerequisite is a preliminary requirement of a subject that, if it is not fulfilled, you cannot proceed on the subject that is built on it (follow-up subject). We distinguish two kinds of prerequisites: strong prerequisites and weak prerequisites.

**These will be discussed in the following.**



# Strong prerequisite

- **Strong prerequisites are prerequisites without which the follow-up subject cannot be taken in the next semester, and the follow-up subject can only be registered for after the prerequisite subject has been fulfilled.**
- **Imagine a pyramid:** in order to climb to the top of the pyramid, you have to climb its building blocks one by one in order to reach the top. This is also the case with the prerequisite: you cannot register for or fulfil the follow-up subject (the top of the pyramid) until you fulfil the prerequisite subject(the building blocks).
- **If you try to register for a follow-up subject without having completed the prerequisite subject(s) or its administration, Neptun will automatically deregister you from the subject.** You will find the prerequisites for the subjects in the your curriculum in the Prerequisites column, strong prerequisites are not accompanied by additional separate indications.



# Weak prerequisite



- Weak prerequisites are those prerequisites **where the prerequisite and the follow-up subject can be taken in the same semester, but the follow-up subject can only be fulfilled after the prerequisite has been fulfilled**. If you do not fulfill the weak prerequisite, the follow-up subject's grade will automatically be failed/unfulfilled (even if you had passed from the follow-up subject's exam!).
- **Imagine a locked door:** you can only pass through the door if you have the key. In this case, you can cross the follow-up subject (door) only, if you have a key to open the lock (fulfilled prerequisite subject).
- **If you registered for the follow-up subject in the semester, but you cannot fulfil it in the given semester due to the unfulfilled prerequisite**, the follow-up subject will not be counted into the maximum 3 subject registrations/subject limit during your studies (in sense of termination of legal status).
- **You can find the prerequisites for the subjects in the your curriculum in the Prerequisite column, weak prerequisites are accompanied by the (*weak*) supplementary annotation.** If a subject has a theoretical (exam) and a practical (practice) subject as well and they are offered as two separate subjects, with two separate subject codes, then the practical subject (practice) is a weak prerequisite of the theoretical (exam) subject offered in the same semester.

# Prerequisite weakening

You can find the prerequisites of the subjects in the Prerequisite column.

- For example, the **Object-oriented programming** subject (IP-18fOEPROGEG) is the prerequisite of multiple subjects (Programming technology, Telecommunication networks, Compilers)
- Until you do not fulfill the Object-oriented programming (prerequisite) you won't be able to register for the follow-up subjects.**
- Before the beginning of the semester check your curriculum, especially the prerequisites of the subjects you would like to register for!**
- You may request an exemption from the requirement of fulfilling the prerequisite of the subject beforehand via the prerequisite weakening request.**

## Prerequisites in the BSc in Computer Science curriculum

Computer Science BSc 2018 (in English, for Foreign students)															
Subject Code	Subject	Lecture (L)	Practice (Pr)	Laboratory	Consultation	Form of assessment	Credit	Recommended Semester	Prerequisite	Semester					
										1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
<b>IP-18fOEPROGEG</b>	<b>Object-oriented programming</b>	2	0	3	1	XCP	6	2	<b>IP-18fPROGEG</b>		2+0+3+1				
IP-18fPROGTEG	Programming technology	2	0	2	1	XCP	5	3	IP-18fOEPROGEG			2+0+2+1			
IP-18fTKHG	Telecommunication networks		0	2	1	P	3	5	IP-18fOEPROGEG					0+0+2+1	
IP-18fKVFPG	Compilers	0	0	2	0	P	2	5	IP-18fOEPROGEG					0+0+2+0	

# Prerequisite weakening request

- With requesting prerequisite weakening you will be able to „weaken“ the strong prerequisite of the subject, **thus you will be able to register for the strong prerequisite and the follow-up subject parallelly, in the same semester.** This however also means, that **if you do not fulfil the prerequisite subject then you won't be able to sit for the exam of the follow-up subject. In case you have a successful exam from the follow-up subject, it will be considered invalid and the grade „Unfulfilled“ will be added in Neptun.**
- The Prerequisite weakening request** (can be submitted in **the final semester** of your studies **with the approval of the lecturer and the head of the department**).
- Please note that in case you have already registered for either of the subjects you requesting the prerequisite weakening request for, you have to pay the related fee:
  - registration for the course for the 2nd time (3000 HUF)
  - Registration for the course for the 3rd time/ 3rd + time 7000 HUF
- The related fee will be transcribed by your administrator in Neptun.

ELTE Faculty of Informatics

Name: _____	Reg. nr.: IK/...../.....(2020)
Neptun code: _____	Date of receipt:.....
Major: _____	Item nr.: .....
E-mail: _____	
Telephone: _____	Student coordinator: _____

---

**REQUEST**

Dr. Anna Krebsz  
Vice-Dean for Education

Subject: Request for prerequisite weakening

Honorable Vice-Dean for Education,

I apply for prerequisite weakening, in order to study and complete following subjects in the same semester.

**Data of the prerequisite subject:**  
Course code: \_\_\_\_\_ Subject name: \_\_\_\_\_

**Data of the given study unit:**  
Course code (together with group nr.): \_\_\_\_\_ Subject name: \_\_\_\_\_  
Name of the lecturer: \_\_\_\_\_

**Explanation of the request:**  
For my graduation (except my diploma work consultation) I miss not more than 15 credits. With the opportunity to get a prerequisite weakening, I could finish my studies in one semester instead of two.

I acknowledge that the results of a study unit are considered invalid if the prerequisite was not completed.  
Deadline for this request is the 1st Friday of the educational term.

Place, date: \_\_\_\_\_ Yours sincerely,

\_\_\_\_\_  
signature

**I support it:**

\_\_\_\_\_  
Lecturer

\_\_\_\_\_  
Head of Department

**Academic Regulations for Students - PREREQUISITE – section 19**  
(2) The types of prerequisites are: b) according to the time of their compulsory completion:  
– Strong prerequisite: a prerequisite which needs to be completed in a semester prior to the completion of the given study unit,  
– Weak prerequisite: a prerequisite which can be completed in the same semester with the given study unit  
(4) The results of a study unit are considered invalid if the prerequisite was not completed. In such cases, the grades will be cancelled in the electronic system by the Office of Educational Affairs.



# End-of-semester check list

Before you start your well-deserved holiday, please dedicate a few minutes to check your studies and evaluate your advancement to start the next semester stress-free.

Please check the following:

- **Did all your grades get administered (properly) in Neptun?**

- Neptun > Studies > Gradebook
- If you experience an error in the administration of your grades during the exam period: please contact the relevant lecturer
- If you experience an error after the exam period: Neptun request > **Form of Complaint Concerning Grades**
- Deadline: The first Friday after the exam period
- In the event of a problem, failure to submit the application voids your complaint.

- **Do you have a subject that you registered for the 3rd time and did not fulfil?**

You have to submit an Equity Request: **Neptun > IK - Equity Request towards the Dean of the Faculty**

- **Do you have a subject you registered for previously but did not fulfil and you would like to register for the subject again in the upcoming semester?**

Transfer the fee for the registration for a subject for the 2/nd/3rd/3rd+ time to the [joint account](#)

- **Do you have an unfulfilled subject that is a strong prerequisite of a subject and you would like to register for both - the prerequisite and the follow-up subject- in the upcoming semester?**

You will need a **Prerequisite weakening request**, you can find the description of the process [HERE](#) + **transfer funds for the Registration for a subject for the 2/nd/3rd/3rd+ time fee to the [joint account](#)**

- **Do you have debts?**

Check **Neptun > Finances**



# Exam period information



# Types of assessments

We distinguish between theoretical (lecture/exam) and practical (practice) subjects.

- **The completion of theoretical subjects (exam/lecture) takes place during the exam period**, usually in the form of an oral or written exam. You must attend at least 2/3 of compulsory lectures, if you have not received an [exemption](#). If you do not fulfil the attendance requirement, you will not be allowed to take the exam.
- **The evaluation of the practical subjects depends on the performance during the study term**, the administering of grades takes place by the end of the second week of the exam period. An opportunity to correct an insufficient practical mark - if possible, per the training programme or the offered courses - must be provided once in the first two weeks of the exam period.  
**In the case of mixed (assessment) practical subjects**, the deadline for administering the grades in Neptun is January 15 for the Fall semester; and June 15 for the Spring semester.
- **In case of subjects with subject codes ending in FG**, the evaluation is continuous, which means at least 5 evaluation occasions during the study term. In the case of these subjects, there is no obligation to announce a post-examination for a practice grade.
- There are subjects where the lecture and practice have two separate subject codes (offered as two subjects) and there are subjects where the subject code is the same, only the lecture and the practice differ only in their course codes. In these cases, the type of assessment is a practical grade from the practice, and an exam from the lecture. You can only apply for the exam from the lecture after the completion of the practice. The practical subject is a [weak prerequisite](#) of the lecture (exam).
- Where the lecture and the practice subjects ( subjects with subject codes ending with EG) are announced under the same subject code: the two courses result in a combined grade: in such cases, you will only be able to fulfill the subject if you pass both the practice and the lecture part. The subject can be a practical grade or an exam.

# Information for exam registration

- **In order to sit for an exam, first you have to register for the subject in Neptun.** Those students can register for a subject's exam who registered for the subject in Neptun.
- **You can register for an exam a maximum of 3 times/ subject in the same exam period** (with the exception of postponing the exam). The second retake exam ( the 3rd attempt of pass from the same exam in the exam period ) is for an extra charge, the fee will be transcribed in Neptun (3500 HUF).
- **The lecturer may designate certain exam occasions as a retake exam occasions or remedial exam occasions,** for these exams only those student can register, who failed to fulfil the subject on a previous exam attempt beforehand or intend to improve a successful exam grade.
- **The student can register for an exam at the latest, 24 hours before the exam starts,** which applies to exam cancellations and signing up for another date (postponing exams) that has the capacity, as well. .
- If the student is absent from an exam without a justifiable excuse and has not postponed, the exam is regarded unsuccessful and is included in the number of exam registrations for the semester, but is not included in the number of possible attempts to achieve a grade. The fee for unjustified absence will be transcribed in Neptun. **(3500 Ft).**
- **An absence is only justifiable** if it occurs due to reasons beyond the student's control or attributed to external circumstances. A justified absence is seen as postponing the exam.

# Request for a 3<sup>rd</sup> exam

- **If in the same semester the examination opportunity for a subject is guaranteed in each semester** - with the exception of the case of postponement of the exam - **you may apply for the exam a maximum of two times**. You can apply for the exam up to three times in other cases.
- **If you would like to apply for the exam for the 3<sup>rd</sup> time from an exam that is offered every semester, you can do so with a [request](#)**. It can be requested with lecturer's approval and explanation to the request, the related fee is HUF 3,500 (transcribed in Neptun by the Education Office).

ELTE Faculty of Informatics

Name: _____	Reg. nr.: 1K/..... /.....(2020)
Neptun code: _____	Date of receipt:.....
Major: _____	Item nr: .....
E-mail: _____	
Telephone: _____	Student coordinator: _____

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**REQUEST**

Dr. Anna Krebsz  
Vice-Dean for Education

Subject: **Request for a 3rd exam**

Honorable Vice-Dean for Education,

I would like to apply for a 3rd exam after this semester's 2 failed exams as follows:

Subject code: \_\_\_\_\_

Subject name: \_\_\_\_\_

Name of teacher/instructor: \_\_\_\_\_

I request (more options can be marked):

a 3rd exam. As exams are available from this subject in every semester, according to ELTE Academic Regulations for Students, section 377, I should have only 1 retake examination, so please give me an exemption.

a 3rd exam with the exemption of 3-5 days between two exams (according to ARS section 73)

a 3rd exam to be held in front of a committee (according to ARS section 73)

Explanation of the request:

I declare that at this training from above mentioned subject (including the equivalent subject as well) I have not failed more than 5 times.

Place, date: \_\_\_\_\_ Yours sincerely,

\_\_\_\_\_  
signature

I support it:

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Head of Department

Academic Regulations for Students – Retakes and remedial exams – sections 73, 377

73 (3) If the conditions under Section 58 (2) of Vhrl. are present, the students can request in writing to take their exam in front of a committee from the Head of the organisational unit responsible for the course, at the latest by the day following the exam or within 7 seven working days from the publication of the exam results (but no later than the end of the fifth week of the exam period). The Head of the organisational unit must grant this opportunity in the same exam period unless the Student has registered for the maximum number of exams allowed per semester. In the cases of requests submitted after the expiration of the deadline, the exam in front of an exam board may be organised in the following exam period for the given course.

(5) Retakes or grade improving retakes (including retakes of the separate components of comprehensive exams) may take place three days after the date of the retaken exam, and five days after the date of the retaken exam in the case of comprehensive exams. At the request of a student, who gives a justifiable reason for the request, the Head of the organisational unit responsible for the course may set different dates.

377 (2) Students can register for an exam in the particular semester (postponing an exam not included)

a) for a maximum of two times if the exam opportunity in the particular subject is granted in every semester,

b) in every other case students can register for a maximum of three times.



# Exam Registration – How to register for exams in Neptun?

You can register for exams via **Exams > Exam registration** menu. You can check the exams you have already registered for via **Exams > Taken exams**.

The screenshot displays the Neptun system interface. At the top, there are navigation tabs: **Subjects**, **Exams**, **Examinations**, **Information**, and **Administration**. The **Exams** tab is highlighted with a blue box and a blue arrow pointing to it. Below the **Exams** tab, a dropdown menu is open, showing **Exam registration** and **Taken exams**. The **Exam registration** option is highlighted with a blue box and a blue arrow pointing to it. Below the dropdown menu, there is a section titled **Exam filters**. It contains two dropdown menus: **Terms:** (set to 2023/24/2) and **Subject:** (set to Every subject). A blue speech bubble with the text **Choose the current semester!** points to the **Terms:** dropdown menu. Below the dropdown menus, there is a blue button labeled **List exams**, which is highlighted with a blue box and a blue arrow pointing to it. At the bottom left, there is an **Actions:** section with a button labeled **Add to favourites**.



# Offered grade

## Offered grade

In Neptun, it is possible to manage the offered grade as follows:

- The offered grade can be administered in the Neptun by the lecturers from the 1<sup>st</sup> of November in the Fall semester, and from the 1st of April in the Spring semester until the first day of the second week of the exam period.
- By the end of the second week of the exam period at the latest, the student can approve or reject of the offered grade in Neptun.
- Approval of an offered grade is only possible if there is no valid exam registration.
- Offered exam grades that are not approved by the deadline will be considered rejected.
- After administering the offered grade in the system, the student cannot apply for an exam in the given subject until he/she rejects it. If the offered grade is approved, the exam application remains prohibited from the subject, the approved offered grade cannot be remediated via an exam.
- If the student obtains a valid exam grade before approving the offered grade, the offered grade will be considered rejected.

**Generally, this evaluation method is not used in the Faculty of Informatics, but occasionally it may occur, other Faculties might use it as well in case of registering for elective courses at another Faculty.**

## Approving or rejecting the offered grade:

- You will receive a Neptun message of the administering of the offered grade.
- The approval or rejection of the offered grade can be done via the **Subjects > Offered grades** menu by choosing ,approve' or ,reject' from the dropdown menu. After clicking on **Save** there is no possibility to alter the grade which is approved by the student.



# Reallocation

Reclassification from state-financed scholarship holder to self-financed financing

**The essence of the reallocation process is to reclassify the lower-performing state scholarship holder students into self-financed financing, and to fill the vacant state scholarship holder places with well-performing self-financed students (reclassification). The last two active semesters are the relevant semesters for all relevant courses.**

## Reclassification process

We put each affected training programme into the corresponding student group, and then calculate the following:

- **Number of obtained credits**
- **Totalized corrected credit index**
- **The minimum grade average** in (2.75 in the case of Computer Science)
- **The minimum credit average** in (in the case of Computer Science, this is 30 cr.)

$$\frac{\sum \text{credit}_i * \text{grade}_i}{60} * \frac{\text{credits\_obtained}}{\text{credits\_registered}}$$

Totalized corrected credit index (TCCI)  
formula

You can read more about the reclassification on the [Q-tér](#).

Those who have used up their state-funded scholarship semesters will also be automatically reclassified. You can read more about this [HERE](#).

# When a student cannot be reallocated?

A training becomes irrelevant during the reallocation process if one of the followings occur:

The student does not have two semesters in "active" status.

The level of the training is neither Bachelor's, Single-cycle, Master's programme, nor Advanced level vocational training or Higher education vocational training.

