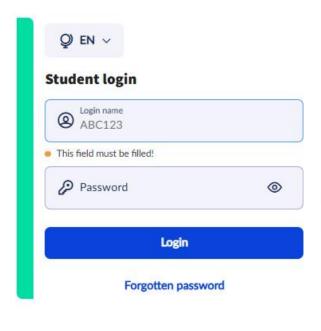
1. Login to the Neptun

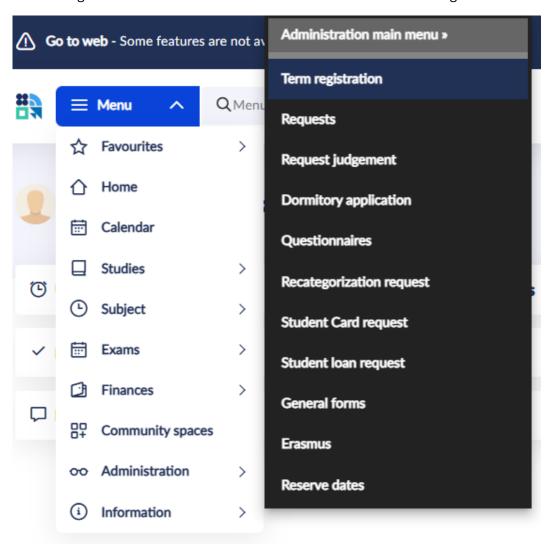


University of Veterinary Medicine





2. Register for the next semester in Menu/Administration/Term registration

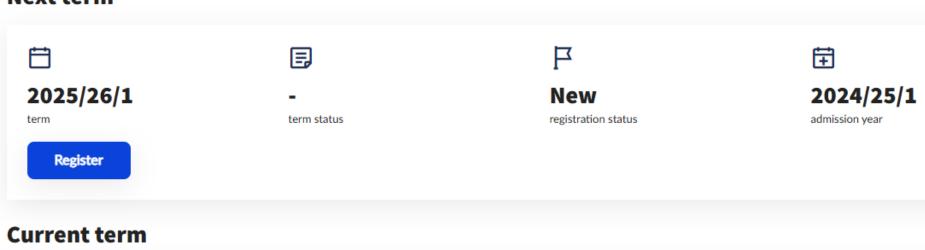


3. Click ont he Register button

oo Administration » Term registration

Term registration

Next term





4. In the pop-up window, choose what your next semester status should be. If you want to enroll in the 11th semester, select the Active option, then press the Select button

	8
Term status	
I declare that in the currently selected Doctor of Veterinary Medicine (English) , training the status of my 2025/26/1 term is:	
O Active	
O Passive	
O Inactive	
Cancel Select	

5. After a successful enrollment, the system sends notification about the successful enrollment. Press OK to close the window



Student Norris Chuck (F0UU4R) has successfully registrated for the 2025/26/1 term of Doctor of Veterinary Medicine (English) - Unified, undivided training training!



