



UNIVERSITY OF DUNAÚJVÁROS

**General Study Information
for students admitted to the University of Dunaújváros**

**Study Office
Dunaújváros
2025**

TABLE OF CONTENTS

GREETING	2
1. THE NEPTUN SYSTEM.....	3
2. REGISTRATION.....	4
2.1. Enrollment Form	4
2.2. Documents required for enrollment	5
3. GENERAL STUDY INFORMATION	6
3.1. Passive (paused) semester	6
3.2. Student card	6
3.3. Subject Registration / Timetable	6
3.4. Request	7
3.5. Finance.....	7
3.5.1. Process of payment by omnibus account:	7
3.5.2. SimplePay payment (cannot be used to pay the tuition fee)	8
3.5.3. Other fees:	8
3.5.4. State Scholarship Information	8
4. DORMITORY	9
5. INFORMATION ON THE EDUCATIONAL SCHEDULE OF THE 2025/2026 ACADEMIC YEAR	9
6. STUDENT SUPPORT SERVICE ACTIVITIES	9
6.1. Mentor Teacher System	9
6.2. Student Advisor.....	10
6.3. Equal Opportunities Coordinator	10
6.4. International Relations Directorate	10
7. MICROSOFT OFFICE INFORMATION	11
7.1. WiFi access.....	11
7.2. Microsoft Office 365 services	11
7.3. Microsoft Teams, the interface for online classes	12
8. REGULATIONS OF THE MOST IMPORTANT FOR STUDENTS	15

GREETING

The Study Office (SO) of the University of Dunaújváros would like to welcome you and congratulate you on your successful admission to higher education. The purpose of this document is to help you start your studies with all the important information.

The fundamental rights and obligations of students are laid down in Act CCIV of 2011 on Higher Education, as amended several times. Several government decrees and university regulations were prepared on the basis of this. The university regulations are available electronically on the website of the University of Dunaújváros. Please study it carefully, get to know both its opportunities and the limitations.

Path to the University's regulations: <https://www.uniduna.hu/rolunk/ervenyes-szabalyzatok-rolunk>

If you have any questions, please write to the following contact details for each case group:

❖ Study Office - Study Group

- Registration
- Academic progress
- Notification of data changes
- Issuing certificates
- General Study study-related administration

E-mail: so@uniduna.hu

❖ Study Office - Neptun Group

- Finance
- Requests
- Timetable and course registration
- Student ID
- Using the Neptun system

E-mail: neptuncsoport@uniduna.hu

You can find information about the Office's opening hours, call center hours and other useful details on the <https://www.uniduna.hu/en/for-students/study-office/about-so> website.

Please note that the Office staff will only accept incoming phone calls during the specified customer service hours..