In case one of the following factors occur, the training becomes irrelevant in being reallocated from state-funded to tuition course category:

The student who has completed at least a certain period of the two semesters serving as basis for the reallocation within the framework of the Erasmus student exchange programme and it is registered in the Neptun among **Term data**.

Exemption is registered in one of the relevant semesters due to the following cases:

- **Illness:** if students have an illness that hinder them in their studies
- **CEEPUS:** when students join a CEEPUS exchange programme
- **Student exchange programme** (except for CEEPUS, Erasmus)
- Other **unexpected events** that are not caused by the student: based on the decision of the Dean
- **Having Special Needs:** in case of students with special needs
- **Joint degree:** students who join a Joint degree programme
- **Uniquely tailored study arrangement:** students who have been granted a uniquely tailored study arrangement
- **Credit transfer:** based on a credit transfer decision students have transferred credits in the semester.
- **Child-birth:** those who are on child-care fee (GYED) or child-care benefit (GYES) pursuant to a Decision of the National Health Insurance Fund of Hungary. .

You can submit a request to be exempted from the reallocation via **Neptun Administration > Requests** until the last day of the 5th week of the exam period of the Spring semester.

# Reallocation

Reclassification self-financed financing  
to state-financed scholarship holder

We try to accept a student participating in self-financed students for every state-financed place that becomes available. Those self-financed training programmes can be reallocated from self-financed to state-financed finances that meet the following conditions:

- The student submitted a request in Neptun that he/she would like to be reclassified to state-financed student **(Administration/Recategorization)**.
- The training is not excluded in the relevant semester from the reallocation process.
- The students who started their studies the academic year 2016/17 or later and have the minimum of 30 credit average and minimum grade average of 2,75.
- If there are more trainings concerned, the one with the higher TCCI is considered as relevant. If the students have the same TCCI, they will be only reallocated if all of the students can be.

$$\frac{\sum \text{credit}_i * \text{grade}_j}{60} * \frac{\text{credits\_obtained}}{\text{credits\_registered}}$$

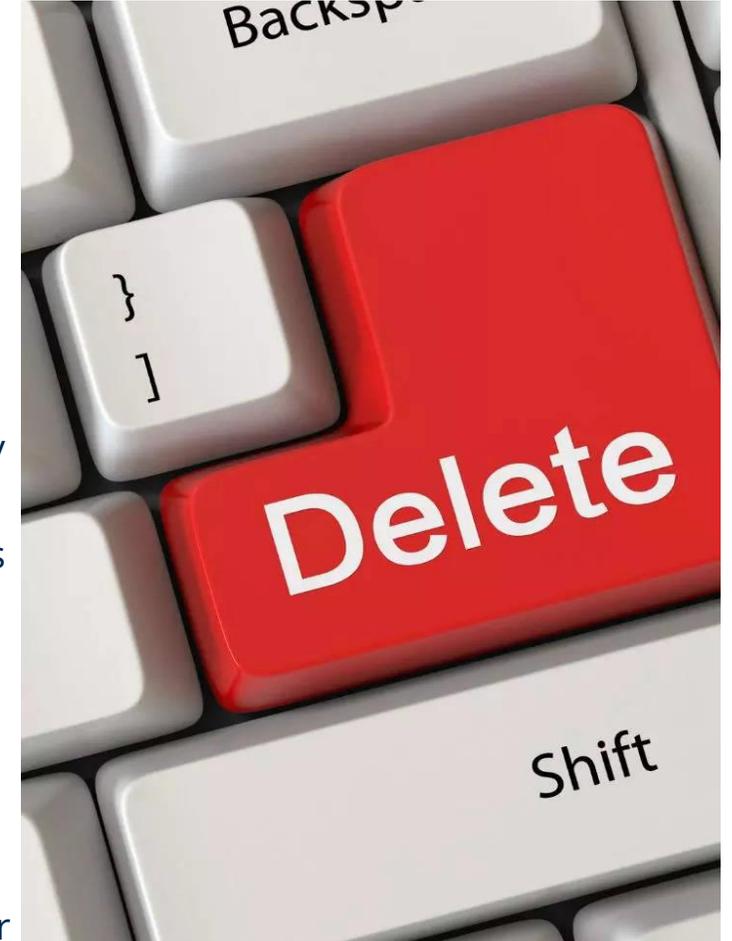
Totalized corrected credit index (TCCI)  
formula



# Termination of the Student Status

The Education Office terminates a student's legal status with the university if

- the student does not commence her/his studies after the time available for student status suspension has passed: has not registered for the subsequent semester on the third consecutive occasion, does not commence his/her studies after the interruption of student status, provided, in each case specified above, that the student has been reminded in writing to fulfil his/her obligations within the specified deadline, and has been informed of the consequences of default.
- If a student has not fulfilled 30 credits in the first 4 active semesters from the day of enrollment (initiation of student status).
- exercising the assigned scope of authority assigned by the Rector if no payment is made by the deadline of the payment notification.
- If a student has not fulfilled a subject after registering for the same subject 3 times and has not requested Equity from the Dean of the Faculty for an additional registration opportunity (**Neptun > IK-Request for Equity from the Dean**)
- If a student has not fulfilled a subject after 6 unsuccessful exam attempts and has not requested Equity from the Dean of the Faculty for an additional registration opportunity (**Neptun > IK-Request for Equity from the Dean**)
- **if the student cannot continue his/her studies supported by (partial) state scholarship, and does not wish to transfer to self-financed training:** If a student does not wish to continue his/her studies on a state-financed/self-financed basis, meaning he or she does not sign the university training contract by the deadline set by the Office of Educational Affairs, the Office will terminate her/his student status



# Uniquely tailored study arrangement

## Personalized instruction for exceptional cases

At the request of the student, the Faculty Educational Committee, considering the opinion of the organisational units responsible for the programme and subject specified in the request may grant students permission to continue their studies in a uniquely tailored study arrangement for exceptional cases:

- exceptionally good academic performance
- persistently good academic and professional work, including at academic student workshops, study circle membership, tutoring and honorator status
- persistently good academic performance and active involvement in the University's public life
- academic scholarship, internship scholarship abroad or work abroad (for a duration that does not exceed the duration of the semester) that can be recognised as internship credit on the basis of a preliminary credit review
- reasons related to childbirth and child-care
- the student's or their immediate family member's health issues
- sporting activity in a major league, membership in a national team
- participation in an outside internship under the curriculum, participation in the external professional internship fixed in the curriculum
- if entry into the country is made impossible in the case of an international student
- 1 parallel training programmes at different locations of the University

**Students SHALL NOT be granted a personalised instruction for exceptional cases for working while pursuing their studies, or for completing a language course abroad..**

# Uniquely tailored study arrangement

The request is available [HERE](#)

- The request can be approved for a maximum of one semester but can be repeated an unlimited number of times.
- The deadline for submission: the end of the subject registration period
- Send your request and the related certificates to **Bernadett Benczekovits** (bernadett@inf.elte.hu). Your request will be assessed in advance to see if the uniquely tailored study arrangement can be granted for the described circumstances.
- In the application, the following must be stated for each subject
  - must include the student's plan of the study schedule for each subject
  - request verifying documents,
  - preliminary support from the lecturer overseeing the personalised instruction must be attached (for each subject!)
  - Specify the definition of the discount you request for the completion of the subject

According to the Academic Regulations for Students, the student can receive the following discounts within the framework of the uniquely tailored study arrangement:

- permission to be absent from all or some classes,
- permission to take exams outside the exam period
- permission to complete the requirements of the training programme in a different time frame or with different specifics
- other preferences (e.g., concurrent completion of subjects built on one another, completion of a complementary subject or research, the completion of courses in a distance education setting, etc.),
- registration for courses in the given major's ideal curriculum at other training venues

ELTE Faculty of Informatics

Name: \_\_\_\_\_

Neptun ID: \_\_\_\_\_

Major: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Student coordinator: \_\_\_\_\_

Reg nr.: IK/...../.....(2022)

Date of receipt:.....

Item nr.: .....

## REQUEST

Dr. Anna Krebsz  
Vice-Dean for Education

Subject: Request for a Uniquely Tailored Study Arrangement

Honorable Vice-Dean for Education,

I would like to submit a request for a uniquely tailored study arrangement in the \_\_\_\_\_ semester of the \_\_\_\_/\_\_\_\_ Academic year according to the rules of ELTE Organisational and Operational Regulation, volume 2, ARS section 74.

### Reasons:

- exceptionally good academic performance,
- persistently good academic and professional work, including at academic student workshops, study circle membership, tutoring and honorator status,
- persistently good academic performance and active involvement in the University's public life,
- academic scholarship, internship scholarship abroad or work abroad (for a duration that does not exceed the duration of the semester) that can be recognised as internship credit on the basis of a preliminary credit review,
- reasons related to childbirth and child care,
- the continuous, severe illness of the student or their direct family member,
- sporting activity in a major league, membership in a national team,
- participation in an outside internship under the curriculum.

The preliminary support of the lecturer overseeing the uniquely tailored study arrangement **must be attached to the Student's request for each subject**, complete with the specific preference ensured for the Student's completion of the various subjects.

Attached documents, certificates:

Detailed explanation of the request (if needed):

Date:

Yours sincerely,

\_\_\_\_\_  
signature



ELTE

FACULTY OF  
INFORMATICS

An incomplete application will be automatically rejected!

## Charges valid for the academic year 2023/24

Title	Fee (HUF)
Fee for missing an administrative deadline	3 500
Missing a payment deadline (late payment fee)	3 500/item
Change in the payment deadline of a fee issued by the Quaestura Office of Student Services	1 000
Submission of a transfer request (students requesting transfer from another higher education institution)	8 000
Registration for a subject after the expiration of the course registration period	3 500/subject
Failure to submit verification of completion of training practice, or submission of the verification after the expiration of the deadline through the fault of the student (except in the case of teacher training courses subject to the Nftv.)	**
Second retake exam (third exam from the same course within the same exam period)	3 500
Absence from an exam without official justification	3 500
Submission of a new thesis/portfolio in the case of a thesis/portfolio graded failed or rejected over plagiarism	10 000
Fee payable for a repeat final exam in the case of an unsuccessful final exam, failure to show up to a final exam (except if the student has failed to obtain the pre-degree certificate until the final exam), or failure to de-register for the final exam by the specified deadline	10 000
Second registration for a course <sup>3</sup>	3 000/course
Third and any additional registration for a course <sup>4</sup>	7 000/course
Fee payable for the organisation of a repeat training practice in the cases of disciplinary pedagogical training or the cohesive independent pedagogical training module	12 000
Fee payable for unnecessary registration for a course	**
Repeated validation of a student ID within the same semester	3 500
Postage of a new or validated student ID as certified mail	1 200
Postage of the verification form replacing the temporary student ID from 1 January 2012 as registered mail	1 000
Postage of a Neptun ID and password as registered mail	1 000
Postage of a verification form concerning the student status as registered mail	1 000



# Transferring funds to the joint account

Tuition fees and other possible fees related to your studies can be paid in the Neptune system. After enrollment, the student will automatically have access to the so-called joint account, which is a "virtual student bank account". Payments to the collective account can only be made via transfer through your bank account. You can top up your Neptun balance by transferring to ELTE's account, from which the system automatically deducts the amount in the second step - if there is adequate coverage - when a debt expires. You can keep any amount in your joint account during your studies. If you have funds accumulated in your Neptun account and you no longer need the amount left on your balance, you can initiate its return at any time by pressing a button. The funds you transferred to your joint account will arrive on your Neptune balance in 1-2 business days, so this option does not offer immediate payment!

[Transferring EUR for paying the Tuition fee](#)

[Transferring HUF for other fees via transferring funds to the joint account](#)

[Transferring HUF via SimplePay](#)

# General information regarding transferring funds

- The time it takes to receive an international bank transfer, the expected transfer time may vary. It typically ranges **from a few business days to up to a week, depending on the banks and the countries involved**. However, please keep in mind that some factors can influence the transfer time, **including intermediary banks and the chosen transfer method**. To get a more accurate estimate for your specific situation, it's advisable to **check with your bank**, as they can provide more precise information based on the details of your transfer.
- it may take **1-2 business days** to receive your payment in your Neptun account **when transferred (HUF) from a Hungarian bank account**.
- If you have not paid your fees and are in debt to the University we may take some or all of the following actions unless and until the debt is cleared:
  - charge you a **late payment administration fee (3500 HUF)**
  - you will be **unable to register for exams/next semester or receive an official diploma**
- Since the **Automatic payment is turned on**, this should not happen **if you initiated the transfer calculating with the processing time and the money arrived to your joint account at least on the final day of the deadline**.
- However, if you did transfer to the account in time and you still have received late payment fee, please contact the **Education Office**.
- You can check the status of your obligation by logging into your Neptun account and selecting the **Finances/Payment menu**. If it says **"Fulfilled"** you've paid your obligation. If the status still shows **"Active"** it means the payment is pending.
- **IMPORTANT:** Transferring money to your Neptun account alone doesn't fulfill your payment obligations! You need to either manually or automatically fulfill them.

## Other fees transcribed in HUF

Recipient's name: **EOTVOS LORAND TUDOMANYEGYETEM**

Name and address of the account provider bank: **MAGYAR ALLAMKINCSTAR**

**1139 Budapest Váci út 71.**

**(Hungarian State Treasury Ltd.)**

Neptun HUF Bank account number:

from Hungarian bank account\*\*: **10032000-01426201-01120008**

from foreign bank accounts\*\*\*: **IBAN: HU22 1003 2000 0142 6201 0112 0008**

**SWIFT: MANEHUHB**

**BIC: HUSTHUHB**

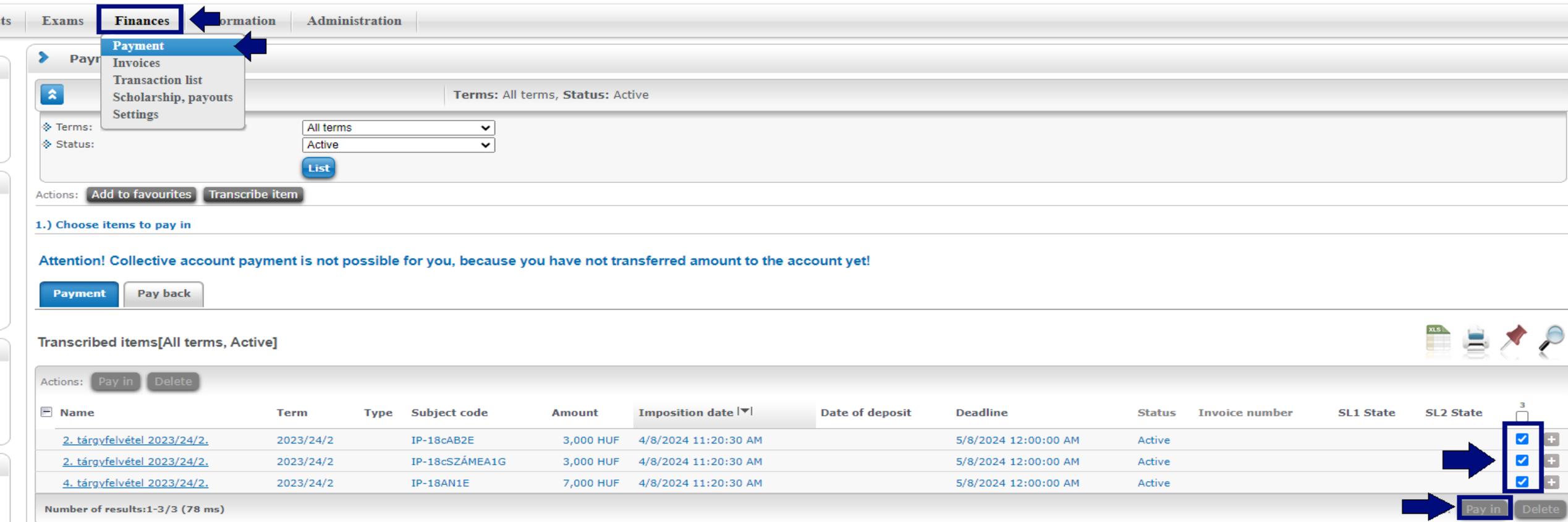
Announcement/Note to transfer/Topic/Notice: **NK-YOUR NEPTUN CODE**

**In the transfer's comment field (notice/announcement/topic), you must provide your Neptun code in the following format: NK-followed by your Neptun code (e.g., 'NK-ABCD12').**



# Transferring HUF via SimplePay

In the **Finances >Payment** menu tick in the fees (liabilities) you would like to pay in. (You can pay in multiple fees in one transaction if needed), then click on **Pay in**.