6. After that, the summary information about the semester can be seen in the picture below

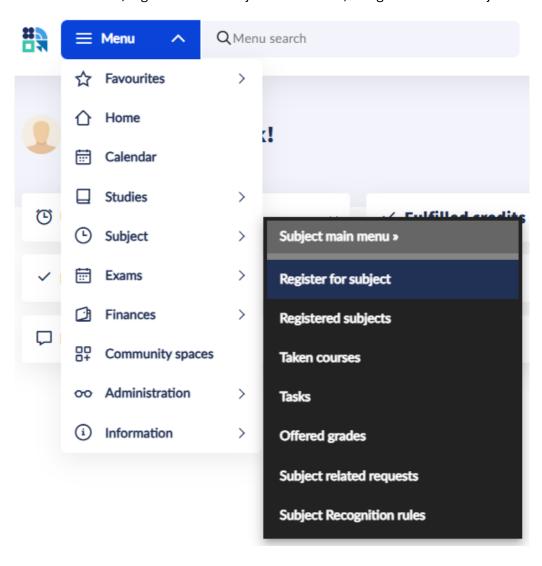
OO Administration » Term registration

Term registration

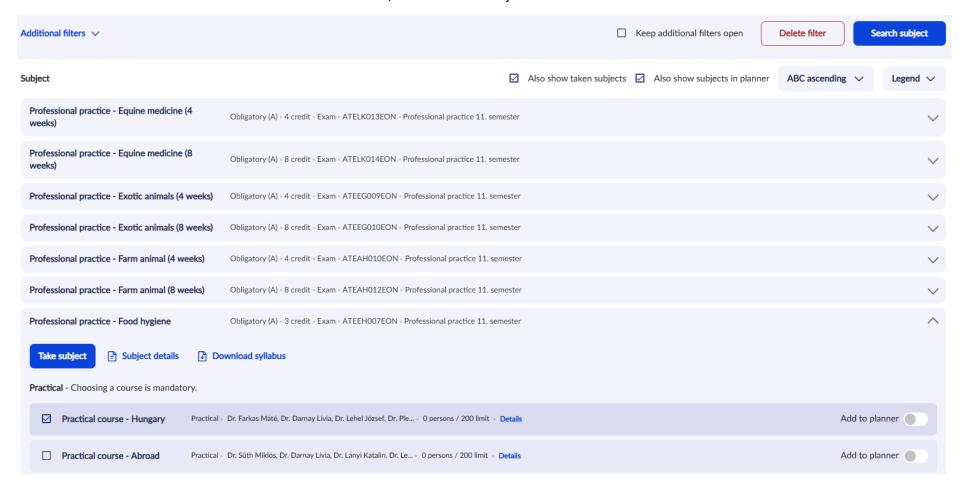
Current term



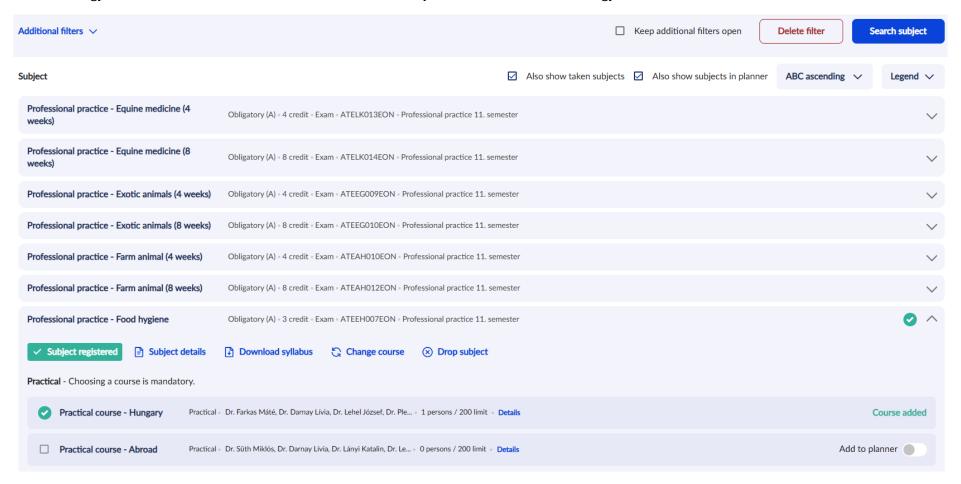
7. After that, register for the subjects. To do this, navigate to Menu/Subjects/Subject recording



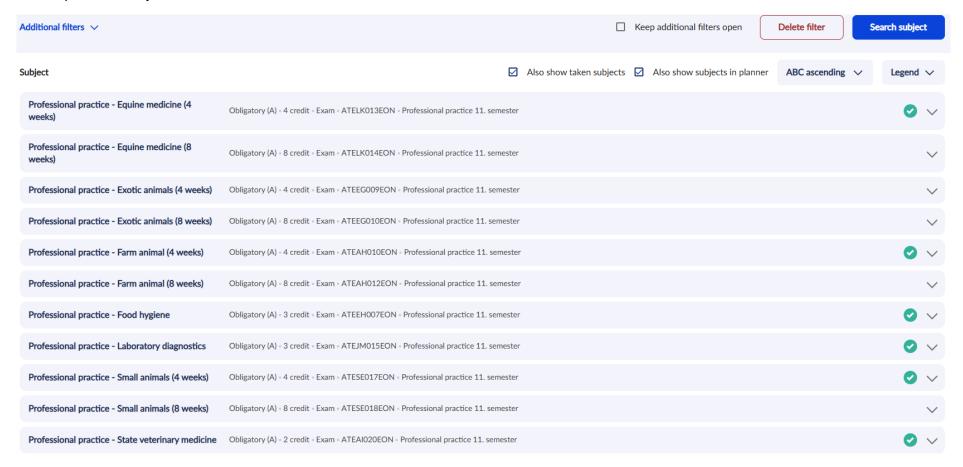
8. Select the subject you want to add from the list of subjects. You can take only one subjects at a time. In the picture below, you can see that the Profession Practice - Food Hygiene subject is being taken. To do this, open the subject's courses with the arrow on the right-hand side, then select the chosen course with a tick. After that, click the Take subject button.