1. THE NEPTUN SYSTEM

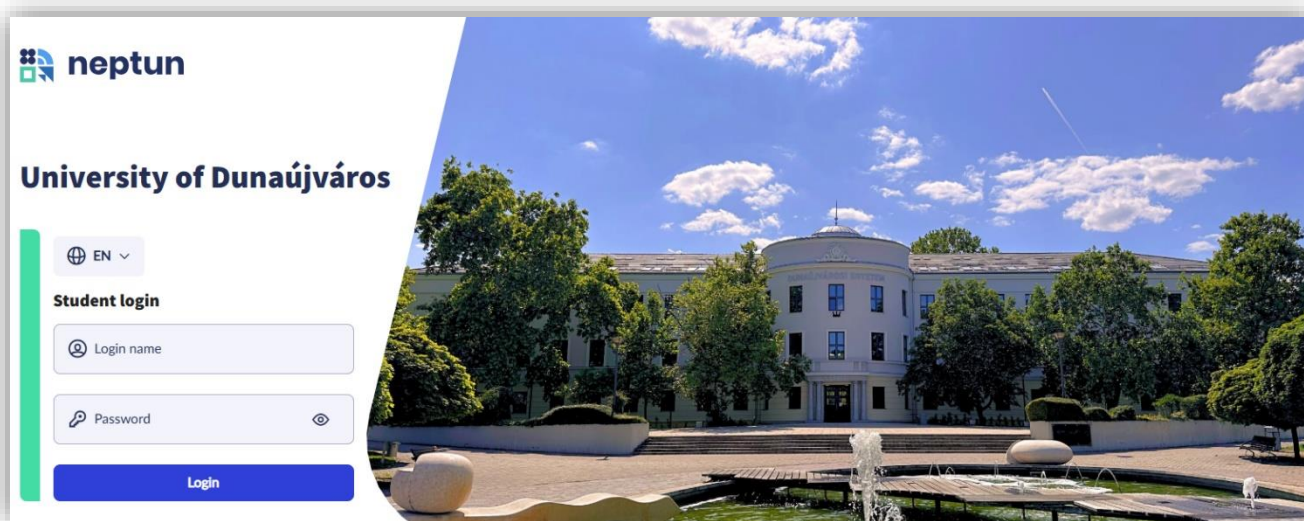
The Neptun System (Neptun for short) is a software used by higher education institutions to manage study and financial administration, educational organization, and related information systems. Supporting academic administration is the basic and most important task of Neptun.

Through Neptun, students can carry out tasks such as registration (enrolment/login), updating personal data, registering for subjects and exams, managing and reviewing academic results, requesting documents, submitting applications, handling payments, evaluating lecturers, and managing dormitory-related matters, among other functions.

The Neptun system is the primary communication channel of the Study Office, so regular use helps students stay informed..

Access to the Student Neptun system: www.uniduna.hu -> header "New NEPTUN signup"

Link: https://nappw.dfad.duf.hu/hallgato_ng/login



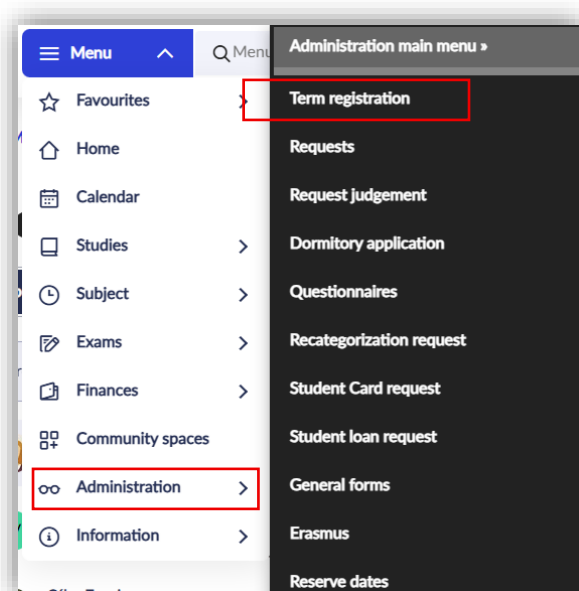
2. REGISTRATION

Tasks related to enrolment:

Enrolment is only possible in person. At the same time, the documents required for enrolment must be presented, and the training contract and enrolment form must be signed and authenticated by a University representative from the Study Office. According to Section 10 (2) of the Student Requirements Framework of the University of Dunaújváros (HKR), if you do not enrol in the semester of admission, your admission will expire.

2.1. Enrollment Form

After logging in on the Neptun Student Web (hereinafter: HWEB), click on the **Menu -> Administration -> Term registration**, which will redirect you to the login interface within Neptun.



1. Figure Enrolment/login and access to the enrolment form

In the **Next semester** section, the login option appears, for which click on the **Enrol** button. After that, you can select your status for the semester in the pop-up window:

- **Active:** With regard to the student status, the semester for which the student has registered, taken at least one subject and in which the student's legal relationship is not suspended.

After that, the Enrolment form opens, which is partially pre-filled based on the data provided during the admission procedure.