The screenshot shows the SimplePay interface. The 'Finances' menu is highlighted, and the 'Payment' sub-menu is open. The 'Payment' sub-menu includes options for 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. The 'Terms' dropdown is set to 'All terms' and the 'Status' dropdown is set to 'Active'. A 'List' button is visible. Below the dropdowns, there are buttons for 'Add to favourites' and 'Transcribe item'. The main section is titled '1.) Choose items to pay in' and contains an attention message: 'Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!'. There are 'Payment' and 'Pay back' buttons. Below this, there is a section for 'Transcribed items[All terms, Active]' with a table of items. The table has columns for Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, Status, Invoice number, SL1 State, and SL2 State. Three items are listed, each with a checkbox in the SL2 State column. A 'Pay in' button is located at the bottom right of the table.

Actions: **Payment** **Pay back**

Transcribed items[All terms, Active]

Actions: **Pay in** **Delete**

Name	Term	Type	Subject code	Amount	Imposition date  v	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State
<a href="#">2. tárgyfelvétel 2023/24/2.</a>	2023/24/2		IP-18cAB2E	3,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active			<input checked="" type="checkbox"/>
<a href="#">2. tárgyfelvétel 2023/24/2.</a>	2023/24/2		IP-18cSZÁMEA1G	3,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active			<input checked="" type="checkbox"/>
<a href="#">4. tárgyfelvétel 2023/24/2.</a>	2023/24/2		IP-18AN1E	7,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active			<input checked="" type="checkbox"/>

Number of results:1-3/3 (78 ms)

**Pay in** **Delete**

# Transferring HUF via SimplePay

From the displayed payment methods, select the SimplePay Payment by credit card option and click on the **Pay in** button. A Data Transfer Statement will appear, if **accepted**, the web will redirect you to the SimplePay webpage. You will be redirected to the SimplePay payment interface. Here you can directly enter your credit card details or log in and use a previously provided credit card information.

The screenshot shows a navigation menu at the top with 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. Below this is a sidebar with 'news' and 'mobile' sections. The main content area is titled 'Payments' and contains the following elements:

- Section: 2.) Payment type - Pay in transcribed item
- Section: Select payment method
- Radio button: Joint account payment
- Radio button (selected): **simplepay** by otp Mobil Payment by credit card
- Section: Joint accounts (with a dropdown menu)
- Buttons: **Pay in** (highlighted with a blue arrow) and **Back**

The screenshot shows the SimplePay payment interface with the following elements:

- Header: If you already have a Simple account
- Buttons: **simple** PAY WITH SIMPLE ACCOUNT > and **simple** PAY WITH QR CODE >
- Form: A simulated credit card payment form with fields for card number, name, and expiration date, and a 'VISA' logo.
- Section:  REGISTER SIMPLE ACCOUNT
- Text: Next time, you will be able to pay without having to enter your card details, by simply using a password!
- Button: **PAY**

# Transferring HUF via SimplePay

A pop-up window window will verify whether the transaction was successful or unsuccessful.

**If the transaction was successful** the liabilities' status (transcribed fees) will appear as **Fulfilled**.

**If the transaction is unsuccessful** the the fees will appear as **in Progress**. In this case you have to wait a few minutes until the status of the fee turns **Active** again and then you can attempt to pay the fee again.

The screenshot shows the SimplePay interface. At the top, there are navigation tabs: Exams, **Finances**, Information, and Administration. The 'Finances' tab is active, and a dropdown menu is open, showing options: Payment, Invoices, Transaction list, Scholarship, payouts, and Settings. Two blue arrows point to the 'Finances' tab and the 'Payment' option. Below the menu, there are filters for 'Terms: All terms' and 'Status: All', and a 'List' button. Below the filters, there are action buttons: 'Add to favourites' and 'Transcribe item'. The main content area has a heading '1.) Choose items to pay in' and a warning message: 'Attention! Collective account payment is not possible for you, because you have not transferred amount to the account yet!'. Below the warning, there are 'Payment' and 'Pay back' buttons. The main section is titled 'Transcribed items[All terms, All]' and contains a table with the following columns: Name, Term, Type, Subject code, Amount, Imposition date, Date of deposit, Deadline, and Status. The 'Status' column is highlighted with a blue box. The table contains six rows of data, with the first three rows having a status of 'Active' and the last three rows having a status of 'Fulfilled'.

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status
<a href="#">2. tárgyfelvétel 2023/24/2.</a>	2023/24/2		IP-18cAB2E	3,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active
<a href="#">2. tárgyfelvétel 2023/24/2.</a>	2023/24/2		IP-18cSZÁMEA1G	3,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active
<a href="#">4. tárgyfelvétel 2023/24/2.</a>	2023/24/2		IP-18AN1E	7,000 HUF	4/8/2024 11:20:30 AM		5/8/2024 12:00:00 AM	Active
<a href="#">Késedelmi díj: 2. tárgyfelvétel 2023/24/1.</a>	2023/24/1	Late Payment Fee	IP-18cPROGTEG	3,500 HUF	12/4/2023 3:00:08 AM	12/5/2023 3:01:28 PM	1/3/2024 12:00:00 AM	Fulfilled
<a href="#">Késedelmi díj: 3. tárgyfelvétel 2023/24/1.</a>	2023/24/1	Late Payment Fee	IP-18AN1E	3,500 HUF	12/4/2023 3:00:08 AM	12/5/2023 3:01:28 PM	1/3/2024 12:00:00 AM	Fulfilled
<a href="#">Késedelmi díj: Referencialevél késedelmes leadása</a>	2023/24/1	Late Payment Fee		3,500 HUF	11/12/2023 3:00:34 AM	12/5/2023 3:01:28 PM	12/12/2023 12:00:00 AM	Fulfilled

## Tuition fee transcribed in EUR

Recipient's name: **EOTVOS LORAND TUDOMANYEGYETEM**

Name and address of the account provider bank: **MAGYAR ALLAMKINCSTAR**

**1139 Budapest Váci út 71.**

(Hungarian State Treasury Ltd.)

Neptun EUR bank account number: IBAN: **HU68 1003 2017 0142 6201 0603 0012**

SWIFT: **MANEHUHB**

BIC: **HUSTHUHB**

Announcement/ Note to transfer/ Topic: **NK-YOUR NEPTUN CODE**

- **The online surfaces of the banks may use different names for the different banking services.** Please be careful and choose the option meaning transferring foreign (not domestic) currency and/or give the currency (EUR) during the transfer.
- **BIC or SWIFT?** Both of these identifications represent the recipient bank. The choice between them depends on your bank. If your bank accepts both, either one is suitable.



# What can I do if the transferred funds have not arrived to my joint account?

Please note that a domestic forint transfer arrives at the joint account in 1-2 business days, in the case of an international bank account the transfer may take up to 4-5 business days.

If the transferred fund has not arrived in your joint account, first check if your transfer data was correct (correct bank account, correct announcement (NK-your Neptun code)). Without the correct announcement, the transferred funds will not arrive!

In case the funds have not arrived initiate a case via [Complaint about transferred yet unreceived payment](#), in the comment section add the description of your issue, then click on Save, do not forget to attach the screenshot of the proof of payment (bank statement) via (attach new picture option), **do not forget to Submit the case! Until the case is submitted, the administrators will not see your case therefore they will not be able to assist your problem.**

When the case is closed, you will receive a Neptun notification.



## Automatic payment (Auto-payment)

If you have sufficient funds in your Neptun account, and any of your liabilities are due, **this system will automatically fulfill those obligations, preventing them from becoming overdue.**



## Information about the invoice request

In case you have any questions about your issued invoice, or regarding invoice requests, please submit a case [here](#).



## Information about the Income Certificate

In case you need an Income Certificate and you would like to receive it in person, you do not need to submit a case just come to the Quaestura Office where you can get it right away.

If it is not possible for you to come to the Office in person, you may authorize someone to act on your behalf. In this case, please do not forget to fill in the authorisation sample provided [here](#).

The Office can also send the Certificate by mail. This requires paying a service fee. Note, that it cannot be sent to a foreign address. You can ask for the delivery [here](#).

If you suspect that the Income Certificate, sent in a personal message in Neptun, contains false information (amount, personal data), report it [in the same case category](#).



# Where can I check my debts in Neptun?

- Neptun sends an automatic message whenever a new debt is incurred. After entering Neptun, you will receive a notification in a pop-up window if you have an overdue debt.
- You can check your current finances/debts here: Neptun, **Finances / Payment** menu. Use **All terms** and **Active** status filters to list your Active fees.

The screenshot displays the Neptun web application interface. At the top, the header shows 'Admin.' and 'Neptun Meet Street'. Below this, a navigation bar contains several menu items: 'Courses', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Finances' menu item is highlighted with a blue box and a blue arrow pointing to it. A dropdown menu is open under 'Finances', with 'Payment' selected and highlighted in blue, also indicated by a blue arrow. The 'Payment' dropdown menu includes the following options: 'Payment', 'Invoices', 'Transaction list', 'Scholarship, payouts', and 'Settings'. Below the navigation bar, there are filter options for 'Terms' and 'Status'. The 'Terms' dropdown is set to 'All terms' and the 'Status' dropdown is set to 'Active', both highlighted with blue boxes. A blue arrow points to the 'List' button located below the filters. At the bottom of the interface, there are two buttons: 'Add to favourites' and 'Transcribe item'.



# What can I do if i would like to have the funds on my joint account to be refunded to my bank account?

- If you do not have Active debts in Neptun, the funds on the joint account can be refunded to the bank account registered as default in Neptun.
- You can initiate the refund via Finances/ Transaction list menu, choose the university's joint account then click on the **Transfer back** button.
- Choose the bank account where you request the funds to be refunded to.
- **You can add your bank account if needed via Finances > Settings > Bank accounts menu, Add bank account number menu.**
- Please note that by submitting the refund request you only initiate the procedure, the refund is not immediate, it may take **up to 10 business days** in the study term and the exam period, **up to 20 business days** during the summer holidays.
- The actual refund will be initiated by the Department of Student Finances.

# Conditions for obtaining Diploma (Graduation)

To obtain your diploma in the semester you have to

- **Fulfil the Thesis Consultation subject:**

You will receive your Thesis Consultation grade based on the presented thesis, the program and the fulfilment of the consultation milestones. The deadline for the Thesis Consultation grade to be administered in Neptun in case of taking the Final Examination in the current semester is the 1st of October (Fall semester), the 1st of March (Spring semester).

- **upload your thesis and the finalized program in Neptun**

***Deadlines:***

-  1st of December (Fall semester),
-  1st of May (Spring semester)

- **accomplish the internship**

The accomplishment of the internship has to be verified by submitting the Reference Letter

***Deadlines:***

-  5th of December (Fall semester)
-  31st of May (Spring semester)

- **Fulfil the subject requirements of the curriculum**

***Deadlines:***

-  15th of January (Fall semester)
-  18th of June (Spring semester)

- **Pass the Final Examination**



# Conditions for obtaining absolutory (pre-degree certificate)

In order to obtain absolutory (pre-degree certificate) you have to:

- **Fulfil the Thesis Consultation subject:**

You will receive your Thesis Consultation grade based on the presented thesis, the program and the fulfilment of the consultation milestones. The deadline for the Thesis Consultation grade to be administered in Neptun in case of taking the Final Examination in the current semester is the 1st of October (Fall semester), the 1st of March (Spring semester).

***Deadlines:***

 the 15th of January (Fall Semester)

 the 15th of June (Spring Semester)

- **accomplish the internship**

The accomplishment of the internship has to be verified by submitting the Reference Letter

***Deadlines:***

 the 31st of January (Fall semester)

 the 31st of August (Spring semester)

- **Fulfil the subject requirements of the curriculum**

***Deadline:***

  till the end of the exam period



# Fulfil the Thesis Consultation subject:

You will receive your Thesis Consultation grade based on the presented thesis, the program and the fulfilment of the consultation milestones.

Consultation	
Deadline	Topic
 <b>15th of May</b>  <b>15th of October</b>	<p><b>Discussing the details of the Thesis Topic Registration Form, and submitting it. Preparing the work schedule for the thesis.</b></p> <ul style="list-style-type: none"> <li>Discussing the topic and the short description of the thesis with the supervisor, checking the data of the supervisor for the Thesis Topic Registration Form. Choosing the date of the next meeting and the tasks to be fulfilled by then.</li> </ul>
 <b>1st of July</b>  <b>1st of December</b>	<p><b>Planning phase, description of the software requirement to be implemented</b></p> <ul style="list-style-type: none"> <li>Description of the software requirements to be implemented by the thesis, with particular regard to the functional requirements. This can take the form of a use case diagram with a detailed explanation, the explanation can be a table of user stories: &lt;function name, short description, given-when-then triple entry&gt;</li> </ul>
 <b>10th September</b>  <b>10th February</b>	<p><b>The architecture of the designed software</b></p> <ul style="list-style-type: none"> <li>Description of the architecture of the planned software (e.g. three-layer: UI - BL - DB) and business logic (class diagram in any case).</li> <li>Registering for the Thesis Consultation course assigned to the supervisor.</li> </ul>
 <b>10th of October</b>  <b>10th of March</b>	<p><b>Presenting at least 60-70% of the implementation</b></p> <ul style="list-style-type: none"> <li>Presenting at least 60-70% of the implementation based on which the fulfilment of the Thesis Consultation course can be administered in Neptun.</li> <li>Discussing the topics related to the topic of the thesis to be entered in the Registration Form for the Final Exam.</li> </ul>



# Fulfil the Thesis Consultation subject

The Thesis consultation subject is assessed on a 3-point grading scale:

- **Excellent:** the student fulfilled all the consultation milestones by the deadline.
- **Satisfactory:** the student does not follow the schedule of the consultation milestones, completes the thesis, but its level of completion fits the level of the last consultation milestone.
- **Fail:** the student will not fulfil the last consultation milestone until the deadline for administering the Thesis consultation grades.

The deadline for administering the Thesis Consultation grade in Neptun in case of students who upload their thesis by 1st of December/ 1st of May is:

 **15th of December**

 **15th of May.**

In other cases, the deadline for recording the practice grades applies:

 **7th of January**

 **7th of June**

In exceptional cases, when the student was unable to complete the subject on time due to illness or other extraordinary proven problems, he may complete it until the last week of the exam period with the permission of the vice-dean.

# Accomplishing the internship In 5 steps

1.

- Initiating a Cooperation Agreement between the University and the employer

2.

- The employer issues the Declaration of Acceptance that has to be accepted by the University

3.

- Starting the Internship

4.

- At the end of internship the employer issues the Reference Letter

5.

- If everything is correct, the University accepts and administrates the accomplishment of the internship



1.

## Initiating a Cooperation Agreement between the University and the employer

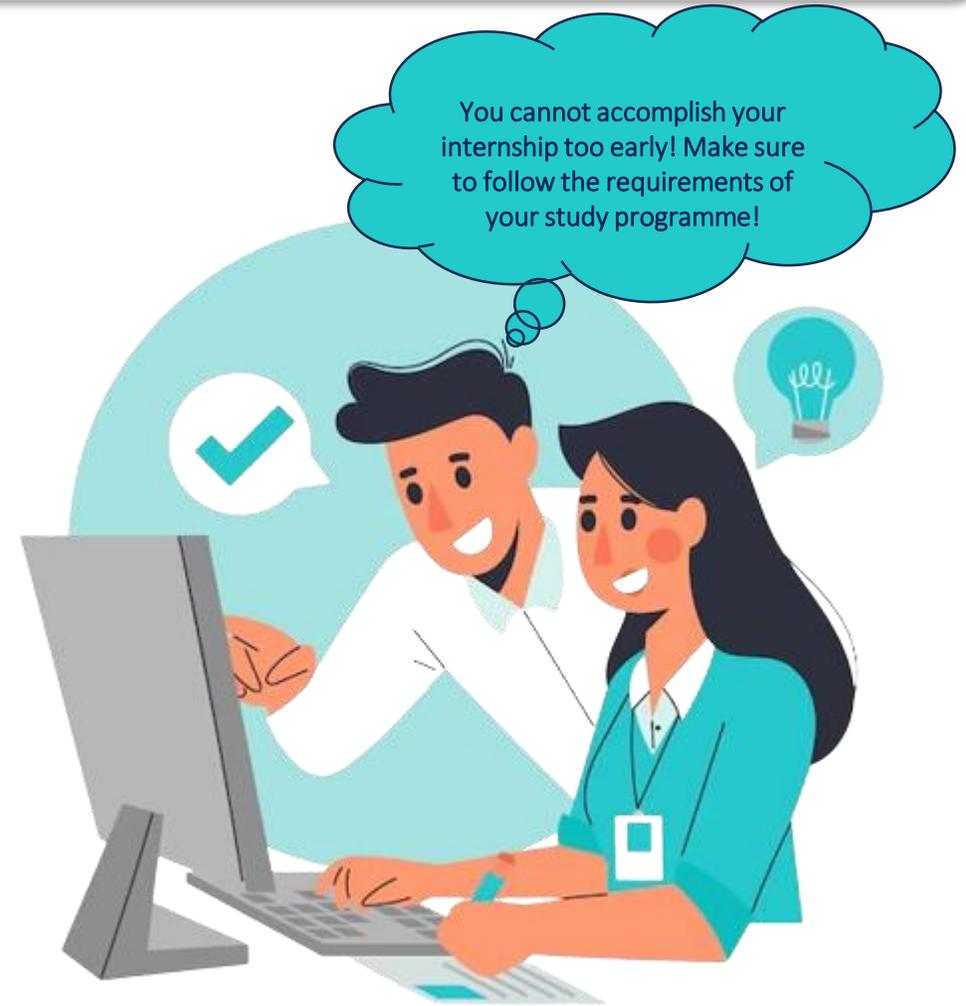
Find a suitable company for the internship:

You can choose from a wide variety of companies where you can **do IT-related tasks** under the supervision of a **professional mentor** who accepts your supervision, it does not have to be a company related to Informatics.

