



*Registration*

BÁNKI

# Registrars Department



## Registrar's Office

Opening hours find on the website:

<https://ti.uni-obuda.hu/felfogadas/>

## **Employees:**

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Study Coordinator

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# Addressing people in Hungary



## For females

- Dear Madam,
- Dear Ms. \*GIVEN NAME\* \*FAMILY NAME\*,
- Dear Mrs. \*GIVEN NAME\* \*FAMILY NAME\*

## For males:

- Dear Sir,
- Dear Mr. \*GIVEN NAME\* \*FAMILY NAME\*

Dear Sir/Madam,

\*CONTENT OF LETTER\*

Sincerely/Best regards,

\*FULL NAME\* + NEPTUN code

\*CURRENT DATE\*

← In letters/e-mails

In person →

- Good day!
- Good morning!
- Good afternoon!
- Good evening!

# Student ID card



1. Go to the central bureau for „Központi Okmányiroda”, H-1133 Budapest, Visegrádi utca 110-112.  
N47.529229°, E19.062973°  
There, you have to search the administration for student IDs)
2. There they will take a photograph of you and give you a form. Ask for help with filling if they don't offer.  
The postal address should be your permanent from where you're from. After this, you will receive a so called NEK datasheet, which will remain with you.
3. In the upper right corner of the NEK datasheet, you will find a series of numbers, a code. This number must be entered into the Neptun system.  
Administration > Student card request > Add new ... Select first application and type in the NEK number without the hyphens.
4. After a successful application, a month or two later your student ID card will be delivered to your student coordinator at the University. You'll be sent a message to come collect it.
5. Every semester, you'll get a Neptun message about validating your student ID card.



Neptun app on your  
Android or iOS

Pages

Functions

January 2016

We	Th	Fr	Sa
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

### Personal information

Actions: [Add to favourites](#) [Modify data](#)

**Personal information**

Student card

Records

Preference

❖ Neptun code:

❖ Title:

❖ Family name:

❖ Given name:

❖ Birth name:

❖ Birth date:

❖ Birth country:

❖ Birth county:

❖ Birth place:

❖ Nationality:

❖ Previous code

❖ Össz.kreditindex

❖ Dormitory

❖ Extra14

❖ Sex:

❖ Login name:

❖ Mother's maiden name:

❖ Citizenship:

❖ Social security number:

❖ Tax ID:

❖ Education ID:

❖ Exam id

❖ TIRISZ card code

❖ Extra4

❖ Próba



Admin.

Neptun Meet Street

- Studies
- Subjects
- Exams
- Finances
- Information
- Administration**

- Dormitory application
- Select specialization
- Final exams
- Questionnaires
- Recategorization request
- Requests
- Student Card request
- Register for degree thesis topic

**Personal information**

Actions: [Add to favourites](#) [Modify data](#)

[Personal information](#) [Student card](#)

- ❖ Neptun code:
- ❖ Title:
- ❖ Family name:
- ❖ Given name:
- ❖ Birth name.
- ❖ Birth date:
- ❖ Birth country:
- ❖ Birth county:
- ❖ Birth place:
- ❖ Nationality:
- ❖ Previous code
- ❖ Össz.kreditindex
- ❖ Dormitory
- ❖ Extra14

- ❖ Sex:
- ❖ Login name:
- ❖ Mother's maiden name:
- ❖ Citizenship:
- ❖ Social security number:
- ❖ Tax ID:
- ❖ Education ID:
- ❖ Exam id
- ❖ TIRISZ card code
- ❖ Extra4
- ❖ Próba

Functions

January 2016

We	Th	Fr	Sa
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unctions

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We Th Fr Sa  
3 4 5 6  
10 11 12 13  
17 18 19 20

Student Card request

Actions: [Add to favourites](#) [Add new](#)

← Click here



Please, kindly check your data in the Neptun against the NEK data sheet before request, because in order to get the student card produced, entire, correct matching of characters is necessary! If you find any discrepancies, please contact your administrator before request!