Steps:

1. Verify existing data
2. Fill in missing data
3. Making declarations
4. Next page button in the upper right corner

5. If you have checked the final enrolment form and it has been filled in correctly, **you can submit it by clicking** on the Submit Request button.

After submitting the Request, you will reach the submitted registration form in **the Menu -> Administration -> Requests -> Submitted** route. By clicking on **the Details >** option at the end of the row, you will be able to access the **Download request** button. **You must bring two printed and signed copies of the registration form with you at the time of enrolment.**

Documents required for enrollment

in addition to the original documents, certificates, and diplomas, you must bring one readable photocopy of each. Please note that photocopies of ID cards and birth certificates are NOT required!

In the case of bachelor's training:

- **two printed copies of your registration form from the Neptun system**, both signed
- notification of the admission decision
- original high school certificate and photocopies
- original school-leaving certificate and photocopy
- original language exam certificate (if applicable) and photocopy
- in the case of vocational instructor training, you must bring the original document certifying your professional qualification, along with one readable photocopy of it.
- the original diploma (if any) and its photocopy (especially in the case of scoring based on a diploma)
- the original document entitling to additional points and its photocopies
- Decisions/documents certifying preference/disability/special educational needs, and their photocopies
- one photo for identification purposes, not older than 1 year
- identity card, address card (For foreign citizens: passport and residence permit)
- birth certificate
- in the event of a change of name, the decision and its photocopy
- in the case of dual citizenship, the naturalisation decision
- tax identification number (if you don't have one, apply for it)
- Social security number
- your own bank account number (if you don't have one, apply for it)
- your email address
- **Self-financed students** cannot enrol without fulfilling the payment obligations **(self-financing and enrolment fee)**.

For a Master's degree:

- **two printed copies of your registration form from the Neptun system**, both signed
- notification of the admission decision
- original language exam certificate (if applicable) and photocopy
- the original diploma (if any) and its photocopy (especially in the case of scoring based on a diploma)

- original documents and photocopies entitling to additional points and additional points (e.g. equal opportunities)
- Decisions/documents certifying preference/disability/special educational needs, and their photocopies
- one photo for identification purposes, not older than 1 year
- identity card, address card (if a foreign citizen has a passport and residence permit)
- birth certificate
- in the event of a change of name, the decision and its photocopy
- in the case of dual citizenship, the naturalisation decision
- tax identification number (if you don't have one, apply for it)
- Social security number
- your own bank account number (if you don't have one, apply for it)
- your email address
- **Self-financed students** cannot enrol without fulfilling the payment obligations **(self-financing and enrolment fee)**.

3. GENERAL STUDY INFORMATION

3.1. Passive (paused) semester

According to the HKR Studies and Examinations (HKR TVR), it is only possible to apply for a passive semester after completing one semester with active status. Therefore, you cannot start your studies with a passive semester. An exception to this is provided in Section 17 (2) of the HKR TVR.

3.2. Student card

You can start applying for a student card once you have received the data sheet from the National Uniform Card System (IEC) at the government office. After completing this step, you can submit your student card request in the Neptun system under **Menu → Administration → Student Card Request**.

Click the **Start New Enrollment** button to open the form and fill in your enrollment details. You can find detailed information about the process of applying for a student card on the Neptun homepage: https://nappw.dfad.duf.hu/hallgato_ng/login

3.3. Subject Registration / Timetable

For first-year students, the subjects and the corresponding courses are taken by the staff of the Study Office in the first semester.

Everyone is expected to be able to view their timetable in Neptun within a few days after registration.

In the following semesters, it is the student's responsibility and duty to register for their subjects in the Neptun system.

In the **Calendar** menu item, you can view all scheduled lessons, exams, consultation dates, assignments, study periods and your own events.

The educational schedule for correspondence students is published on the Neptun system's opening page before the start of the study period.