In case you need some ideas we are recommending you few companies, where our students fulfilled their internship beforehand:

### Companies for Internship

- If you find a research project within the Faculty, you can and would like to join, **you can accomplish your internship even within the Faculty.**
- If you would rather work through an intermediary company, you can also inquire about the available opportunities at the School Association.
- **You do not have to complete your internship during the study term.** As it does not have a credit value we recommend you to accomplish your internship during the summer break, so your workload will be shared gradually.



### Important Information!

**You may start your internship after the second Active semester in the BSc programme. Do not leave the selection of your internship place to the last minute! Without accomplishing the internship you cannot sit for the Final Examination or graduate!**

2.

## The employer issues the Declaration of Acceptance which has to be accepted by the University

**Make sure to have a valid Cooperation Agreement between the University and the company you will accomplish your internship:**

- **The chosen employer can hire you as an intern if a [Cooperation Agreement](#) is signed beforehand between the University and the company or -in case of mediation- with the School Association.** A Cooperation Agreement is mandatory even if you already had an employee legal status at the company before starting your internship.
- The Cooperation Agreement does not necessarily have to be signed right before starting your internship. Currently, we have already established valid Cooperation Agreements with multiple companies. For further information inquire at the chosen employer or via the [okt\\_asszisztens@inf.elte.hu](mailto:okt_asszisztens@inf.elte.hu) e-mail address.
- The Cooperation Agreement is a contract between the employer and the University. You do not have to sign it. Your task is only to make sure that the Agreement is signed and valid before you start to work as an intern. Contact your future superior or HR to initiate the Agreement directly by contacting the University via [okt\\_asszisztens@inf.elte.hu](mailto:okt_asszisztens@inf.elte.hu). The related documentation is available on our [website](#).
- **The University and the employer are legally obliged to sign a Cooperation Agreement. We recommend you to not to start your internship until you have a signed, valid Cooperation Agreement. In case by any circumstance the Cooperation Agreement does not go through then it may be, that we cannot accept your internship! In addition to that in case of haphazard labour control both - the employer and the university - can be called to account legally.**
- **Until there is not a valid Cooperation Agreement, the employer cannot issue the Declaration of Acceptance.**

### Important information!

Please note that the date of the Declaration of Acceptance cannot be before the date of the Cooperation Agreement and it cannot be later than the date of starting the internship.

# About the Cooperation Agreement

- **By concluding the Cooperation Agreement, the employer acquires the status of a professional internship location, which entitles the company to accept our students for internships.**
- Our students cannot fulfil their internship with an employer that does not have an agreement in force. The agreement must also be concluded in the case of an already existing employment relationship or an internship abroad.
- The employer does not have to conclude the agreement with the University only if the student wishes to do an internship through the mediation of a School Association. In this case, the University accepts the agreement between the employer and the School Association.
- Our Faculty currently has agreements in force with hundreds of employers, so we ask our students to kindly inquire about the existing agreements of concluding an agreement with the employer or **your educational assistant** when starting the administration of the internship.

**COOPERATION AGREEMENT ON INTERNSHIP**  
Number of the Agreement: .....

**I. THE PARTIES**

DATA	UNIVERSITY	EMPLOYER
Name	<b>Eötvös Loránd University</b>	
Seat	1053 Budapest, Egyetem tér 1-3.	
Represented by	Dr. László Borhy, Rector	
Registration Number	FI80798	Cg.
Tax Number	15308744-2-41	
Bank Account Number	Hungarian State Treasury 10032000-01426201-00000000	
<b>Organisational entity</b>	Faculty of Informatics	
Seat:	1117 Budapest, Pázmány Péter sétány 1/C	
Represented by:	Dr. Tamás Kozsik	
<b>Contact person:</b>	Ms. Krisztina Orbán	
Address:	1117 Budapest, Pázmány Péter sétány 1/C	
Phone:	+36 1 372-2517	
Fax:		
E-mail:	okt_assisztens@inf.elte.hu	

**II. SCOPE OF THE AGREEMENT**

II.1. On the basis of the present Cooperation Agreement the Employer undertakes to provide in-company internship per school year for ..... students who are in legal relationship with the University. The internship will be provided free of charge for the following educational programmes:

educational programme	schedule (hours/week)	number of students
<b>BSc Programme in Computer Science</b> 240 working hours lasting at least 6 weeks for students admitted in 2012 and 2013		
<b>BSc Programme in Computer Science</b> 320 working hours lasting at least 8 weeks for students admitted in or after 2014		
<b>MSc Programme in Computer Science</b> 240 working hours lasting at least 6 weeks for students admitted in or after September 2014		
<b>MSc Programme in Computer Science for Autonomous Systems</b> 240 working hours lasting at least 6 weeks for students admitted in or after September 2018		

# The administration of the Cooperation Agreement

- **The deadline to submit the [Cooperation Agreement](#) 15 day before starting the internship at the latest.**
- We can accept the Cooperation Agreement if and only if it is filled out fully and properly and signed by the person authorized to represent the company in the following formats and ways of submission:
- **In an e-mail in PDF format send either**
  - the document with the **digital signature** of the person authorized to represent the company
  - **Signed on paper** by the person authorized to represent the company AND **authenticated in the [AVDH system](#)**
- **If the representative of the company signs the document by hand, it is mandatory to have the document stamped. In this case submit two original copies in either of the following ways:**
- Submitting
  - **In person:** In the Southern building's Northern reception overlooking the TTK anytime (you do not have to request an appointment). Kindly submit the document in a closed envelope and write the following note on it: To Krisztina Orban Educational Assistant
  - **By postal services** (with advice of delivery service only) to the following address:  
  
*Eötvös Loránd Tudományegyetem Informatikai Kar  
Tanulmányi Hivatal, Orbán Krisztina  
1117 Budapest, Pázmány Péter sétány 1/C, 2.316/A*
- **Of the documents received as a hard copy the University keeps an original copy for the Archives, the rest will be delivered by postal services (with advice of delivery) to the employer after the dean has signed it .**



### Submit the Declaration of Acceptance form issued by your future employer

By submitting this declaration your future employer (company) lets the University know, that it would like to hire you for an internship within the framework of the Cooperation Agreement. **The University has to accept the place of internship beforehand, therefore the declaration has to be submitted before starting the internship either by you or by your future employer!**

On the declaration form, the company declares **the timeframe of your planned internship and what kind of tasks you will get, who will assist you in the implementation of the tasks.**

**The declaration will not be accepted automatically by the University. The University consents that you accomplish your internship at the chosen company only if the University finds that the company fits the requirements.** Do not start your internship before you receive a feedback e-mail that your Declaration of Acceptance form has been accepted. If your form gets denied your work will not be accepted as an internship. If you start your internship before your Declaration of Acceptance gets accepted you risk this.

Send the document to [okt asszisztens@inf.elte.hu](mailto:okt_asszisztens@inf.elte.hu) e-mail address or to the university's [postal address](#). If you send the Declaration of Acceptance form, it will be sent back to your employer after the representative of the University has signed it. You will be informed regarding the status of your Declaration via e-mail, once you receive the e-mail feedback you may start your internship.

## The Declaration of Acceptance

- The internship has to be announced to the University in advance.
- The [Declaration of Acceptance](#) is an official way for an employer to let the University know its intention to employ you as an intern which the university accepts/denies.
- The Declaration of Acceptance has to be submitted to the [educational assistant](#) 15 days before the start of the internship at the latest. The vice dean of Education will sign the document before the start of the internship.
- **Keeping track of the deadlines and the arrangement and coordination of the internship place and schedule is your responsibility.**
- **Submit the Declaration of Acceptance in a single .pdf file to the [educational assistant](#) with**
  - A digital signature or
  - As a document filled in on paper signed with a digital authentication or
  - As a document filled in and signed, stamped on paper and scanned (there is no need for the original hard copy for the administration)



**Eötvös Loránd University**  
Faculty of Informatics  
Contact: okt\_asszisztens@inf.elte.hu

**DECLARATION OF ACCEPTANCE FOR INTERNSHIP**

This declaration of acceptance confirms that the student of Computer Science BSc studies at ELTE Faculty of Informatics can complete the mandatory 320 hours internship specified in the training and graduation requirements of the program at the chosen organization within the framework detailed below.

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The internship can be started after the approval of this declaration by the Faculty!  
**FROM JANUARY 1, 2024 THIS DECLARATION CANNOT BE SUBMITTED WITH ANY DELAY!  
ANY WORK WHICH WAS STARTED WITHOUT THE PRELIMINARY APPROVAL OF THE UNIVERSITY,  
WILL NOT BE RECOGNIZED AS INTERNSHIP ACCOMPLISHMENT!**

**1. Information about the student**

Student's name: \_\_\_\_\_ Starting year of studies: \_\_\_\_\_  
 Neptun code: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. Information about the employing organization**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Web page: \_\_\_\_\_  
 Effective date of the cooperation agreement concluded with ELTE Faculty of Informatics: \_\_\_\_\_  
 Date of expiry of the cooperation agreement concluded with ELTE Faculty of Informatics: \_\_\_\_\_

	Contact person	Student's professional supervisor
Name	_____	_____
Department	_____	_____
Position	_____	_____
E-mail	_____	_____
Phone	_____	_____

**3. Information about the internship**

Internship starts: \_\_\_\_\_ ends: \_\_\_\_\_  
 duration: ..... weeks schedule: ..... hours/week total: ..... hours  
 Department name: \_\_\_\_\_  
 Professional work to be performed by the student (in details): \_\_\_\_\_



## At the end of internship the employer issues the Reference Letter

### Accomplish your internship

- To accomplish your internship you have to work at least the following working hours:
  - **Bachelor of Computer Science:** 320 hours
  - **Master of Computer Science, Master of Computer Science for Autonomous Systems:** 240 hours
  
- As a Stipendium Hungaricum Scholarship holder, you may work 30 hours/ week during the study term, 40 hours/week out of the study term.
- The internship does not need to be done continuously; if required, the 320 working hours can be completed in 2 separate parts, even with 2 separate employers.
- For MSc students: **The University will not approve to the completion of an internship significantly longer than the mandatory 240 hours.** The number of signed working hours must always be between 240 and 260.

The employer confirms the completion of the internship to the University on the [Reference Letter](#).



**Eötvös Loránd University**  
**Faculty of Informatics**  
 Contact: okt\_asszisztens@inf.elte.hu

**REFERENCE LETTER ABOUT COMPLETION OF INTERNSHIP**

This reference letter certifies that the student of Computer Science BSc studies at ELTE Faculty of Informatics has completed the mandatory 8 weeks internship specified in the training and graduation requirements of the program at the chosen organization.

The Reference Letter can be submitted only if the Declaration of Acceptance was previously approved by our Faculty of Informatics!

**1. Information about the student**

Student's name: \_\_\_\_\_ Starting year of studies: \_\_\_\_\_  
 Neptun code: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. Information about the employing organization**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Web page: \_\_\_\_\_

	Contact person	Student's professional supervisor
Name	_____	_____
Department	_____	_____
Position	_____	_____
E-mail	_____	_____
Phone	_____	_____

**3. Information about the completed internship**

Internship start date: \_\_\_\_\_ end date: \_\_\_\_\_  
 duration: ..... weeks    schedule: ..... hours/week    total: ..... hours  
 Department name: \_\_\_\_\_

3.1. Employer's general feedback, comments for ELTE Faculty of Informatics (optional):  
 \_\_\_\_\_

3.2. Short evaluation of the internship, summary from the student (in at least 4 sentences):  
 \_\_\_\_\_

## The Reference Letter

- Submit the **Reference Letter** as a single .pdf file to the **educational assistant**. The original document is not needed for the administration, the signed and authenticated form scanned in colour is suitable
- The deadline to submit the form is the 30th day after finishing the internship, **BUT in case you intend to graduate in the same semester, the deadlines are the following:**

 the 5th of December  
 the 31st of May.

- If you complete your internship during the holidays or in the exam period**, in case the Reference Letter submitted by the 31st of August the internship will be registered for the Spring semester, in case the Reference Letter is submitted by the 31st of January, the internship will be registered for the Fall Semester.
- If you do not submit the Reference Letter within the 30 days deadline, the Education Office will transcribe a late fee every week until the form is submitted (3000 HUF/week, maximum 30 000 HUF)**

  
**Eötvös Loránd University**  
**Faculty of Informatics**  
Contact: okt\_asszisztens@inf.elte.hu

**REFERENCE LETTER ABOUT COMPLETION OF INTERNSHIP**

This reference letter certifies that the student of Computer Science BSc studies at ELTE Faculty of Informatics has completed the mandatory 8 weeks internship specified in the training and graduation requirements of the program at the chosen organization.

The Reference Letter can be submitted only if the Declaration of Acceptance was previously approved by our Faculty of Informatics!

**1. Information about the student**

Student's name: \_\_\_\_\_ Starting year of studies: \_\_\_\_\_  
Neptun code: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. Information about the employing organization**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Web page: \_\_\_\_\_

Contact person		Student's professional supervisor
Name		
Department		
Position		
E-mail		
Phone		

**3. Information about the completed internship**

Internship start date: \_\_\_\_\_ end date: \_\_\_\_\_  
duration: ..... weeks    schedule: ..... hours/week    total: ..... hours  
Department name: \_\_\_\_\_

3.1. Employer's general feedback, comments for ELTE Faculty of Informatics (optional):  
\_\_\_\_\_  
\_\_\_\_\_

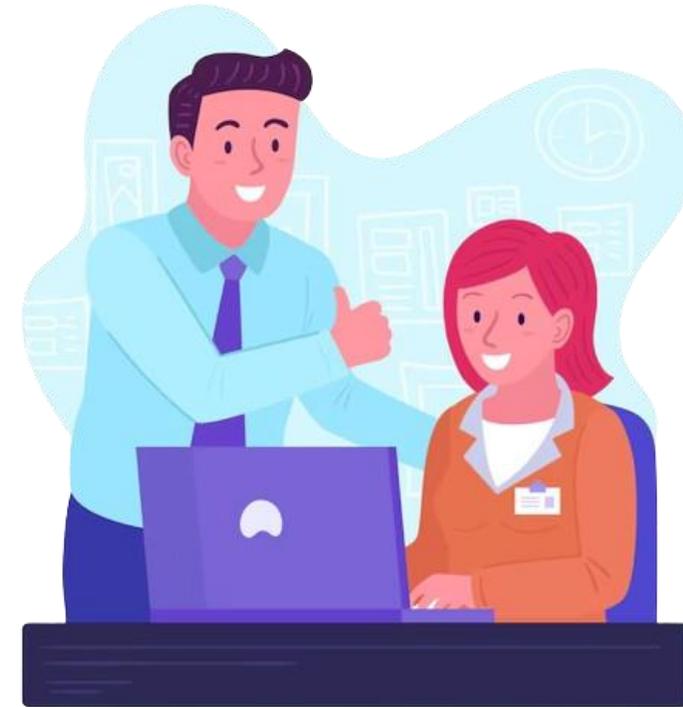
3.2. Short evaluation of the internship, summary **from the student** (in at least 4 sentences):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5.