NEK identifier	Demand type	Paid	FIR status	Dispatched to the FIR
No result				
Number of results:1-0/0 (2984 ms)				



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unctions

### Student Card request

Actions: [Add to favourites](#) [Add new](#)


Please, kindly check your request before request, because of correct matching of discrepancies, please con

NEK identifier

No result

Number of results:1-0/0 (2984 ms)

### Student Card request

 **The NEK identifier must be entered without hyphens!**

◆ NEK identifier:

◆ Demand type:

◆ Training:

◆ Street address:

It is necessary to fill in the secondary institution field if you are a student of another higher education institution as well and you would like to indicate it on the requested student card.

◆ Secondary institution:

◆ Printing code of the secondary institution:

Type in NEK number

Here should be your address from your country

Click here!

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# *Transferring money to Neptun account*



An account owner's name: **Óbudai Egyetem**

IBAN code: HU44 1003 2000 0029 1350 0112 0008

SWIFT code: HUSTHUHB

In case of Hungarian bank account: 10032000 - 00291350 - 01120008

Comment/description of the bank transfer: you have to specify „NK-XXXXXX, FULLNAME”, where XXXXXX is your Neptun code and FULLNAME is your full name as it is registered in the Neptun system (family name(s) + first name(s))

# *The process of retake exam*



## **Prices**

4.000,- HUF / Retake exam, of only third exam. You can register two exams/one semester. Third exam can be taken next semester.

4.000,- HUF / repeat mid-term mark, or Teacher's signature.

# Dismissal

## Student Requirement System of Óbuda University

### CHAPTER IV - TERMINATION OF THE STUDENT RELATIONSHIP

#### Section 27.

(1) The student relationship shall terminate:

f) if the student relationship of a student in payment arrears is terminated by the Rector after an unsuccessful demand for payment and an examination of the student's welfare status, on the day of the decision on termination of the student relationship becoming final.

(2) In the event that, following the uninterrupted suspension of the student relationship for two semesters, a student fails to register to an active semester in the absence of the Dean's permission.

(4) The University shall also terminate the student relationship by a unilateral statement in case of students:

- a) who fail to fulfill their obligations relating to academic progress as set out in the study and examination regulations and in the curriculum, particularly if, after 4 active semesters following the student's matriculation, the number of credit points acquired stays below 55 credits at a regular course, and 40 credits at an evening, correspondence, and distance training course (such credits to include, as a maximum, the credit value of optional subjects indicated in the model curriculum),
- e) where the aggregate number of failed and repeated retake examinations in the same unit of study – requiring an examination to be passed – has reached five (meaning that there are 6 opportunities to take an examination of the same subject).
- f) where the aggregate number of fail marks in the same unit of study – requiring a midyear grade – has reached six (meaning that up to 5 fail marks can be received as midyear grades).





Admin.

Neptun Meet Street

- Studies
- Subjects
- Exams
- Finances**
- Information
- Administration

- Payment
- Invoices
- Transaction list
- Stipend, payouts
- Settings

Message types:

Message types: All messages

- Personal messages
  - System messages
  - All messages
- [List](#)

Actions: [New message](#)

**Inbox**

Actions: [Delete](#)

Delete	Sender	Subject
☐		

Receive date | v |

Functions

January 2016

We	Th	Fr	Sa
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17	18	19	20
24	25	26	27



Payment

Filters Terms: 2015/16/1, Status: Active

Terms: 2015/16/1  
 Status: Active

List

Actions: Add to favourites **Transcribe item** ← Click here!

1.) Choose items to pay in

Joint accounts: 100320000029135001120008  
 Balance on the joint account: 0 HUF

Payments Pay back

Transcribed items[2015/16/1, Active]

Actions: Pay in Delete

Name:	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status:	Invoice number	SL1 State	SL2 State
-------	------	------	--------------	--------	-----------------	-----------------	----------	---------	----------------	-----------	-----------

No result

Number of results:1-0/0 (1734 ms)

☺ - Only items transcribed by the student can be deleted.  
 - You can only delete an item until there is no reference to it.