3.4. Request

The documents to be filled in are available in the **Menu -> Administration -> Requests** menu item. You can find information about the electronic requests on <https://www.uniduna.hu/en/for-students/study-office/neptun-requests> website. A separate leaflet containing the application deadlines (application periods in an Excel spreadsheet) and further detailed information can be found on the Neptun home page under the Downloadable Documents section.

3.5. Finance

At the University of Dunaújváros, all fees must be paid electronically through the Neptun system. Detailed information about the available payment methods can be found on the login screen of the Neptun system, in the Financial Guide under the Downloadable Documents section. .

Payments affecting students can be initiated by transferring to the collective account or by using SimplePay. In the case of a omnibus payment, after receiving the amount, the items can be paid in the Neptun system in the **Finances -> Payable** menu item.

3.5.1. Process of payment by omnibus account:

You can initiate your transfer at your account bank in two ways:

- **At a bank branch:** you must fill out a transfer order with your personal details and the amount you wish to transfer.
- **Online:** if you have a contract with your bank that allows internet banking, you can make the transfer electronically via the bank's website or mobile application.

Details of the transfer:

Name of the beneficiary: University of Dunaújváros

Account number of the beneficiary: 10300002-13261517-00024903

Announcement: NK-NEPTUN CODE"space"student's own name

Notice/Note Example: NK-ABC123 Test Student

In all cases, the student must initiate the transfer of the required funds from an identifiable bank account to the account number provided, via bank transfer. All other forms of payment (postal cheque, cash deposit, VIBER transfer) are not accepted, and no complaints regarding these methods can be considered. Any disadvantage resulting from such cases is the responsibility of the student. Transfers that cannot be identified will be refunded

The transfer to the omnibus account does not yet mean an actual payment, the student must make it in the study system in accordance with the financial information!

The completed transfer will appear in Neptun within 1-2 business days!

3.5.2. SimplePay payment (cannot be used to pay the tuition fee)

To use it, you must have a default email address in the Neptun system.

- On the **Finances menu item -> To be deposited**, you can select the appropriate item or after selecting the items, click on the Deposit button to select the **"SimplePay"** payment method.
- In order to be redirected to the payment interface, the student must accept the data transfer statement.
- After acceptance, the student will be redirected to the **"SimplePay"** payment interface. Here you can enter your credit card details directly or log in and use your previously saved card details.
- After that, the student will be redirected back to the Neptun interface, where:
 - In case of successful payment, the status of the item will change to **"Completed"** in Neptun in the **Finances -> To be paid** menu.
 - In the event of an unsuccessful payment, if the student closes the browser or loses internet connection before completing the transaction, the item will be moved to **"In Processing"** status. In this state, the item cannot be used to initiate a repayment. The data is updated in a short turnaround time (usually a few minutes), and once the item's status changes back to "Active", the deposit can be retried.
- After starting the payment, the student will receive an email within a short time to their default email address given in Neptun, which contains the SimplePay identification code related to the payment. If there is a problem with the payment, you can look up the transaction on the SimplePay interface using the identifier ("external reference number") in the email you received.

3.5.3. Other fees:

Both state-funded and self-financed full-time students (full-time) students are required to pay a sports club fee every semester until the duration of the training. The amount of the sports club fee and the fees related to the various titles is determined by the current HKR Student Compensation and Benefits Scheme (HTJR), which can be found among the regulations on the University's website.

Students admitted to self-financed training have to pay an enrolment fee and self-financing, which can be found in the financial guide for more information on how to pay them in other ways (invoice, student loan).

3.5.4. State Scholarship Information

Students admitted to the University with a Hungarian state scholarship undertake to meet the conditions set out in Act CCIV of 2011 on National Higher Education upon their enrolment. The Educational Authority monitors the obligations in accordance with the legislation in force.