If everything is correct, the University accepts and administrates the accomplishment of the internship

### Submit the [Reference Letter](#)

- On this form, **the employer verifies how long you worked for them as an intern, what tasks you were given, and how you completed them.** You must also evaluate your own internship work on this form.
- Based on the employer's and your assessment, **the University decides whether it can accept the internship as a performance.**
- **The Reference Letter has to be sent to the [educational assistant](#) or to our [postal address](#)** either by you or your employer.
- You will not receive the document back, after signing it, **it will be sent to your administrator, who will administer the accomplishment of the internship in Neptun.** At the end of the exam period check your Neptun, the administration of your internship has to be completed by then.
- You do not need to inquire about the acceptance of the Reference Letter **If everything is in order, we will automatically notify you of its transfer to your administrator after its acceptance.** If something is wrong, we will let you know.
- **Make sure that the reference letter arrives at the University no later than the 30th day after the end of the internship! If you send the document later than this, the University will charge a late fee based on the current fee schedule. If it is too late, it may even happen that we will only be able to administer the internship for the next active semester.**



# Accomplishing the internship with laboratory subjects in MSc in Computer Science programmes

## In the case of an internship taken at an external internship place

The vice dean of education decides on the acceptance of the filled-out and signed Reference Letters by asking the opinion of the Credit Transfer Committee.

Based on the Reference Letter, the successful completion of the internship is recorded by the Education Office in Neptun.

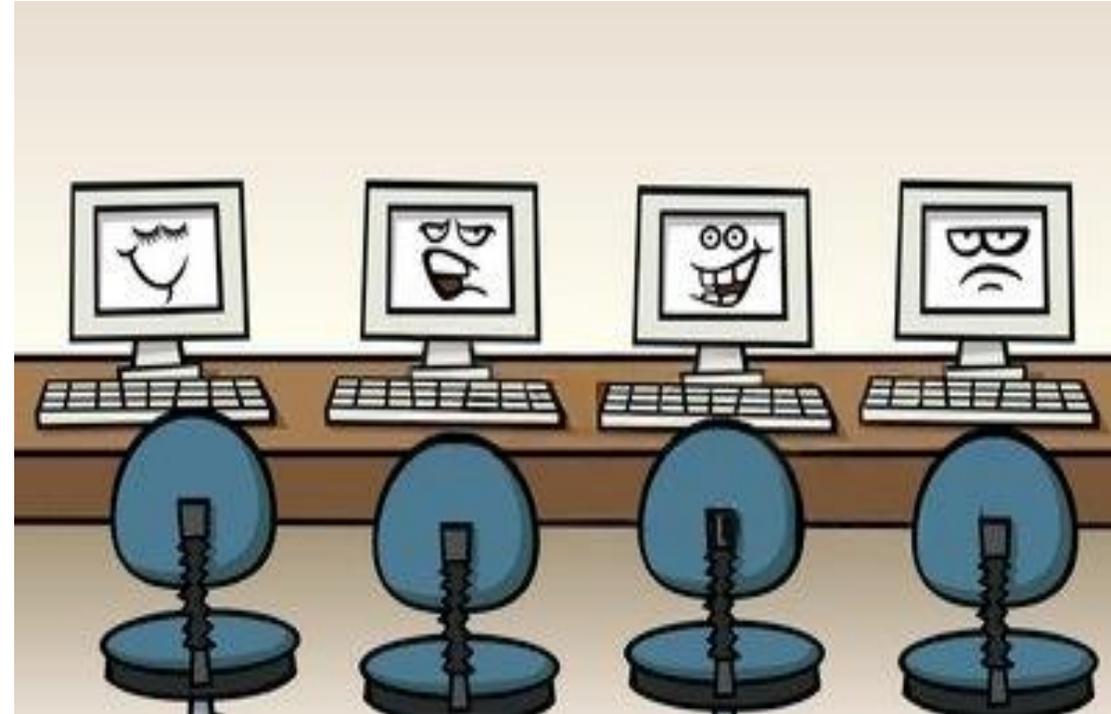
## Acceptance of laboratory courses on MSc training

If you have completed 2 lab subjects of your curriculum these subjects can be accepted as an accomplished internship. In order to request your lab subjects to be accepted as an accomplished internship please fill out the following in Neptun:

### IK - Accepting laboratory courses as internship.

The following subjects can be accepted as internship:

- **Data Science: Data Science Lab I & II.**
- **Cybersecurity specialisation: Cyber Security Lab I. & II.**
- **Software and Service Architecture specialisation: Software Technology Lab I. & II.**
- **Fintech specialisation: Fintech Lab I & II.**
- **Artificial Intelligence specialisation: AI Project Lab I. & II**
- **Autonomous Systems major: AUS Lab I. & II**



In our experience it is difficult for international MSc students to find a suitable English-speaking internship place, therefore we highly recommend accomplishing an internship with lab subjects.



# In order to obtain the absolutory (pre-degree certificate) you need to fulfil the subject requirements of the curriculum

## BSc programme

In the BSc programme you have to fulfill altogether 180 credits in the following divisions:

**Compulsory subjects 127 cr.**

**Compulsory elective subjects 23 cr**

**Elective subjects 10 cr**

**Thesis consultation 20 cr**



# In order to obtain the absolutory (pre-degree certificate) you need to fulfil the subject requirements of the curriculum

## MSc programme

In the MSc programme you have to fulfill altogether 120 credits in the following divisions (click on the link):

- [Artificial Intelligence specialization](#)
- [Cybersecurity specialization](#)
- [Data Science specialization](#)
- [Fintech specialization](#)
- [Software Architecture specialization](#)
- [Digital Factory \(Szombathely – Savaria Campus\) specialization](#)



# Understanding the curriculum: MSc in Computer Science-Artificial Intelligence specialization

**Core subjects 15 cr.**

**Compulsory subjects 35 cr.**

**Compulsory elective 34 cr.**

**Elective subjects 10 cr.**

**Thesis Consultation 30 cr.**



# Understanding the curriculum: MSc in Computer Science – Cybersecurity specialization

**Core subjects 15 cr.**

**Compulsory subjects 66 cr.**

**Elective subjects 9 cr.**

**Thesis Consultation 30 cr.**



# Understanding the curriculum: MSc in Computer Science – Data Science specialization

**Core subjects 15 cr.**

**Compulsory subjects 66 cr.**

**Elective subjects 9 cr.**

**Thesis Consultation 30 cr.**



# Understanding the curriculum: MSc in Computer Science – Fintech specialization

**Core subjects 15 cr.**

**Compulsory subjects 68 cr.**

**Elective subjects 7 cr.**

**Thesis Consultation 30 cr.**



# Understanding the curriculum: MSc in Computer Science – Software Architecture specialization

**Core subjects 15 cr.**

**Compulsory subjects 68 cr.**

**Elective subjects 7 cr.**

**Thesis Consultation 30 cr.**



**Understanding the curriculum:  
MSc in Computer Science – Digital Factory specialization  
(Szombathely)**

**Core subjects 15 cr.**

**Compulsory subjects 67 cr.**

**Elective subjects 8 cr.**

**Thesis Consultation 30 cr.**



# The Thesis

- **The formal requirements of the thesis are different by the training programme:**

For further information please follow the [LINK](#).

- ***Deadlines for uploading the thesis:***

 The 1st of December .

 The 1st of May.

Start your thesis with the [inner cover](#)!

## **Documents to be uploaded to Neptun:**

Only one file can be uploaded in pdf or zip format. The uploaded file has to contain the following documents in addition to the thesis and the programme:

- **Thesis Topic Registration Form**
- [Statement of Originality](#)
- If needed: documents regarding [Encryption](#)

In case you can't print and sign the documents **listed above**, fill them in electronically and add the following abbreviation after your name: sgd.

## **For uploading data files bigger than 200 MB please follow these steps:**

- 1.Upload in zip file: the Thesis Topic Registration Form, the Thesis, the source-code of your programme (concerning your own work), the Statement of Originality and the Encryption request (if applicable).
- 2.Upload the whole thesis programme onto Onedrive, available via your inf mailing system.

At the end of the Statement of Originality, please indicate that the whole thesis programme is available on Onedrive and give access to the head of the Final Examination Committee. He/she will forward the documents towards the other members of the Committee.

# Thesis

## IMPORTANT INFORMATION

Section 381

and Section 79

- (1) **If the Supervisor does not accept the degree thesis, it cannot be submitted.** Based on the recommendation of the Supervisor, the Final Examination Committee assesses the degree thesis and summarizes its findings in a report. Based on this report the Office of Educational Affairs registers the result in the Electronic Registration System.
- (2) **If the assessment of the degree thesis is unsatisfactory, the student has to write another degree thesis.** The new degree thesis can be submitted in the next final examination period.
- (3) Defending the degree thesis is part of the Final Exam.

**If your thesis assessment is unsatisfactory, you have to write a completely new thesis and program. If you feel your work will not fulfil the minimum requirements do not upload your thesis, focus on obtaining the absolutory! You can submit your thesis in an upcoming semester after obtaining absolutory without paying tuition fee!**

**DO NOT TAKE RISKS!!!**



## Make sure to avoid plagiarism!

### Section 377/A

- (1) A student who uses aids other than those specified by the instructor or provides unauthorised assistance to another student during an evaluation (exam, test, homework assignment) requiring the preparation of a computer programme or programme module is in violation of the academic rules, and shall not be permitted to complete the subject in the given semester and therefore shall not obtain the credit awarded for the subject.
- (2) A minutes shall be taken of the violation referred to in paragraph (1), which shall include the place, time, and a brief description of the circumstances of the violation, as well as a statement by the student in question declaring whether they admit to or dispute the allegation against them. If the student disputes the allegation against them, the Dean shall conduct a hearing to clarify the facts.



# Make sure to avoid plagiarism!

## Section 74/B

- (1) The following rules apply to use the intellectual property of others:
  - a) when using a part or the whole of the intellectual property of others (e.g., copying a passage, quoting, translating, or introducing) the source, the name of the author must be indicated, if the name is clearly stated in the source, or, in the case of oral works, can be clearly attributed to a person;
  - b) when using a part or the whole of the intellectual property of others, depending on the nature, length and aim of its use in the student coursework, in the appropriate situation and to the appropriate extent.
  - c) text quoted word for word must be put in quotation marks, while the extent of information that is a reference but not a direct quote must be made clear in the text, and
  - d) in the case of fair use of intellectual property which goes beyond free use, the student must seek the consent of the author or rightsholder for its use in a student coursework in accordance with the University Regulations, which is to be submitted together with the student coursework (e.g., when quoting an unreleased work).
- (2) 383The lecturer is authorised to check any student coursework and is obligated to check the Student's thesis for plagiarism, specified in the present Section, with specialised software.
- (3) 384Reference rules of a specific scientific field apply to all other use and indicating use of the intellectual property of others, on which the Faculty shall put out a guideline.
- Section 74/C385 (1) In the case of a student who does not comply with the provisions regulating the use of the intellectual property of others [Section 74/A-74/B of the present Regulations] regarding the student coursework (with the exception of written or oral exams, the lab minutes or tests), the student coursework must be deemed unfit for evaluation, and the relevant course or thesis must not be rewarded with a grade.
- (2) In the case of a student purporting the intellectual property of others as their own, violating the rules of fair use [Section 74/B (1) of the present Regulations], either word for word or in content, as part of their student coursework or constituting their entire coursework, or submits coursework edited together from parts of intellectual property of others, or violates the rules of using copyrighted work in some other way (such as lifting a word-for-word quote without the use of quotation marks and citing the source or paraphrasing without citing the source) shall especially constitute a disciplinary offence the facts.



# The Thesis

## Thesis upload

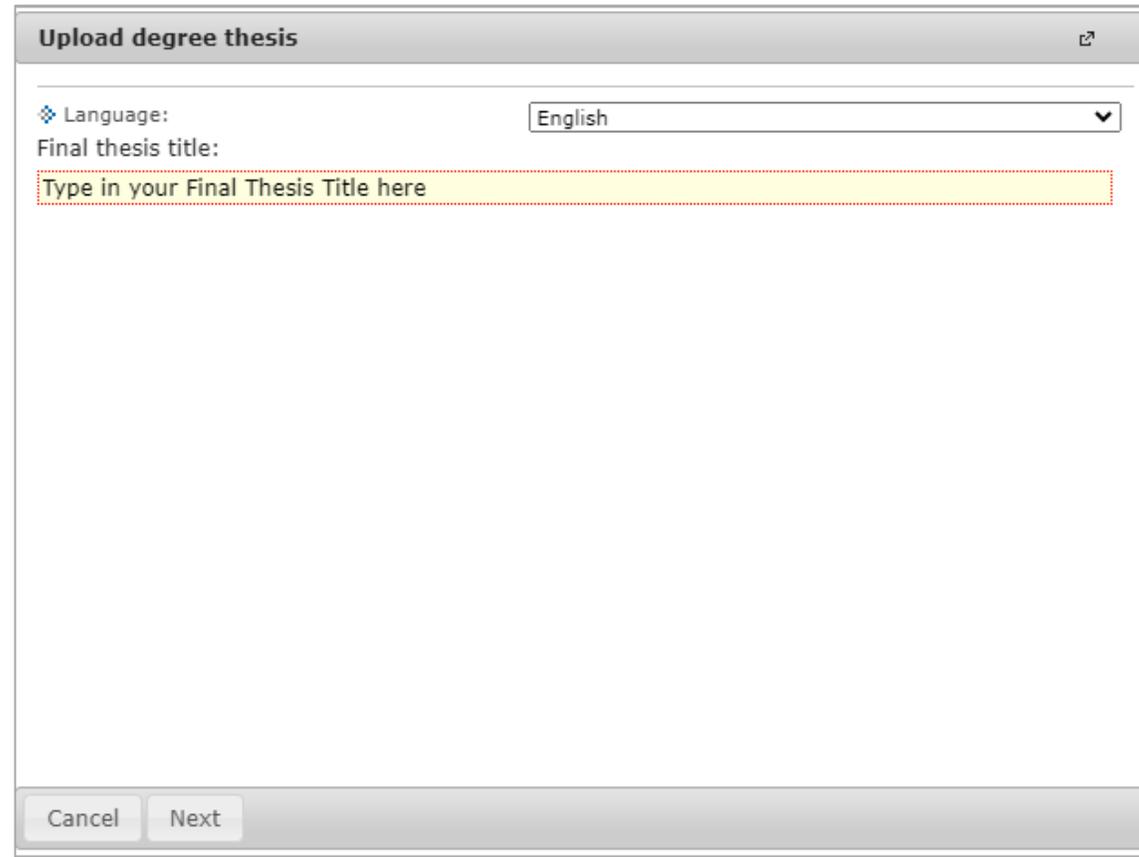
Start your Thesis upload by clicking on **Studies > Degree thesis/ Thesis application** menu. Click on **Upload degree thesis**.

The screenshot displays the website's navigation bar with the following menu items: Studies, Exams, Finances, Information, and Administration. The 'Studies' menu is open, showing a list of options including Training data, Term data, Class schedule, Grade average, Gradebook, Curriculum, Field practice, Publications, E-learning materials, Consultations, Official notes, Degree thesis/Thesis application, and Final certificate requirements. The 'Degree thesis/Thesis application' option is highlighted with a blue arrow. Below the navigation bar, the page title is 'Degree thesis/Thesis application'. There are two buttons: 'Add to favourites' and 'Thesis application'. The main content area features a heading 'Degree thesis' and a sub-heading 'Online vizsgacsalás detektálása valós időben mesterséges intelligencia segítségével'. Below this, there are several fields for thesis details, including Topic, Title, Final title, Sign up date, Date of acceptance, Date of handing in, Presentation date, Date of defence, and Description. On the right side, there are several status indicators: Language: Hungarian, Organizational unit: IK, Thesis status, Assignment result: ✓, Acceptor, Date of withdrawal, Result of defence, Confidential: Public, Url, and Number. At the bottom of the page, there is a row of buttons: Reviewer/Consultant, Topic plan, Consultations, Thesis admission request, Upload degree thesis, View degree thesis, Print details of degree thesis, Jump to virtual space, and Lecturer statement. A blue arrow points to the 'Upload degree thesis' button.

# The Thesis

## Thesis upload

A pop-up window will appear > **Type in the Final title of your thesis.** Make sure the title is correct as you will not be able to change it later. Click on **Next**.



