



**STUDENT GUIDE TO SUBMITTING
FINAL DOCUMENTS OF THE PROFESSIONAL
PRACTICE (INTERNSHIP)
VIA THE NEPTUN SYSTEM**

The purpose of this guide is to provide students with information on the management and submission of assignments created by lecturers for subjects/courses in the NEPTUN System, with particular emphasis on the submission of the final documents required for the completion of professional practice. Pursuant to the University's Regulations on Professional Practice, the electronic submission of these documents via the NEPTUN System is mandatory.

In the student web interface, students can view assigned tasks, subtasks, and supplementary tasks (hereinafter collectively referred to as "tasks") either within a specific course or in a consolidated overview.

In the left-hand „Menu”, navigate to **Subjects / Tasks** to view the assignments associated with all courses you are registered for.

Feladatok

Új jelentkezés
0 meghirdetett jelentkezéses feladat, amire lehet jelentkezni.

Aktuális
Összes olyan feladat, részfeladat és pótlás, amihez van aktív beadási határidő. **2**

Jövőbeli
Még el nem kezdődött feladatok, részfeladatok és pótlások. **0**

Korábbiak
Már lezárt feladatok, részfeladatok és pótlások. **0**

Eredmények
Feladatokra, részfeladatokra és pótlásokra kapott eredmények.

Lejáró feladatok
Azok a feladatok, részfeladatok és pótlások jelennek meg, aminek a lejáratí ideje **2 héten belül** van és még nem adott be hozzá dokumentumot.

feladat
2026. május 31. 0:00 - Tárgytematika teszt tantárgy

Menu

Favourites

Home

Calendar

Studies

Subject

Exams

Finances

Community spaces

Administration

Information

Future
Tasks, subtasks and replacements that have not yet started

Previous
Already closed tasks, subtasks and replacements. **1**

Results
Results of tasks, subtasks and replacements.

Subject main menu

- Register for subject
- Registered subjects
- Taken courses
- Tasks**
- Offered grades
- Subject related requests
- Subject Recognition rules

Teszt Eila (UKT10U)
Mechanical Engineering B-GOD-N-HU... **602**

Menu

Teszt Ella (UKT10U)
Mechanical Engineering B-GOD-N-HU... 402

[Subject](#) » [Tasks](#)

Tasks

New application
0 announced sign up tasks for which you can apply.

Current
All tasks, subtasks and substitute task for which there is an active deadline **2** >

Future
Tasks, subtasks and replacements that have not yet started **0** >

Previous
Already closed tasks, subtasks and replacements **1** >

Results
Results of tasks, subtasks and replacements >

Expiring tasks
Tasks, subtasks, and replacements displayed, that have an expiration date **in 2 weeks** and you have not yet submitted a document.

Under "Expiring tasks", tasks with a deadline within the next two weeks are displayed.

On the left, the "Current," "Future," and "Previous" cards provide access to current (tasks with an active submission deadline), upcoming (not yet started but visible), and past (already closed) tasks.

On the final "Results" card, you can see the results received for the tasks. (The result (grade) appears inside the orange frame.) Please note that the results for individual tasks are not, the final grades for the course; lecturers record those separately for you. It may occur that, after reviewing the submitted tasks, your lecturer only records the final practical grade for the course and does not evaluate the task(s) separately in NEPTUN System.

[Tárgyak](#) » [Feladatok](#) » [Eredmények](#)

Eredmények

2025/26/2
félév eredményei

4
5
Beszámoló

Gyakorlati napló feltöltése
Feladat
Beszámoló
2026. április 16.
[Részletek](#) >

Menu Menu search

Subject » Tasks » Results

Results

2025/26/2
term results

Gyakorlati napló feltöltése
Task
Report
13 July 2026
[Details](#)

The tasks for a given course can be viewed from the **Subject / Taken courses** menu, in the course details (Basic data, Headcount data).

Tárgyak » Felvett kurzusok » tesztGYAK

tesztGYAK

[Kurzuscseré](#)

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Hallgatók listája 3 >

Jegyzetek 0 >

Bővebb órarendi információk >

Feladatok 1 >

Alapadatok

Tárgynév	Tárgytematika teszt tantárgy
Tárgykód	TEMATIKA
Típus	Gyakorlat
Típus azonosító	Normál
Vizsgatípus	-
Órarend infó	-

[Továbbiak megjelenítése](#) ▾

Menu Menu search

Test ELA (UK110U)
Mechanical Engineering B-GOD-N-HU... 400 ▾

Subject » Taken courses » tesztEL

tesztEL

[Change course](#)

Lecturers 3 >

List of students 3 >

Textbooks 0 >

More class schedule information >

Tasks 2 >

Electronic learning materials 0 >

Related subjects 1 >

Online occasions >

Basic data

Subject name	Syllabus Test Subject
Subject code	TEMATIKA
Type	Theory
Type identifier	Normal
Exam type	Written, Oral exam (online), Practical, Written and oral (online), Oral exam, Practical (online), Written and oral exam, Written (online)

[Show more](#) ▾

Headcount data

Course headcount	3
Course min. number of students	0
Course max. number of students	3
Curriculum headcount	0
Maximum number of students per curriculum	-
Other institutional number	0

[Show more](#) ▾

In the task **Details**, the system highlights the most important information about the task, the time remaining until the deadline, and the status of the task.