The Hungarian state scholarship is described in detail in Act CCIV of 2011 on National Higher Education. and at the following link:

<https://www.oktatas.hu/magyar-allami-osztondij>

4. DORMITORY

The Kerpely Antal Dormitory is responsible for dormitory matters at the University. E-mail:

kerpely@uniduna.hu

5. INFORMATION ON THE EDUCATIONAL SCHEDULE OF THE 2025/2026 ACADEMIC YEAR

At the University of Dunaújváros, the educational schedule for the 2025/2026 academic year is organized in contact form, requiring personal attendance. However, this form of education may be supplemented in advance with online and hybrid lectures and courses.

Students of the University of Dunaújváros will be fully informed about the exact schedule of lectures and courses in the timetable for the autumn semester of the 2025/2026 academic year (in the Neptun system under the "Calendar" menu).

The timetable defines the courses and timetable times that will be held in contact, hybrid or online form, with digital distance learning (via Microsoft Teams).

The correspondence weekends for the autumn semester of the 2025/2026 academic year can be found on the home page of the Neptun system.

Availability of the University campus map:

www.uniduna.hu/images/202403/campus_terkep_2.pdf

6. STUDENT SUPPORT SERVICE ACTIVITIES

6.1. Mentor Teacher System

The Mentor Teacher System at our University was established to help students integrate smoothly into university life. Its primary goal is to actively support the development of professionals with balanced self-awareness and effective conflict management skills. To achieve this, our colleagues provide continuous, individual, and personalized counseling to assist students with learning and study-related matters.

DUE's vocational mentoring organization focuses primarily on one function, study-learning counseling.

The mentor

- with individual counselling; and
- provides students with information on academic matters, such as
 - development of individual curricula,
 - planning the exam schedule,

- Orientation in the credit system, and
- in the labyrinth of the Academic and Examination Order (TVR);
- provides support for optimising the administration of a wide range of academic matters;
- it provides assistance in supporting the academic progress and progress of students;
- It helps students to answer and solve their questions and requests related to their programmes and majors.

First-year students are required to attend the Professional Mentoring Class in the first two semesters.

You can find more information about the Mentor Teacher System at the following link: <https://www.uniduna.hu/en/for-students/mentor-teacher-system>

6.2. Student Advisor

The student advisor is available to students on the following topics:

- Asking for advice on university integration and processes.
- Assistance in successfully completing studies, and in solving problems that may arise during the study period, including learning and training-related issues.
- Help to get to know and nurture the traditions of the institution.
- Help to solve their individual life management problems.

Participation in student counselling is possible at a pre-arranged time.

Student advisor: Györgyi Dósáné Pap (dosanpgy@uniduna.hu)

6.3. Equal Opportunities Coordinator

The Equal Opportunities Coordinator is available to students in the following topics:

- Assessing the needs of students with special needs, organizing consultations, and providing assistance.
- It provides counselling for students with special needs in connection with their studies, as well as counselling for students, lecturers and employees with special needs.
- Finding and coordinating individual helpers and mentors.

Participation in counselling is possible at a pre-arranged time.

Equal Opportunities Coordinator: Dr. Anita Varga Ph.D. (vargaa@uniduna.hu)

6.4. International Relations Directorate

At the University, the International Relations Directorate is responsible for international affairs, the coordination and organization of mobility programs and foreign scholarships. The IRD is also tasked with supporting international students throughout their studies, facilitating communication between the University and the students.

Further information about the organizational unit can be found at (contact details, opening hours):
<https://www.uniduna.hu/en/about-us/contacts>

7. MICROSOFT OFFICE INFORMATION

7.1. WiFi access

The University of Dunaújváros provides wireless network service throughout the campus, including educational buildings and open spaces. The dormitory buildings only have a wired network service.

EDUROAM - A federated network service for higher education and academic institutions, which is a European initiative, but already worldwide. You do not need to specify a proxy server to use the network. User identification is based on the institutional Active Directory (AD) central directory, which means that the user name and password required to connect to the WIFI network are the same as those used in the Neptun system and several other internal services.