The screenshot shows a pop-up window titled "Upload degree thesis" with a close button in the top right corner. Inside the window, there is a "Language:" dropdown menu set to "English". Below it is the label "Final thesis title:" followed by a text input field. The input field contains the placeholder text "Type in your Final Thesis Title here" and is highlighted with a yellow background and a red dotted border. At the bottom of the window, there are two buttons: "Cancel" and "Next".

# The thesis

## Thesis upload

To upload your thesis files provide some basic information about your thesis:

**Keywords:** those words and expressions based on which your thesis can be easily searched for (3-5 words)

**Abstract:** short, maximum 500 characters long description of the thesis.

In case your thesis is **Encrypted** set the Confidential field to **CONFIDENTIAL**

### Upload degree thesis

Document type: Thesis  
File type: PDF (204800kb), ZIP (204800kb)  
Language: English

Description: In case your thesis is Encrypted set this field to CONFIDENTIAL

Confidential: Public

+ Upload file

Extra data

Keywords: 3-5 words and expressions based on which your thesis can be easily searched for

Abstract: short, maximum 500 characters long description of the thesis.

Filename	Type
No result	
Number of results:0-0/0 (0 ms)	

Save files Back

# The thesis

## Thesis upload

Upload your thesis file in .zip or .pdf format in accordance with the formal requirements.

**Rename the file the following fashion: FULL NAME\_NEPTUN CODE\_THESIS.pdf/.zip**

**After chosing the file to be uploaded wait for it to upload (The Neptun does not indicatesm when the file is uploaded, the file's name will appear in a list below the menu.**

Once your file is uploaded, click on **Save files**.

The screenshot shows the 'Upload degree thesis' form with the following fields and annotations:

- Document type:** Thesis (dropdown)
- File type:** PDF (204800kb), ZIP (204800kb)
- Language:** English (dropdown)
- Description:** Empty text area with annotation: "In case your thesis is Encrypted set this field to CONFIDENTIAL"
- Confidential:** Public (dropdown)
- Upload file:** Button with annotation: "3-5 words and expressions based on which your thesis can be easily searched for" pointing to the Keywords field.
- Abstract:** Text area with annotation: "short, maximum 500 characters long description of the thesis."
- Keywords:** Text area with a red dashed box around it.
- Abstract:** Text area with a red dashed box around it.
- Filename:** TEST\_TIMOTHY\_ABC1DE\_THESIS (with annotation: "The uploaded file will be listed here")
- Type:** Empty field
- Number of results:** 0-0/0 (0 ms)
- Buttons:** Save files, Back

# The thesis

## Thesis upload > verification

You can double-check your uploaded file via **Studies > Degree thesis / Thesis application menu, View degree thesis option**

The screenshot displays the web interface for the 'Degree thesis/Thesis application' menu. The 'Studies' menu is open, showing options like 'Training data', 'Term data', 'Class schedule', 'Grade average', 'Gradebook', 'Curriculum', 'Field practice', 'Publications', 'E-learning materials', 'Consultations', 'Official notes', 'Degree thesis/Thesis application', and 'Final certificate requirements'. The 'Degree thesis/Thesis application' option is highlighted. The main content area shows the 'Degree thesis/Thesis application' page with a 'View degree thesis' button highlighted by a blue arrow. The page also displays a list of fields for the thesis application, including 'Topic:', 'Title:', 'Final title:', 'Sign up date:', 'Date of acceptance:', 'Date of handing in:', 'Presentation date:', 'Date of defence:', 'Description:', 'Language: Hungarian', 'Organizational unit: IK', 'Thesis status:', 'Assignment result: ✓', 'Acceptor:', 'Date of withdrawal:', 'Result of defence:', 'Confidential: Public', 'Url:', and 'Number:'. At the bottom of the page, there is a row of buttons: 'Reviewer/Consultant', 'Topic plan', 'Consultations', 'Thesis admission request', 'Upload degree thesis', 'View degree thesis', 'Print details of degree thesis', 'Jump to virtual space', and 'Lecturer statement'.

# The Encryption of the Thesis

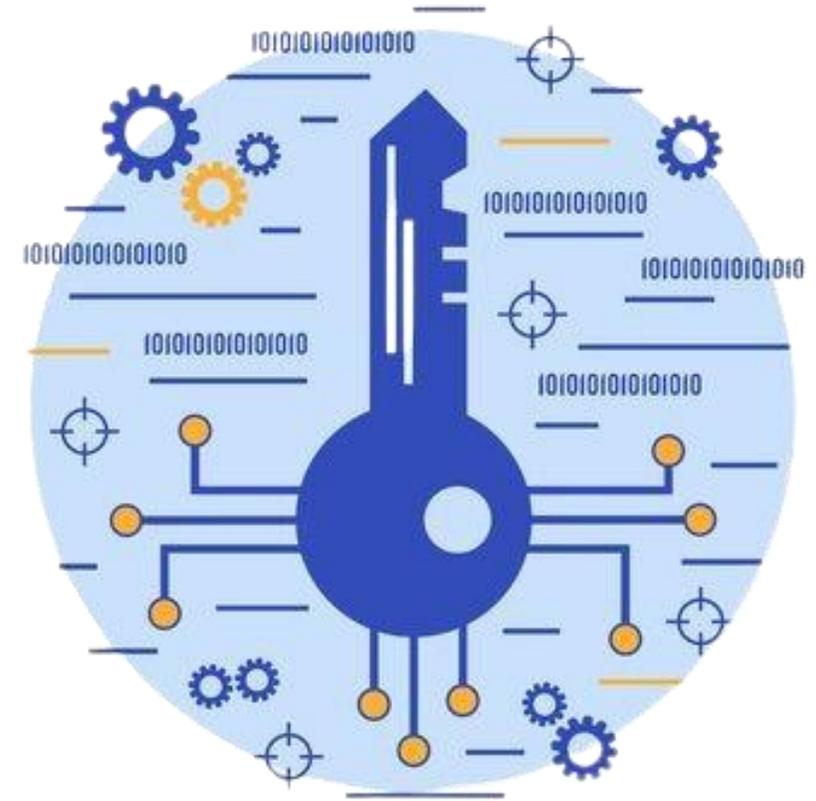
The thesis may only contain information warranting its confidentiality in justified cases.

The thesis is to be classified as confidential (encrypted) if it

- contains business secrets,
- contains classified information,
- contains a patent or an invention,
- contains the personal data of a third party,
- concerns the University's business interests. (ARS, section 80 (4))

**Documents required for requesting the encryption:**

- **IK - Encryption of the thesis** in Neptun
- the **Statement of consent** form: the document has to be attached to the request filled out, signed and stamped by the head of the involved company or involved person. This document has to be attached to the Neptun request in pdf format .



# The Encryption of the Thesis

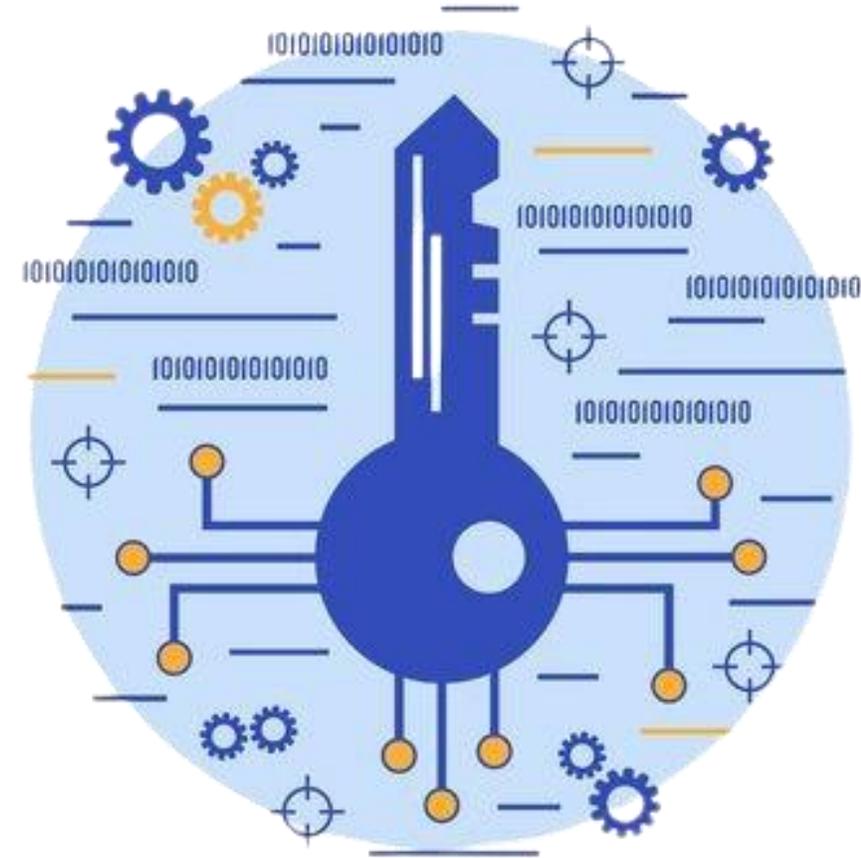
Deadline for submitting the encryption documents:

🌟 The 1st of November

🌸 The 1st of April

- After the electronic request is accepted and the decision is made that the student has obtained the necessary consents for the encrypted thesis, and the supervisor, the reviewers and the members of the Final Examination Committee are granted access by the relevant party.
- Upload the decision to Neptune along with the thesis. When you upload your thesis file, choose the "**Confidential**" option from the dropdown menu.
- In case of encryption, protect your thesis with a password, send the password to your supervisor and - if you have already learned the composition of the future Final Examination Committee - to the members of the committee.

[Protect a document with a password](#)



# The Thesis

## Thesis upload, additional information

- **IMPORTANT! The upload deadline also applies to documents uploaded to Onedrive!** We are unable to accept modifications of a later date, the same expectations apply to those who upload to Neptun, and due to the large size, the program is available via a link.
- **The thesis file can be modified until the upload deadline. To do this, you must first delete the previously uploaded file, then you can upload the corrected, supplemented document.**
- **The opponent of the thesis will evaluate the thesis and deliver the preliminary thesis opinion to the student via Neptun.** Since the evaluation part of the thesis also takes place in Neptun, only by uploading it is ensured that both the supervisor/opponent and the Final Examination Committee members have access to the theses of the final examinees, therefore it is important that those who previously submitted their thesis in paper form, upload it to Neptun by the deadline.
- **If you have an external supervisor,** send the evaluation prepared by him/her to the internal supervisor via e-mail, the internal supervisor will be able to upload the evaluation to Neptun.



## Acceptance of National Scientific Students' Associations Conference (OTDK) application as thesis

In the MSc in Computer Science, Autonomous Systems and Data Science programmes

- **In case of an accepted TDK application you have to register for the Thesis Consultation subject in the Subject Registration period of your final semester (the semester of graduation or the semester of obtaining absolutory) regardless of when did you participate/will participate in the OTDK.** The Thesis Consultation subject has to be **in accordance with the curriculum of your study programme** (has to have the subject code as it is stated in the curriculum) and has **to be related to your thesis supervisor** (he/she will appear in Neptun as a lecturer of the subject). This ensures that your supervisor can administer your grade in Neptun after fulfilling the consultation subject.
- As a result of the faculty TDK conference, a decision will be drawn up among the applications that were recommended for OTDK and requested that their application be accepted as thesis based on the jury's decision. This decision contains the fact of acceptance of the thesis and its classification with an Excellent (5) grade. (***Name TDK dolgozat hatarozat.docx***)
- **At the Final Examination, the student must present the TDK application /thesis (to ensure that the Committee can ask relevant questions). The Committee will ask questions related to the topic of the application, this will be evaluated with a grade. In the case of a joint application with several authors, the defense takes place in the same committee, but separately for each student. In the defense, the student must primarily present the result of his/her own work and has to cover the results of other authors to the extent that the solved task can be understood.**
- **The thesis has to be related to the specialization of the student.**



# Acceptance of National Scientific Students' Associations Conference (OTDK) application as thesis

In the MSc in Computer Science, Autonomous Systems and Data Science programmes

## Documents to be uploaded in Neptun:

- the thesis (in this case the TDK application)
- [Statement of Originality](#)
- Thesis Topic Registration Form

*Deadlines for submitting the Thesis Topic Registration form (as a digital request):*

 The 15th of May

 The 15th of October

- **If the thesis includes a program**, you have to upload the program as well
- **The decision on the acceptance of the OTDK application as a thesis and the grade received**
- In the case of a multi-author thesis, **the description of the division of work**
- In the case of the TDK application as a thesis, **the supervisor does not prepare a separate evaluation. The evaluation prepared for the TDK conference is uploaded to Neptun by the supervisor, thus making it available to the Final Examination Committee.**



 *Deadline for the Fall semester*  
 *Deadline for the Spring semester*

# Acceptance of National Scientific Students' Associations Conference (OTDK) application as thesis

For MSc in Cartography, MSc in Geoinformatics students

- **The head of the Institute of Cartography and Geoinformatics will accept his or her OTDK conference I-III. placed and/or special prize-winning application as a thesis if it meets the thesis requirements set up by the Institute.**
- **If the TDK application is accepted, the student in the final semester of the programme, during the Subject Registration Period has to register for the Thesis Consultation corresponding to the curriculum** (20 credits, in the semester when he intends to obtain absolatory- regardless of when did he/she participate/will participate in the OTDK). This ensures that the supervisor can administrate the grade in Neptun after fulfilling the Thesis Consultation subject.
- **Based on the results of the OTDK, a decision is prepared for the application to be accepted as the thesis.** This decision includes the acceptance of the thesis and its evaluation with an Excellent (5) grade. (Name \_TDK dolgozat határozat.docx)
- **The student does not have to present the TDK application, only has to complete the oral part of the Final Examination.** It is mandatory, no exemption can be applied.



# Acceptance of National Scientific Students' Associations Conference (OTDK) application as thesis

For MSc in Cartography, MSc in Geoinformatics students

## Documents to be uploaded in Neptun:

- the thesis (in this case the TDK application)
- [Statement of Originality](#)
- Thesis Topic Registration Form

*Deadlines for submitting the Thesis Topic Registration form (as a Neptun request):*

 The 15th of May

 The 15th of October

- **If the thesis includes a program**, you have to upload the program as well
- **The decision on the acceptance of the OTDK application as a thesis and the grade received**
- In the case of a multi-author thesis, **the description of the division of work**
- In the case of the TDK application as a thesis, **the supervisor does not prepare a separate evaluation. The evaluation prepared for the TDK conference is uploaded to Neptun by the supervisor, thus making it available to the Final Examination Committee.**



 *Deadline for the Fall semester*  
 *Deadline for the Spring semester*

# The Final Examination

## Registering for the Final Examination

- For students in the the BSc in Computer Science, **Master of Computer Science, Master of Computer Science for Autonomous Systems, MSc in Data Science programme**

### Way of registration for the Final Examination:

Via Neptun (Submitting the electronic request)

- **For those participating in Budapest-based training(IK):**

Neptun->Administration->Requests->IK - Registration for Final Examination (MSC)

IK - Registration for Final Examination (BSC)

IK - Registration for Final Examination (EIT MSC)

- **For training participants based in Szombathely /SAVARIA/ (IK-SEK):**

Neptun->Administration->Final Exams

At the end of the SEK Final Examination row (will appear in Hungarian: *current semester SEK záróvizsga időszak (Szombathely)*) click on the "+" sign, then choose the **Register** option

- **Deadlines:**

 **The 1st of November (Fall semester),**

 **the 1st of April (Spring semester).**



# The Final Examination

## Conditions for admission to the Final Examination

- **Students who obtained an absolutory (pre-degree certificate) can sit for the Final Examination.** The determination of accomplishment of the absolutory requirements (checking the fulfillment of the subject requirements of the curriculum) is based on the grades administered in Neptun.
- **Those who have missing grades in Neptun cannot be admitted to the Final Examination.**
- **The Final Examination can be taken by those who:**
  - indicated his/her intention in writing by the given deadline.
  - Obtained the absolutory:
  - Fulfilled the subject requirements of the curriculum. We would like to point out that the credit value of a subject cannot be broken down/divided between compulsory elective and elective credits, even if the credit value of completed subjects exceeds the number of credits according to the curriculum. For example, for a 4-credit subject, you have to decide which category the 4 credits should be counted into.
  - Fulfilled the Thesis Consultation subject and it was recorded in Neptun.
  - Accomplished the internship and this was recorded in Neptun.
  - Uploaded the thesis to Neptun by the deadline and the supervisor's assessment shows at least a sufficient rating.
  - **He has no debt to the university** (debt in Neptun or library debt).



