

Guide to downloading documents from Official notes in the Neptun

Please make sure, that you are on the right training program, you may have more than one if you ever had a previous BME training program registered in the Neptun.

The screenshot shows the top navigation bar of the Neptun system. The current training program is displayed as "M.Sc. Degree Program in Civil Engineering - Master (second cycle)(1NAMSMR) (Adm. year:2020/21/1[Full time training]) (Leg...". A red box highlights this text, and a red arrow points from it to a text box that says "see if this is right, if not (if you ever had a previous BME program), change it". Below the navigation bar is the Neptun logo and the text "Education Admin. Neptun Meet Street". At the bottom, there is a menu with options: My data, Studies, Subjects, Exams, Finances, Information, and Administration.

Once your training is ok, go to Studies/Official notes!

The screenshot shows the "Studies" menu open in the Neptun system. The menu items are: Training data, Term data, Class schedule, Grade average, Gradebook, Curriculum, Milestones, Field practice, Publications, Consultations, Advancement, Official notes, Degree thesis/Thesis application, and Final certificate requirements. A red arrow points to the "Official notes" option, which is highlighted in blue. Another red arrow points to the "Subjects" menu item in the top navigation bar.

Choose the required Official note, and click on the blue link in the Uploaded documents column. Once you click on this link, the pdf document will be automatically opened, and it can be downloaded/saved. This document will always be available!

Subject	Entry type	Term	Entry date	Uploaded documents
Letter of Acceptance from BME	Felvétel	2020/21/1	20/10/2020 12:00:00 AM	Document.pdf
Declaration of permission on extension	Hosszabbítási engedély	2020/21/1	20/10/2020 12:00:00 AM	Document.pdf
Declaration of dismissal upon request	Dismissal	2020/21/1	20/10/2020 12:00:00 AM	Document.pdf
Supporting letter of E033 request	General note	2020/21/1	20/10/2020 12:00:00 AM	Document.pdf
Confirmation of postponement	Postponement	2020/21/1	20/10/2020 12:00:00 AM	Document.pdf