EDUROAM login:

- Username: neptuncode@hallgato.uniduna.hu
- Password: Neptune Password

7.2. Microsoft Office 365 services

Microsoft Office 365 cloud services are available to all citizens of the University.

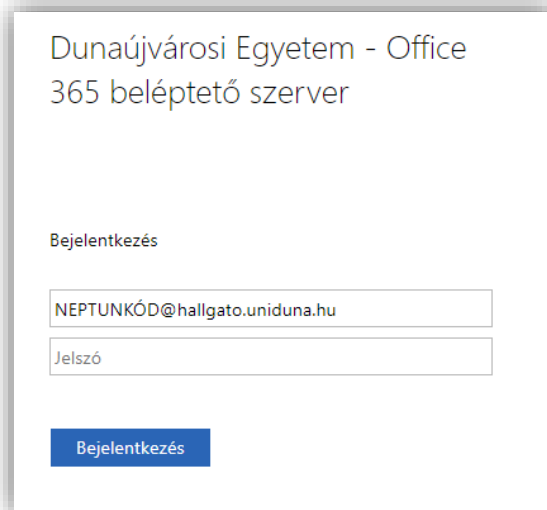
Students and employees at the University of Dunaújváros have access not only to the OneDrive storage service and the full-featured online versions of Microsoft Office programs, but also to a reliable email service.

Access to software:

<https://login.microsoftonline.com/> website, enter your student email address.

User name: neptuncode@hallgato.uniduna.hu

Password: Neptune Password



Dunaújvárosi Egyetem - Office
365 beléptető szerver

Bejelentkezés

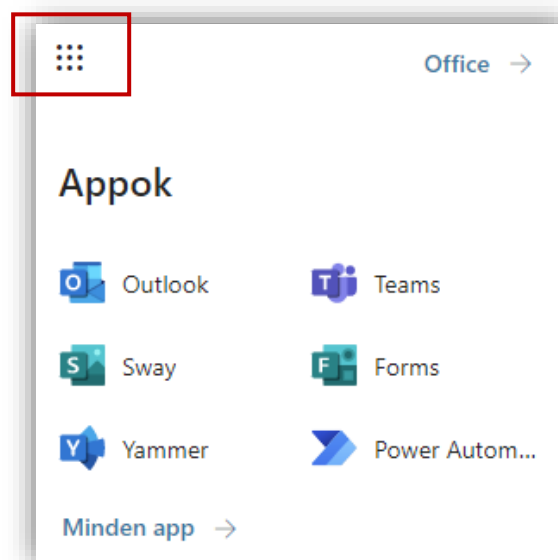
NEPTUNKÓD@hallgato.uniduna.hu

Jelszó

Bejelentkezés

2. Figure Login

After logging in, you will access all services in the upper left corner.



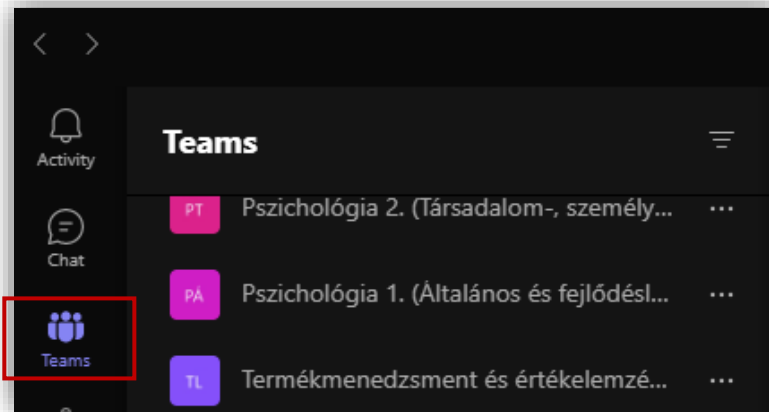
3. Figure Available services

You can easily use the available programs from the browser, but you can also download them to your own computer.