# The Final Examination

## The Schedule of the Final Examination

- Information about the Final Examination:
  - [BSc in Computer Science](#)
  - [MSc in Computer Science and MSc in Computer Science for Autonomous Systems](#)
- The Topics of the Final Examination are available [HERE](#).
- The Final Exam Committees are available [HERE](#).

**Please note that you cannot attend the Final Exam in case you have debts ( for checking financial debt check in Neptun > Finances menu; for library “debt”:make sure you returned all the books you loaned from the library)**

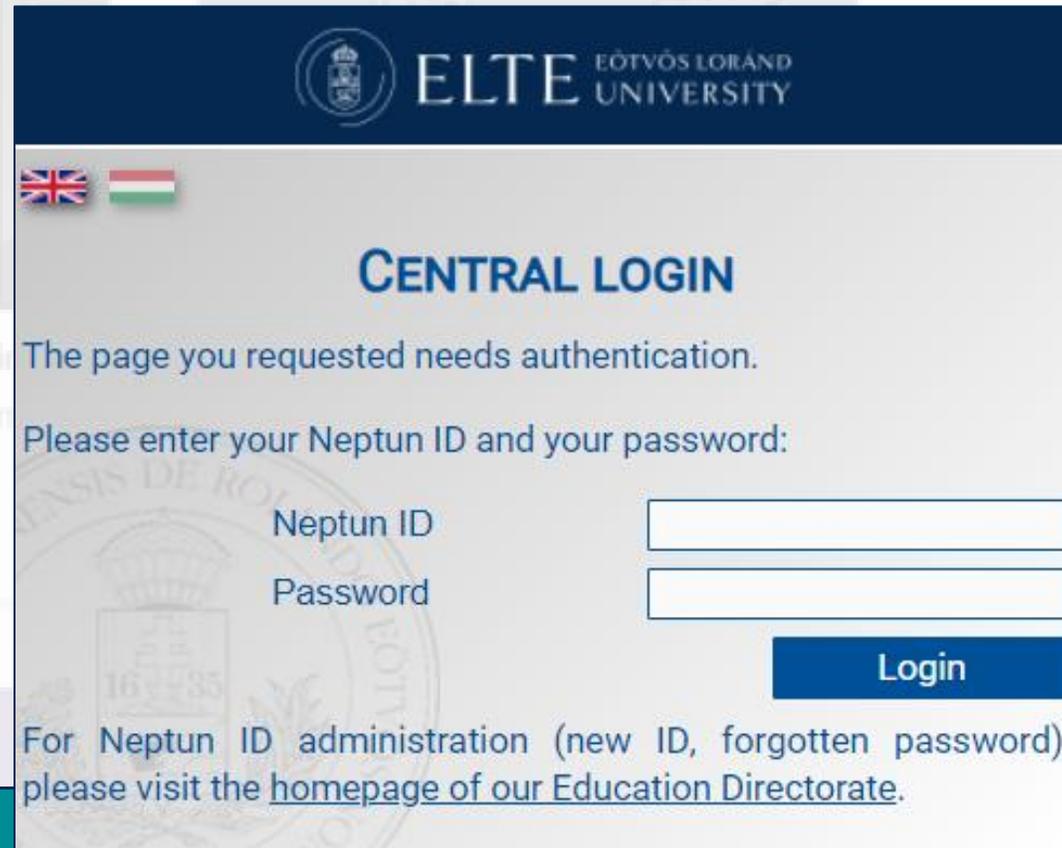


# Canvas for students

The Canvas system is used for all subjects. You find the materials, deadlines, syllabus, assignments, ... of each course. Some teachers use the system to send you messages and publish consultation appointments.

Login in the system: <http://canvas.elte.hu>

**Use your neptun code and password to log in.**



 **ELTE** EÖTVÖS LORÁND UNIVERSITY

## CENTRAL LOGIN

The page you requested needs authentication.

Please enter your Neptun ID and your password:

Neptun ID

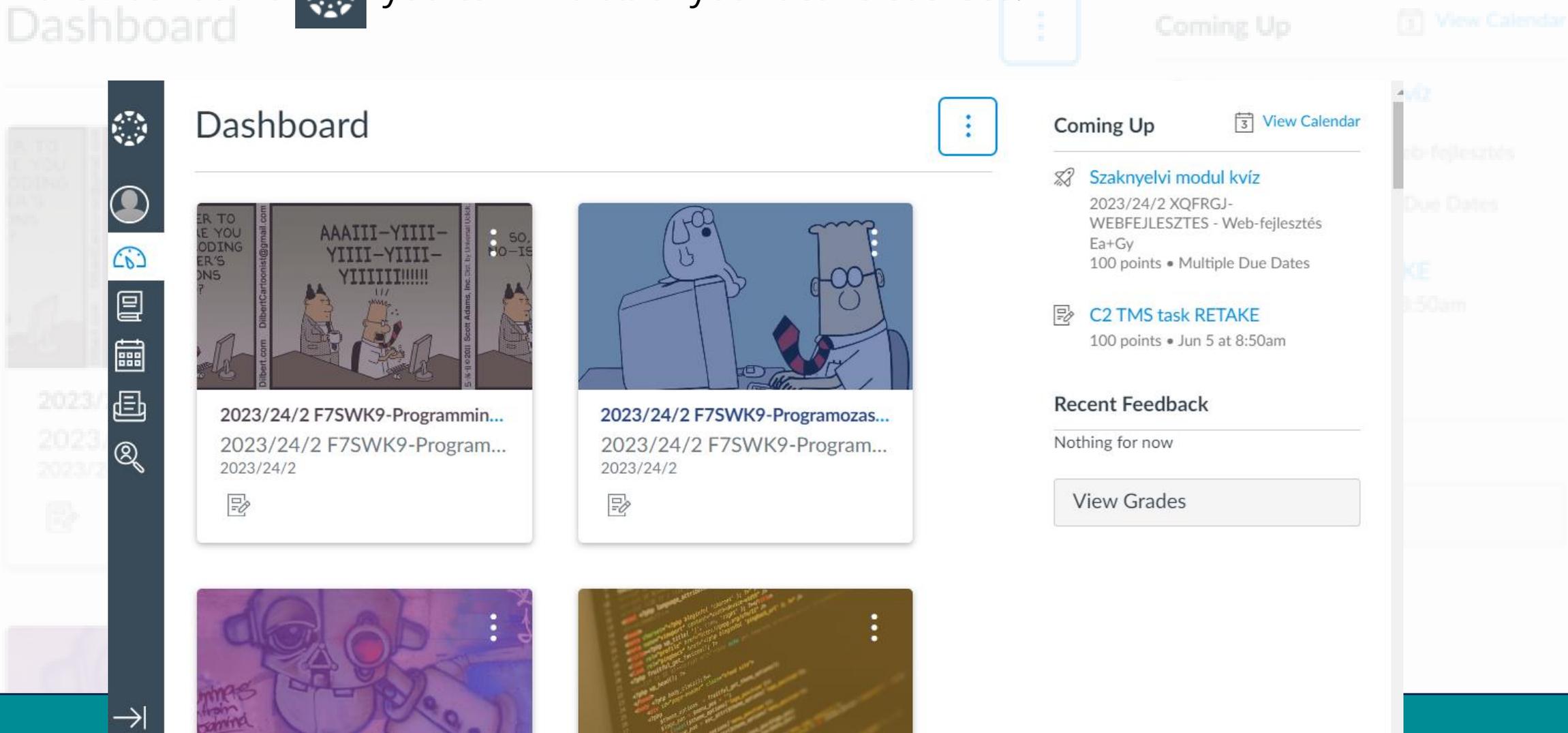
Password

**Login**

For Neptun ID administration (new ID, forgotten password), please visit the [homepage of our Education Directorate](#).

# Canvas for students

On the Dashboard  you can find all of your active courses.



The screenshot shows the Canvas student dashboard. At the top, there's a navigation bar with a 'Dashboard' title and a 'View Calendar' link. Below this, the main content area is divided into several sections. On the left, there's a vertical sidebar with icons for home, profile, calendar, and search. The main content area features a grid of course cards. The first row contains two cards: one with a Dilbert cartoon and the title '2023/24/2 F7SWK9-Programmin...', and another with a cartoon character and the title '2023/24/2 F7SWK9-Programozas...'. The second row contains two more cards: one with a purple robot illustration and the title '2023/24/2 F7SWK9-Programozas...', and another with a code editor background and the title '2023/24/2 F7SWK9-Programozas...'. To the right of the course cards, there's a 'Coming Up' section with a 'View Calendar' link. It lists two upcoming tasks: 'Szaknyelvi modul kvíz' (2023/24/2 XQFRGJ- WEBFEJLESZTES - Web-fejlesztés, Ea+Gy, 100 points • Multiple Due Dates) and 'C2 TMS task RETAKE' (100 points • Jun 5 at 8:50am). Below the 'Coming Up' section is a 'Recent Feedback' section with the text 'Nothing for now' and a 'View Grades' button.

# Canvas for students

If you would like to see all of your courses, or select, which one can be seen on the dashboard, choose the *Courses* icon and at the end of the list the "All courses" option.)



Click on the big picture or on the name of the course to open it!

A screenshot of the Canvas LMS dashboard for a student. The browser address bar shows "canvas.elte.hu". The dashboard title is "Dashboard". On the left is a vertical navigation menu with icons for Home, Profile, Calendar, Courses, and Search. A box labeled "menu" points to this menu. The main content area shows course cards. A box labeled "courses" has arrows pointing to the course cards. On the right, there is a "Coming Up" section with a "View Calendar" link and a "Recent Feeds" section with a "View Grades" button. A box labeled "events, upcoming tests, deadlines, ..." has an arrow pointing to the "View Grades" button. The course cards include titles like "2023/24/2 F7SWK9-Program..." and "2023/24/2 F7SWK9-Programozas...".

# Canvas basics

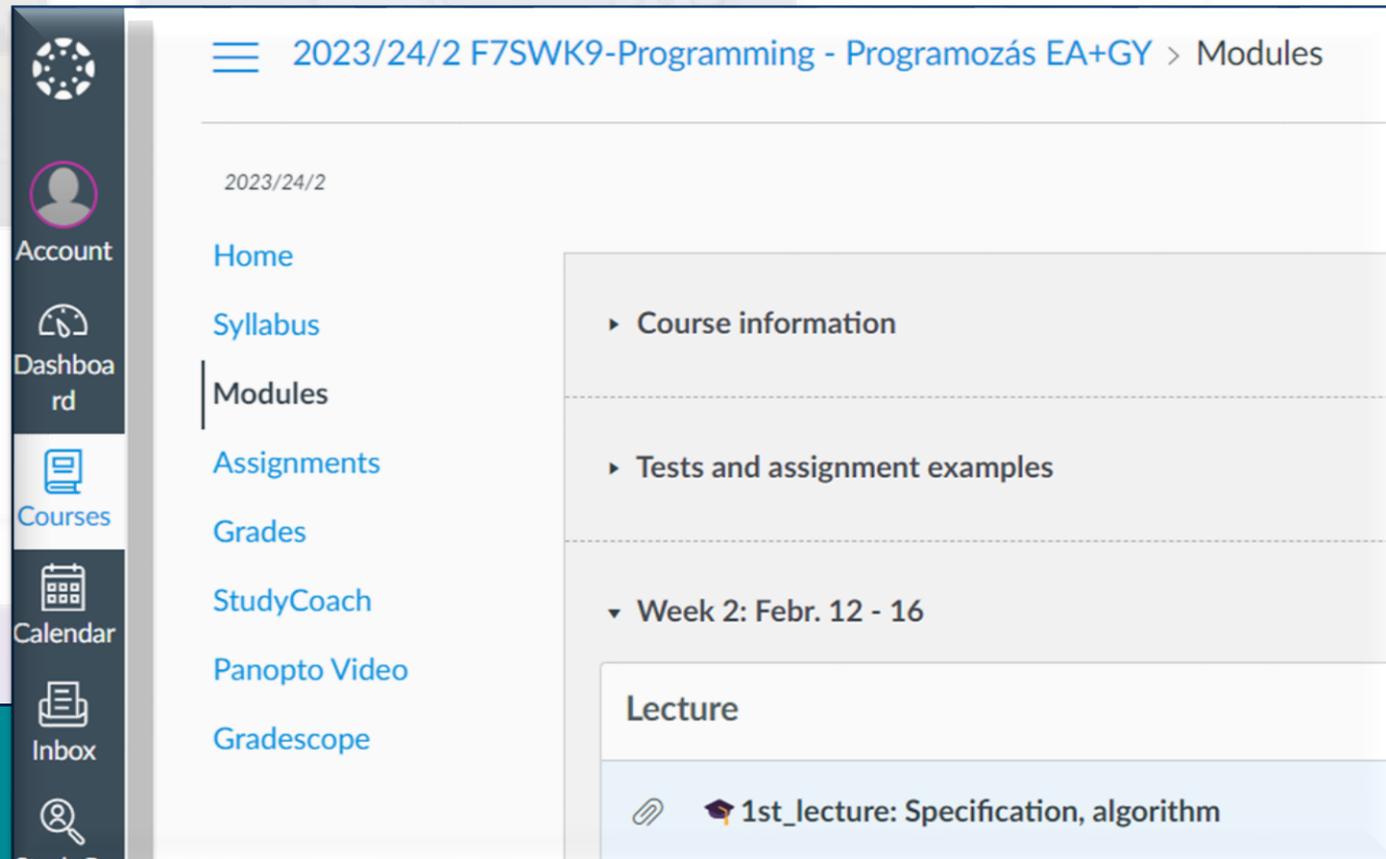
The start (**Home**) sites and the structure can be different for each course.

**START HERE:** Mostly the **main site (Home)** contains the most important information: room, time, name and e-mail address of the teachers and the **requirements of the course**. If you don't see it on the main site, follow the instruction of the lecturer.

**Not reading the course requirements does not mean that the rules do not apply to you. The rules apply to each and every student equally, cannot be altered.**

Some courses use the **Teams** system, as well. You can find a code or a **link** for the used Teams group mostly here, too.

Most courses have **Modules** : The materials (e.g. lecture slides, tutorials, important links, etc.) can be found in the modules organized into smaller sections.



The screenshot displays the Canvas LMS interface for a course titled "2023/24/2 F7SWK9-Programming - Programozás EA+GY". The interface is divided into a sidebar menu on the left and a main content area on the right. The sidebar menu includes options for Account, Dashboard, Courses, Calendar, Inbox, and Search. The main content area shows the course title and a list of navigation options: Home, Syllabus, Modules (which is currently selected), Assignments, Grades, StudyCoach, Panopto Video, and Gradescope. Below the navigation options, there is a section for "2023/24/2" with a "Course information" link. A "Tests and assignment examples" link is also visible. The "Week 2: Febr. 12 - 16" section is expanded, showing a "Lecture" link. At the bottom of the lecture section, there is a link for "1st\_lecture: Specification, algorithm".

# Canvas basics

In the **Assignments** menu you will see the list of the Assignments, tests, and quizzes.  
**Check this menu regularly.**

The screenshot shows the Canvas LMS interface. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, and Inbox. The main content area has a breadcrumb trail: '2023/24/2 F7SWK9-Programming - Programozás EA+GY > Assignments'. Below the breadcrumb is a search bar labeled 'Search for Assignment' and two buttons: 'SHOW BY DATE' and 'SHOW BY TYPE'. A vertical menu on the left lists 'Home', 'Syllabus', 'Modules', 'Assignments' (highlighted), 'Grades', 'StudyCoach', 'Panopto Video', and 'Gradescope'. The main content area displays a list of assignments under the heading 'TMS (B) tasks':

- Practice
- TMS (B) tasks
  - B1 TMS assignment  
Closed | Due Mar 21 at 11:59pm | -/30 pts
  - B2 TMS assignments  
Closed | Due Apr 18 at 11:59pm | -/30 pts
  - B3 TMS assignment

# The settings of the Canvas system



Choose the **Account** icon to personalize your Canvas.



In the “**Profile**” menu you can upload a profile picture ( - click on the pencil) - it can help your teacher and colleagues communicate.

Edit Settings

In Settings you can choose “**Edit settings**” and modify the **Language** and the **TimeZone**. All courses have their language defined individually, so it is the basic language of the system. We recommend to use the Hungarian Time Zone.

This name appears in sorted lists.

Language:  ▼

This will override any browser or account settings.

Time Zone:  ▼

# The settings of the Canvas system

In **Notification** you can set your [notification preferences](#) in. Try to personalize the communication to be updated in every important information, event.