January 2016

	We	Th	Fr	Sa
3	4	5	6	
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17 18 19 20  
24 25 26 27

### Payment

Filters

Terms: 2015  
Status: Active

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

Joint accounts: 10032  
Balance on the joint account: 0 HUF

Payments Pay back

#### Transcribe item

**Details**

Payment titles:

- Please choose!--
- Retake exam
- Service

Create item Back

Transcribed items[2015/16/1, Active]

Actions: Pay in Delete

Name:	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status:	Invoice number	SL1 State	SL2 State
No result											

Number of results:1-0/0 (1734 ms)

 - Only items transcribed by the student can be deleted.  
- You can only delete an item until there is no reference to it.

Actions: Pay





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10 11 12 13  
17 18 19 20  
24 25 26 27

### Payment

Filters

Terms: 2015  
Status: Active

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

Joint accounts: 10032  
Balance on the joint account: 0 HUF

Payments Pay back

#### Transcribe item

? ↻ ✕

**Details**

Payment titles: Retake exam

Terms: 2015/16/1

Subject:

- Applied Mathematics (NAMAM1ENNM)
- Embedded Informatic Systems (NAIIN1ENNM)
- Engineering Physics (KMEMF1ENNM)
- Information Systems Audit (NAIIS1EVNM)
- Optimization Methods (BGROP1ENNM)
- Selected Chapters of Electricity (BGRVI1ENNM)
- Selected Chapters of Mechanics (BAGMV1ENNM)

Create item Back

Transcribed items[2015/16/1, Active]

Actions: Pay in Delete

Name:	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status:	Invoice number	SL1 State	SL2 State
No result											

Number of results:1-0/0 (1734 ms)

- Only items transcribed by the student can be deleted.  
- You can only delete an item until there is no reference to it.

Actions: Pay



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Payment

Filters

Terms: 2015  
Status: Active

List

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

Joint accounts: 10032  
Balance on the joint account: 0 HUF

Payments Pay back

**Transcribe item** ? [refresh] [close]

**Details**

Payment titles: Service

Terms: 2015/16/1

Service type: Signature supplement (4000 HUF)

Subject:

- Applied Mathematics (NAMAM1ENNM)
- Embedded Informatic Systems (NAIIN1ENNM)
- Engineering Physics (KMEMF1ENNM)
- Information Systems Audit (NAIIS1EVNM)
- Optimization Methods (BGROP1ENNM)
- Selected Chapters of Electricity (BGRV11ENNM)
- Selected Chapters of Mechanics (BAGMV1ENNM)

Create item Back

Transcribed items[2015/16/1, Active]

Actions: Pay in Delete

Name:	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status:	Invoice number	SL1 State	SL2 State
-------	------	------	--------------	--------	-----------------	-----------------	----------	---------	----------------	-----------	-----------

No result

Number of results:1-0/0 (1734 ms)



- Only items transcribed by the student can be deleted.  
- You can only delete an item until there is no reference to it.

Topicalities

Neptun mobile

Try the free Neptun app on your Android, Windows or iOS smartphone.

Messages

Inbox

Sent messages

Settings

Directory

Favourite functions

Calendar

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Classes Exams Meetings Tasks Subscription lists Consultations

Outlook export

Payment

Filters Terms: 2015/16/1, Status: All

Terms: 2015/16/1

Status: All

List

Actions: Add to favourites Transcribe item

1.) Choose items to pay in

Joint accounts: 100320000029135001120008

Balance on the joint account: 4000 HUF

Payments Pay back

Transcribed items[2015/16/1, All]

Actions: Pay in Delete

Name	Term	Type	Subject code	Amount	Imposition date	Date of deposit	Deadline	Status	Invoice number	SL1 State	SL2 State	
Aláírás pótlás	2015/16/1	Signature supplement	BAGMV1ENNM	4,000 HUF				Fulfilled				1

Number of results: 1-1/1 (62 ms)

Actions: Pay in Delete

Only items transcribed by the student can be deleted.  
You can only delete an item until there is no reference to it.

Tick box! →

Click on Pay in! ↑

SUCCESS! 😊



*Thank you for watching! 😊*

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