

COURSE REGISTRATION GUIDE

How can you pick up your courses?

It's a good idea to find out about the courses and lecturers in advance, so that you can plan your timetable before the course opens in Neptun. In Neptun's Register for subject menu, tick to list only advertised subjects, then select the current semester. Once you have found the course you want, click on the "Add" option. Then select the appropriate course. If both theory and practical courses are advertised for a subject, you must take both. You are free to change these during the course enrolment period, but during the additional enrolment period you can only add extra courses, not drop them.

As a general rule, you must take the subjects that are offered in the Sample Curriculum for that semester. You can find the syllabus in Neptun: Neptun->Studies -> Curriculum -> Every subject -> List. Here you will find all the details for the subject you are studying: Subject Code, Subject Name, Credit, In which semester it is recommended to be taken, and Subject Type.

What information is in the sample curriculum?

The sample curriculum is made up of compulsory, compulsory optional and elective or optional subjects, curricular units and criteria. It contains the following information:

1. The subject code.
2. Name of the subject.
3. The nature of the subject, if any:
C - compulsory: all compulsory subjects must be completed
CE - compulsory elective: for compulsory subjects, the curriculum specifies the number of subjects or credits to be completed
E – elective (optional) subject: the curriculum specifies the number of optional credits to be taken
CR - criterion subject: all criterion subjects must be completed
4. the number of hours per week (semester for part-time courses).
5. type of delivery, type of course:
l - lecture
p - practical
6. the credit value of the subject.
7. the semester of the announcement (autumn/spring).
8. Methods of assessment:
pg - grade based on the practical assignments given during the course of the semester
ex - (exam at the end of the semester, but other forms of assessment are possible during the semester)
a - signature
ce - comprehensive examination.
9. the semester of the course in which the subject is recommended to be taken.

10. The name of the person responsible for the subject (who is not necessarily the instructor of the subject in the semester).
11. The Institute/Department in charge of the subject.
12. any prerequisite required for admission to the subject (i.e. which subject you need to have a 2 or better in NEPTUN at the time you wish to take the subject).
13. Equivalent subjects (i.e. equivalent subjects which you have completed as if you had completed the subject in question, these are exceptional cases!)

In a given semester, Neptun will only offer those compulsory or compulsory elective courses that can be taken in that semester. In the case of upper years, of course, those that you have not taken before for some reason will also be listed here.

It is important to know that you can only take one subject in a given time band. If you have a problem with this, you should contact the institution concerned.

If you cannot register for a subject, it may be because

- You have remaining debt in Neptun (you cannot register to courses if you have any debt left)
- You have selected too many courses. The maximum number of credits per semester is 42 ECTS
- There are no places available on the course, you should contact the department/institution to increase the number of places, if possible.
- You don't see it in Neptun, you can ask the department if it has been advertised for the semester.
- you have a clash of classes, then you have to follow the clash of classes rules of the current Study and Examination Regulation (SER). This allows you to clash subjects in one (1) time slot per semester, in which case you may only clash lectures with lectures and/or lectures with seminars (seminars with seminars are not allowed as a rule). In the case of correspondence and evening programmes, you may be exempted from clashing subjects in two (2) time slots per semester for subjects that you have taken up again.
- you have received an error message, it is likely that you have to complete another course first (a prerequisite course) in order to take the course.

Central course registration

Exceptions to the above are three (3) degree programmes, where course enrolment is centralised, so that students enrolled in these programmes are registered separately in Neptun. Important to note that they courses will only be registered centrally in the first semester. From the second semester, students majoring in these 3 programmes have to select their courses manually as other majors. Students in the following three courses are not required to take the courses themselves:

- Business and Management (Bachelor's degree in Hungarian and English)
- International Business (English-language bachelor's degree)
- Business Data Science (Bachelor's degree in Hungarian and English)