**Notification Settings**

2 *i* Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. X 3

4 *i* Daily notifications will be delivered around 6pm. Weekly notifications will be delivered Saturday between 3am and 5am. X 5

Settings for

Account 1

	Email emilyboone@instruct...	Email emily.boone.canvas...	Push Notification For All Devices
Course Activities 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Due Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> 3 ← 8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Daily summary

# Canvas tutorial videos

[Using the calendar](#)

[Canvas overview](#)

[Canvas overview](#)

[Canvas tutorial](#)

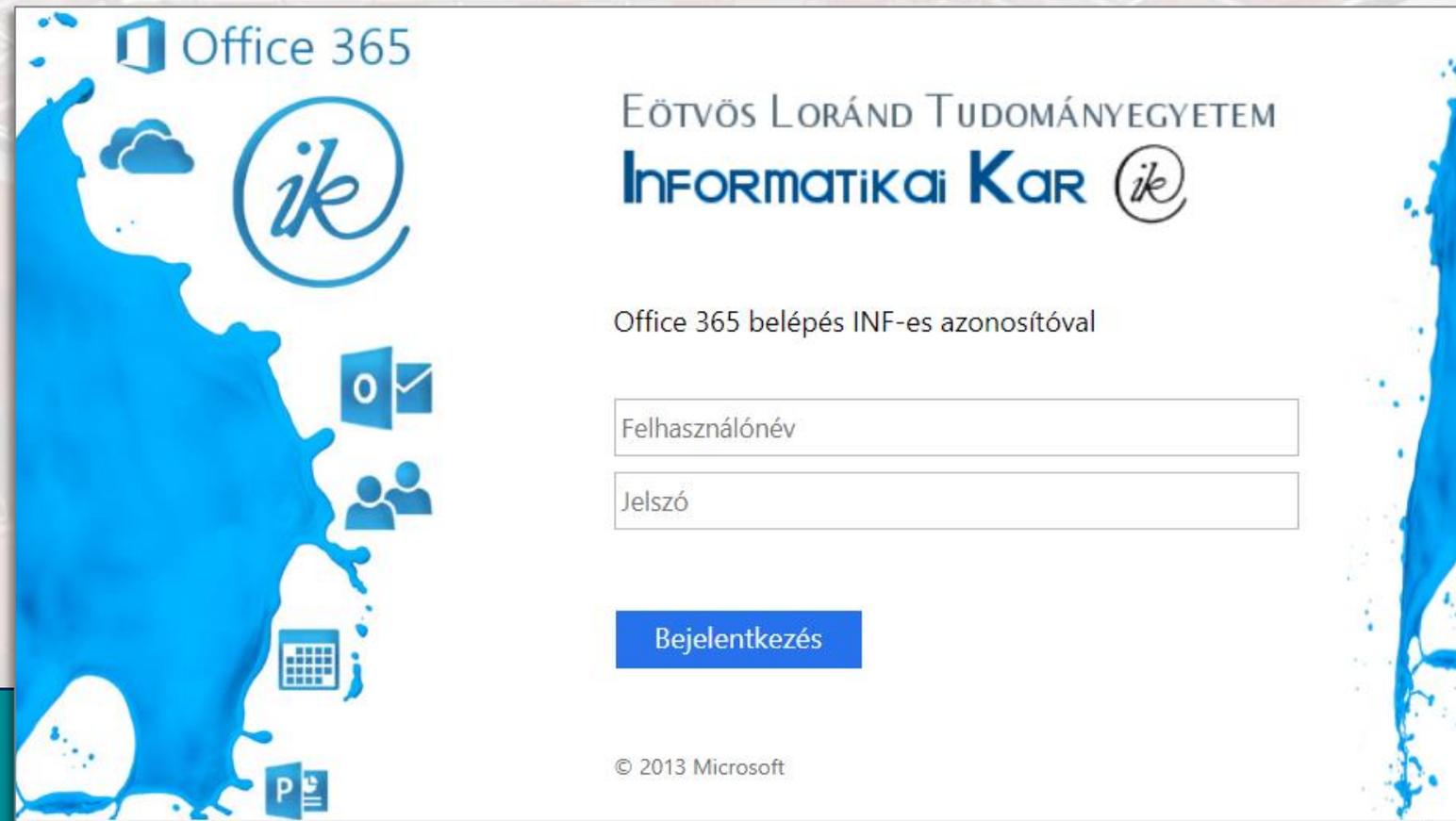


# Teams basics

You can use Teams from browser: <https://teams.microsoft.com/> or download it as an application.

## Browser:

The main site redirects you to the site of the university, where you need to login with your **e-mail address** (based on your neptun code with **@inf.elte.hu**) and password (you use it for your e-mails, too)



Office 365

EÖTVÖS LORÁND TUDOMÁNYEGYETEM  
INFORMATIKAI KAR

Office 365 belépés INF-es azonosítóval

Felhasználónév

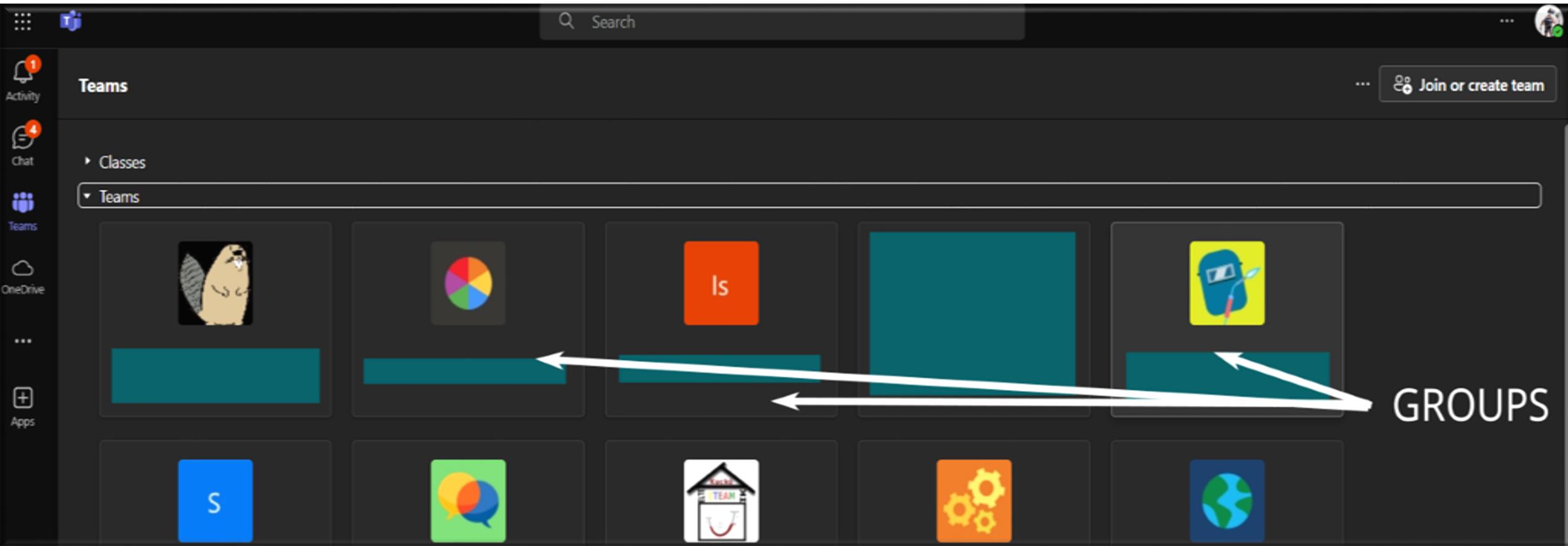
Jelszó

Bejelentkezés

© 2013 Microsoft

# Teams basics

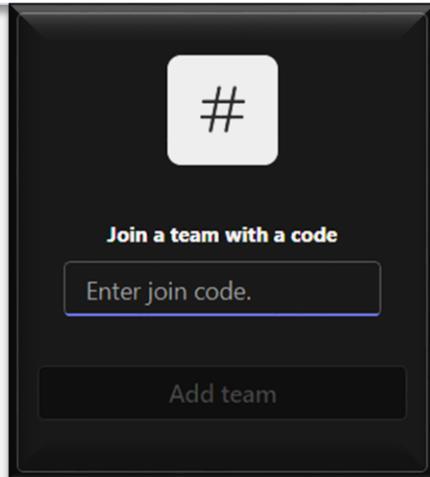
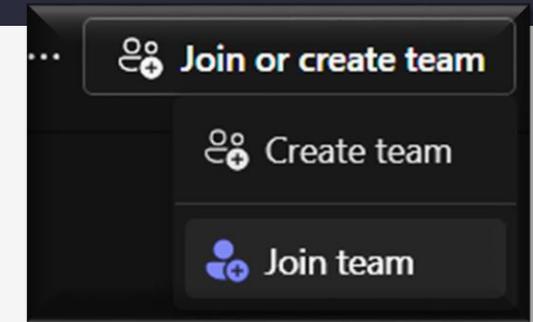
After log in, you can see your groups, "teams"



# How to join a Teams group?

## Joining teams

- To join a team click on the **“Join or create team”** button on top right and choose **“Join team”**
- Some subjects are open, then they appear on the screen.



## Joining with a join code

- If your team (group) is not open, you need to have a code. Choose the box **“Join a team with a code”**
- And write in the activation code (it is a 7-8 long code created by the system shared by your lecturer)

## Joining with team link



Some lecturers prefer to send or publish a link. In this case, you only have to click on the link and open it in a browser (maybe login) in order to request to join the group.

**In this case the lecturer has to approve your request to join the group, it is not automatic. Request to join the teams group at least 48 hours before your first class, so you will not miss out on any important information.**



# Chatting in Teams

You can use Teams for chatting with your lecturers as well.

Choose Chat in the main menu.

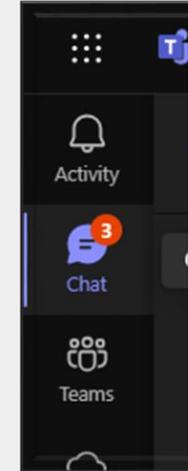
Then at the top section, you can search for a name or Neptun code.

Look for people, messages, files and more

Files

Group Chats

Teams and Channels



## Chatiquette

The preferred way of communication is e-mail. Contact your lecturer via chat only if he/she directly requests to do so or if the matter is extremely urgent.

Your professor has other duties and his/her own life, as well so

- try to chat during working hours
- wait for the response, be patient
- , do not rush your response



# Credit Transfer

- If you have studied at another university, you might choose to ask for the acceptance for subjects you previously completed there.
- Let the [international coordinator](#) know your intention for Credit Transfer in the **Preregistration Period** (until the end of the registration period, see the [Academic calendar](#))
- Usually, a subject can be accepted if it has a similar number of credits and mostly similar syllabus as the subject you would like to be accepted as via Credit Transfer. **You will have to submit your transcript of records, and the syllabus (description of the subject materials and topics) of the subjects you fulfilled at your previous university.** These have to be **official documents issued by your previous university** and if they are not in English, you have to submit an **official translation** as well.
- **In general, e.g. a maximum of 120 credits can be transferred for the BSc programme and 80 credits for the MSc Programme.** If you accept subjects from the same program (e.g. re-admission), then the credit limit does not apply.
- You have to fill out the [Credit Transfer](#) form
- [HERE](#) is an example of a correctly filled out form (the parts to be filled out by the student are **emphasized** with red)

Student					Present studies at the Faculty of Informatics				Former studies (more trainings can be listed)			
Name:					Branch:	Full-time			Institution:			
Neptun code:					Level:	BSc MSc/MA			Faculty:			
Date of birth:					Programme, for which the recognition is requested				Programme(s):			
Desk officer:					Ms Bernadett Pataki				Computer Science BSc			
Period:												

Courses and credits earned during former studies					Courses and credits in the present studies (for which the request is submitted)					Filled out by the Credit Transfer Committee	
Code	Name of the course	Exam (E) Practical mark (P)	Credit	Grade	Code	Name of the course	Exam (E) Practical mark (P)	Credit	Grade	Proposal: YES/NO with reason	Signature
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

If necessary, extra lines can be added. A copy of the transcript of studies in the former institution must be annexed to this request (HKR 386. § (1)). Official description of the course needs to be attached.

Budapest, day ..... month ..... year .....

.....  
Signature of the student

# Instructions for filling out the Credit Transfer form

- Check your [curriculum](#) at ELTE Faculty of Informatics. Compare your previous and current subjects: the syllabi of the subjects, weekly hours and number of credits. Min. 75% of the syllabus (content of the subject) has to match with the syllabus of the current subject.
- Multiple previous courses can also be counted into a single subject of your current curriculum and vice versa.
- In the case of compulsory elective subjects: list the completed subjects on the left side of the form and write only „**Compulsory elective subjects**” on the right side of the form with similar credit values. For the BSc in Computer Science programme, max. 23 credits of compulsory elective subjects can be accepted.
- In the case of Elective subjects: list the completed subjects on the left side of the form and write only „Elective subjects” on the right side of the form with similar credit value. For the BSc in Computer Science , max. 10 credits of elective subjects can be accepted. In the case of Elective subjects, submitting the syllabus is not required.
- The credit value of a subject cannot be divided.
- If the number of credits value is not used at your former university, **add the weekly hours instead.**

Eötvös Loránd University					Request for credit recognition					Reg. number: IK / 25 / ..... (2024)	
Faculty of Informatics										Entry number: 163 Semester: 2023/24 Spring	
Student			Present studies at the Faculty of Informatics				Former studies (more trainings can be listed)				
Name:			Branch: <u>Full-time</u>		Institution:						
			Level: <u>BSc</u> MSc/MA		Faculty:						
Neptun code:		Date of birth:	Programme, for which the recognition is requested					Programme(s):			
Desk officer:		Ms Bernadett Pataki	Computer Science BSc					Period:			
Courses and credits earned during former studies					Courses and credits in the present studies (for which the request is submitted)					Filled out by the Credit Transfer Committee	
Code	Name of the course	Exam (E) Practical mark (P)	Credit	Grade	Code	Name of the course	Exam (E) Practical mark (P)	Credit	Grade	Proposal: YES/NO with reason	Signature
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

If necessary, extra lines can be added. A copy of the transcript of studies in the former institution must be annexed to this request (HKR 386. § (1)). Official description of the course needs to be attached.

Budapest, day ..... month ..... year .....

.....  
Signature of the student

# Instructions for filling out the Credit Transfer form

Documents to be submitted to the the [international coordinator \(international@inf.elte.hu\)](mailto:international@inf.elte.hu):

- **Credit transfer form in docx** (name the file in the following format: Name\_NeptunID\_Credittransfer.docx) – it should be a normal docx file, not locked / encrypted
- **Credit transfer form in pdf** (name the file in the following format: Name\_NeptunID\_Credittransfer.pdf)
- **Official transcript** (name the file in the following format: Name\_NeptunID\_Transcript.pdf)
- **Official syllabi (description) of the relevant subjects** (name the file in the following format: Name\_NeptunID\_Descriptions.pdf)

- **Send every document to the [international coordinators](mailto:international@inf.elte.hu) via e-mail from your registered e-mail address until the deadline.**
- **If you need help, the [Training Coordinator](#) will get in touch with you about the preliminary evaluation of your request, and if necessary, some modifications will be made. After that, you can submit the final documents to the international coordinators**
- **The submitted forms will be evaluated by the Faculty's Credit Transfer Committee, who will make the final decision. The whole process usually takes few weeks, during which you can already attend the classes that you would like to take, and later we will handle the Neptun registration.**

Eötvös Loránd University				Request for credit recognition				Reg. number: IK / 25 / ..... (2024)				
Faculty of Informatics								Entry number: 163 Semester: 2023/24 Spring				
Student				Present studies at the Faculty of Informatics				Former studies (more trainings can be listed)				
Name:				Branch: <u>Full-time</u>		Institution:						
				Level: <u>BSc</u> MSc/MA		Faculty:						
Neptun code:		Date of birth:		Programme, for which the recognition is requested				Programme(s):				
Desk officer:		Ms Bernadett Pataki		Computer Science BSc				Period:				
Courses and credits earned during former studies					Courses and credits in the present studies (for which the request is submitted)					Filled out by the Credit Transfer Committee		
	Code	Name of the course	Exam (E) Practical mark (P)	Credit	Grade	Code	Name of the course	Exam (E) Practical mark (P)	Credit	Grade	Proposal: YES/ NO with reason	Signature
1.												
2.												
3.												
4.												
5.												
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If necessary, extra lines can be added. A copy of the transcript of studies in the former institution must be annexed to this request (HKR 386. § (1)). Official description of the course needs to be attached.

Budapest, day ..... month ..... year .....

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Signature of the student