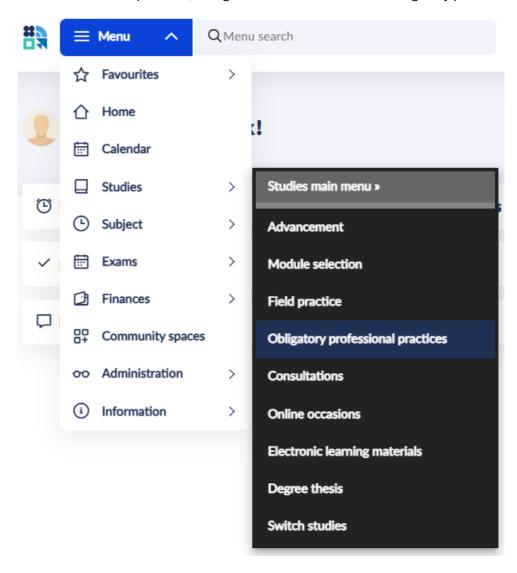
9. A tárgy felvételét követően az alábbi ábrán látható módon jelöli a rendszer a sikeres tárgyfelvételt.



10. Before starting to compile your portfolio, take all mandatory (State veterinary medicine, Food Hygiene, Laboratory diagnostics, min. 4-week practice in Farm Animal Medicine) and optional practices (these must be preceded by taking the mandatory practical subjects.). The system only enables the placement of the given practice in the portfolio after they have been taken. In the picture below, you can see that all practical subjects are included.



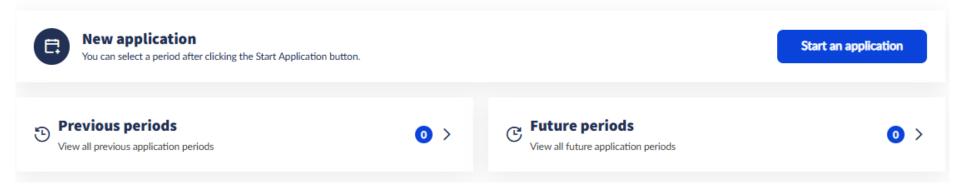
11. To create a portfolio, navigate to the Menu/Studies/Obligatory professiomal practices.



12. Click the Start an application button to create your portfolio

Studies » Obligatory professional practices

Obligatory professional practices



13. Select the actual application period and click on the text Details at the end of the row.



New application

Actual periods ... 1

Name 🧅	Period 🔷	Subject 🔷	
Registration period 2025/26/1	3 April 2025 at 09:00 - 30 May 2025 at 00:00	10	Details >

14. After that, the practices that can be placed in the portfolio become visible. Only those that have a related subject can be placed in the portfolio. IF YOU ARE GOING THROUGH THE APPLICATION PROCESS, PLEASE IGNORE THE NOTE ON FULFILLMENT OF THE REQUIREMENT (WHICH MAYBE YOU CAN SEE ON THE SCREEN)!

Registration period 2025/26/1

3 April 2025 - 30 May 2025

External practical subjects

External practical subjects			•••	↑↓	Filter	~
Name 🔷	Interrupt type 🔷	Minimum weeks				
Professional practice - Laboratory diagnostics	Can not be interrupted	1			Details	>
Professional practice - Small animals (4 weeks)	Can not be interrupted	2			Details	>
Professional practice - Small animals (8 weeks)	Can not be interrupted	4			Details	>
Professional practice - Equine medicine (8 weeks)	Can not be interrupted	4			Details	>
Professional practice - Exotic animals (4 weeks)	Can not be interrupted	2			Details	>
Professional practice - Equine medicine (4 weeks)	Can not be interrupted	2			Details	>
Professional practice - Exotic animals (8 weeks)	Can not be interrupted	4			Details	>
Professional practice - Farm animal (4 weeks)	Can not be interrupted	2			Details	>

15. Click the details button at the end of the corresponding practice row. You can place the internship in the portfolio on the interface of the internship that appears.