7.3. Microsoft Teams, the interface for online classes

In your browser, click the Teams icon or sign in to the app after installation *as described in the "Access software" section.*

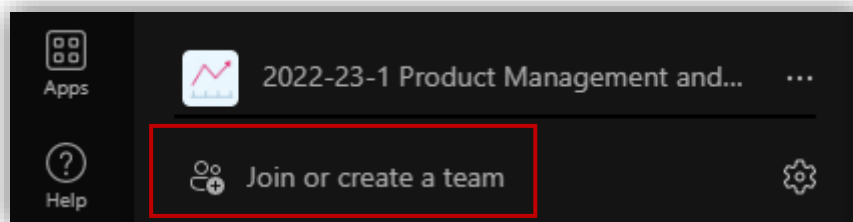
You can find your completed courses under Teams // Teams



4. Figure Access to courses

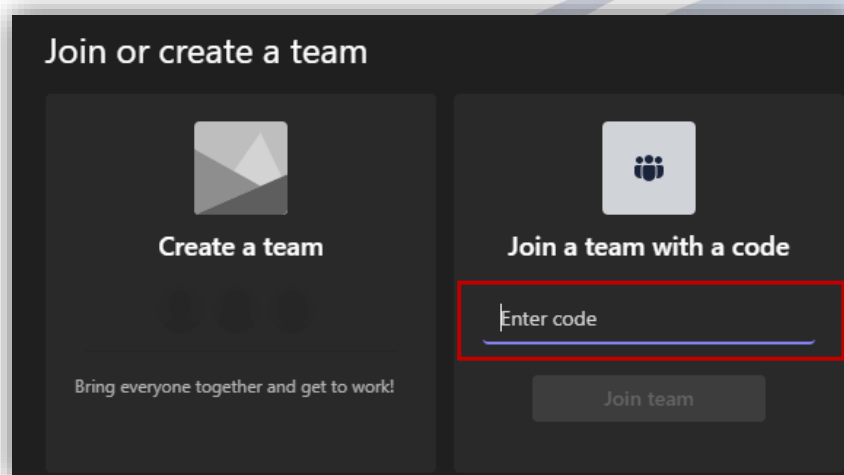
If you have received a group code from the instructor, you can join the course by following these steps:

Within Teams // Teams, select Join or create a team in the lower left or upper right corner. (Depending on view setting)



5. Figure Connecting from the lower left corner

Enter the code you received in the Enter code // Enter code field. If the code is correct, the course will be opened immediately.



6. Figure Inserting code for connection

You will be notified of scheduled appointments in the General // General channel. Clicking on the time will display a Join // Join button to join the call at the start of the class.

In case of unsuccessful connection, please contact the course instructor who can assign you to the subject manually.



8. REGULATIONS OF THE MOST IMPORTANT FOR STUDENTS

In addition to Act CCIV of 2011 on National Higher Education (Higher Education Act), the obligations and rights of students arising from their student status are also prescribed by government decrees and university regulations.

These include:

- Government Decree No. 87/2015 (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education
- Government Decree No. 51/2007 (III.26.) on the benefits of students in higher education and on certain fees payable by them
- University of Dunaújváros:
 - o Privacy Policy
 - o Student Requirements (DUE HKR):
 - Studies and Examinations
 - Regulations on Student Fees and Benefit Allowances
 - Disciplinary and Compensation Regulations
 - o Policy
 - o Student Welfare Committee Rules of Procedure
 - o Order of debt management
 - o Statutes of the University Student Union
 - o Gender Equality Plan
 - o Regulations for ensuring equal opportunities for students with disabilities
 - o Kerpely Antal Dormitory Organizational and Operational Rules
 - o Library rules
 - o Freshman Camp Rules
 - o Talent Management Program Rules
 - o Erasmus Student Mobility Policy