Studies » Obligatory professional practices » New application » Registration period 2024/25/2 » Professional practice - Laboratory diagnostics

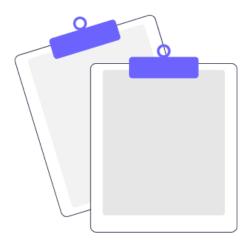
Professional practice - Laboratory diagnostics

Subject	Professional practice - Laboratory diagnostics >
Interrupt type	Can not be interrupted
Minimum weeks number	1
Maximum weeks number	1
Minimum interruption	0
Maximum interruption	
Minimum number of lessons	
Maximum hours	
Responsible lecturer	Dr. Miklós Frigyes Tenk
Text description of subject	

My submitted applications

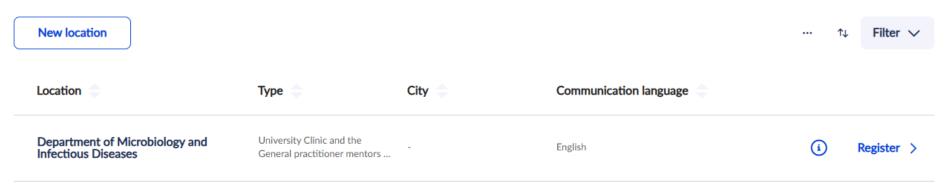
16. From the practice locations displayed at the bottom of the screen, choose the one where you want to spend your practice. If you have found it, click on the text Register at the end of the line. If the practice location is not in the list, click the New location button.

My submitted applications

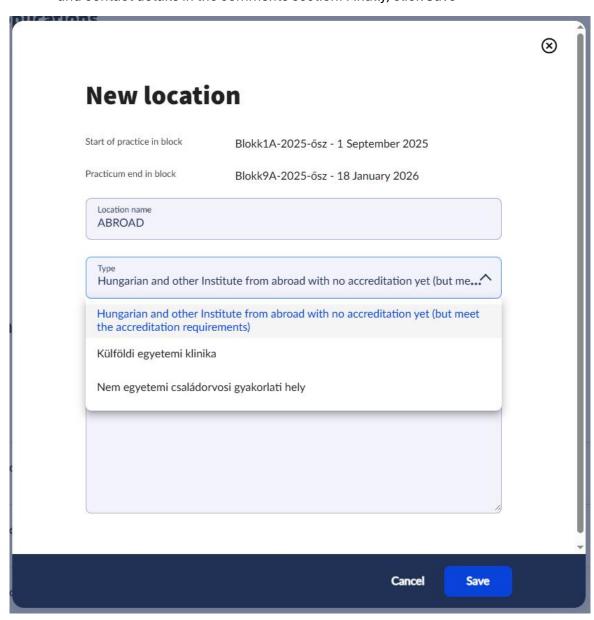


There is no data to display.

Practice locations

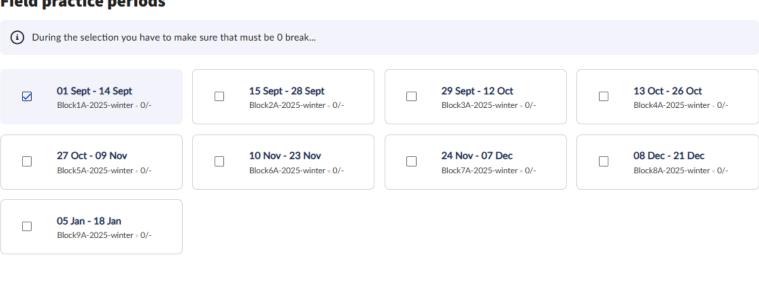


17. When adding a new location, the data of the practical location must be entered in the window that appears. IMPORTANT! the Type should always be "Hungarian and other institute from abroad with no accreditation (but meeting the accreditation requirements)". Enter the address and contact details in the comments section. Finally, click Save



18. After that, you can see 9 blocks in which the practices can be placed. Please take care that the practices in the portfolio cannot be separated in time and place. In any case, the schedule must also be in line with the schedule issued by the Clinical Vice Rector. Studies » Obligatory professional practices » New application » Registration period 2025/26/1 » Professional practice - Laboratory diagnostics » ABROAD **ABROAD Professional practice - Laboratory diagnostics** Location code Location type Hungarian and other Institute from abroad with no accreditation yet (but meet the accreditation requirements) Communication language English Description name, address, e-mail, phone of the place and the tutor Field practice periods i) During the selection you have to make sure that must be 0 break... 29 Sept - 12 Oct 13 Oct - 26 Oct 01 Sept - 14 Sept 15 Sept - 28 Sept Block1A-2025-winter - 0/-Block2A-2025-winter - 0/-Block3A-2025-winter = 0/-Block4A-2025-winter - 0/-27 Oct - 09 Nov 10 Nov - 23 Nov 24 Nov - 07 Dec 08 Dec - 21 Dec Block5A-2025-winter - 0/-Block6A-2025-winter - 0/-Block7A-2025-winter - 0/-Block8A-2025-winter - 0/-05 Jan - 18 Jan Block9A-2025-winter = 0/-

19. Mark the period of your choice with the check box, then click the Saving applications button. You can apply in several steps, but it is not possible to cancel the practice in time and place. ☐ Studies » Obligatory professional practices » New application » Registration period 2025/26/1 » Professional practice - Laboratory diagnostics » ABROAD **ABROAD Professional practice - Laboratory diagnostics** Location code Location type Hungarian and other Institute from abroad with no accreditation yet (but meet the accreditation requirements) Communication language English Description name, address, e-mail, phone of the place and the tutor Field practice periods



Saving applications

The application will be accepted after confirmation by the on-site administrator.

20. You can see in the picture below that you still need to attach a document (Declaration of Acceptance). In case of Practical place given by the University, you dont need to upload file, but you have to finalize.

☐ Studies » Obligatory professional practices » New application » Registration period 2024/25/2 » Professional practice - Laboratory diagnostics

Professional practice - Laboratory diagnostics

Subject Professional practice - Laboratory diagnostics >

Interrupt type Can not be interrupted

Minimum weeks number 1

Maximum weeks number 1

Minimum interruption 0

Maximum interruption
Minimum number of lessons
Maximum hours
Responsible lecturer Dr. Miklós Frigyes Tenk

Text description of subject -

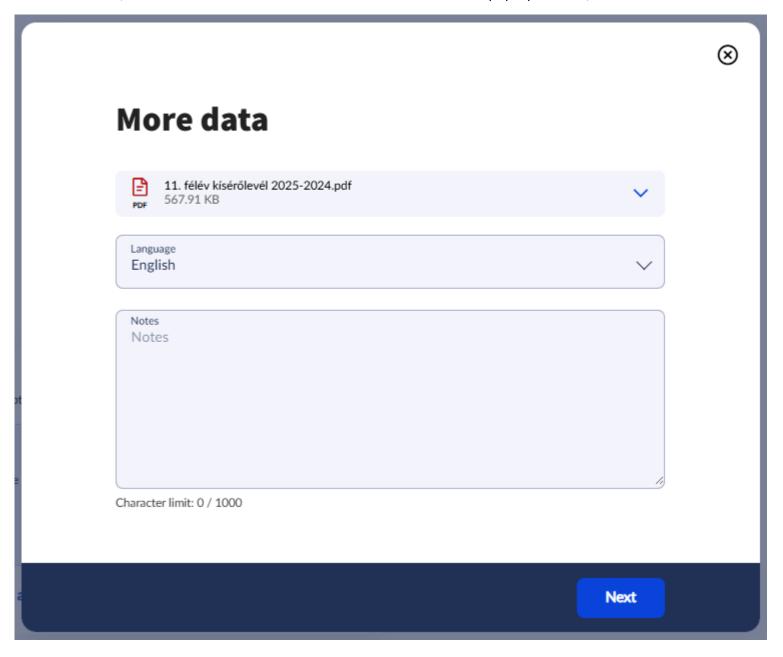
Application finalization

Finalisation deadline: 01/01/2025

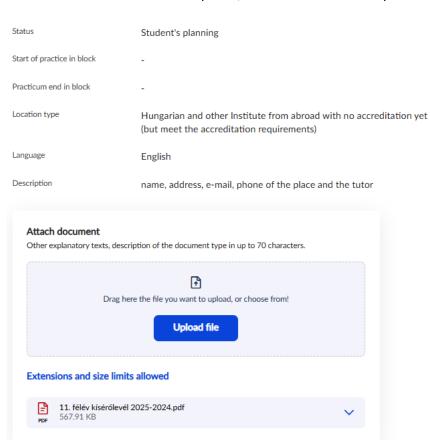
My submitted applications

Location	Planned period	Practical period	
próba3 Document attachment is required	6 January 2025 - 19 January 2025		Details >

21. To attach, click the Details text at the end of the Location row. In the pop-up window, select the file and click Next



22. After a successful file upload, click the Finalise file upload button



Finalise file upload

23. Finally, finalize your application by clicking the Application finalization button. After that, however, no changes can be made at the time and place of the practice. You can see on the picture, the first practice is in applied state (in this case you can modify anything). The other one is in accepted state (it was finalized manually, and you cannot change anything)

Studies » ... » New application » Registration period 2025/26/1 » Professional practice - Food hygiene and State veterinary medicine

Professional practice - Food hygiene and State veterinary medicine

Application finalization

Finalisation deadline: 06/12/2025

Subject Professional practice - State veterinary medicine

Studies » Obligatory professional practices » New application » Registration period 2025/26/1

Registration period 2025/26/1

3 April 2025 - 30 May 2025

External practical subjects



Obligatory professional practices