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Aktuális feladatok

... 🔽 Szűrő ▾

Név ▲	Kód ▾	Típus ▾	Beadási időszak	Tárgynév ▾	
Gyakorlati napló feltöltése Beadva - Feladat	gyakorlat	Beszámoló	2026. április 9. 7:56 - 2026. december 31. 0:00	Tárgytematika teszt tantárgy	Részletek >

[Oldal tetejére ^](#)

[Subject](#) » [Tasks](#) » Current tasks

Current tasks

... 🔽 Filter ▾

Name ▲	Code ▾	Type ▾	Submission period	Subject name ▾	
Gyakorlati napló feltöltése Handed in - Task	gyakorlat	Report	9 April 2026 at 07:56 - 31 December 2026 at 00:00	Syllabus Test Subject	Details >
Szakmai gyakorlat2 You have not submitted a task yet - Task	2	Gyakorlat	22 June 2026 at 13:59 - 30 December 2026 at 01:00	Syllabus Test Subject	Details >

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Gyakorlati napló feltöltése

gyakorlat

**2026. december 31.**
Beadási határidő

**266 nap**
2026. április 9. 7:56 - 2026. december 31. 0:00

**Beszámoló**
Feladattípus

[Feladat beadás](#) [Üzenet az oktatóknak](#)

**4**

5
Beszámoló

Szűrés:
Beadva

 **Részfeladatok**

0 >

 **Pótlás**

0 >

 **Dokumentumok**

0 >

 **Termek**

0 >

 **Tárgy és kurzus adatai**

>

 **Beadott dokumentumok**

3 >

 **Online alkalmak**

0 >

Tárgynév	Tárgytematika teszt tantárgy
Kurzus kód	tesztEL
Sorszám	1
Felvettes feladat	-
Felvettes részfeladat	-
Jelleg	Feladat
Oktatók	Dr. Bubó Bubó,
Értékelés típusa	5
Eredményszámítás	-
Leírás	Gyakorlati naplók és értékelések feltöltésének tesztelése

Menu

Tisztelt Előre (UKT10U)
Mechanical Engineering B-GOD-N-HU...

[Subject](#) > [Tasks](#) > [Current tasks](#) > Gyakorlati napló feltöltése

Gyakorlati napló feltöltése

gyakorlat

31 December 2026
Hand in deadline
[Hand in tasks](#)

266 days
9 April 2026 at 07:56 - 31 December 2026 at 00:00
[Messages to lecturer](#)

Report
Task type

3 200
Report

Status:
Handed in

Subtasks 0 >

Make-up 0 >

Documents 0 >

Rooms 0 >

Subject and course details >

Documents submitted 1 >

Online occasions 0 >

Subject name	Syllabus Test Subject
Course code	tesztEL
Number	1
Superior task	-
Superior subtask	-
Nature	Task
Lecturers	Dr. Bubó Bubó, Desenyei Márk, Szabó Nóra
Assessment type	200
Calculation of results	-
Description	Gyakorlati naplók és értékelések feltöltésének tesztelése

Please make sure to carefully read the instructions provided under the "**Description**" section in the task details. In this section, lecturers may indicate whether the final documents of the professional practice should be uploaded as a single file (merged into one PDF file or compressed into a ZIP file) or submitted separately. Lecturers may also provide additional information related to the task in this section.

By clicking the "Hand in tasks" button, the option to upload a file will appear in a pop-up window. The specified file format and size limitations can be viewed in this window.

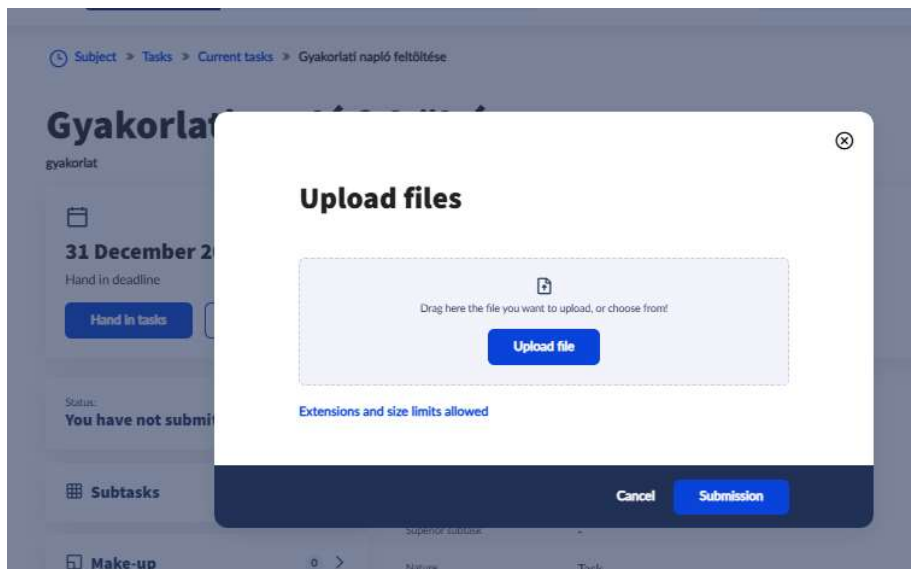
Fájlok feltöltése

A feltölteni kívánt fájlt kiválasztható, vagy ide lehet húzni.

[Fájl feltöltése](#)

Megengedett kiterjesztések és méretkorlátok

[Mégse](#)
[Beadás](#)

**WARNING!**

- Uploading the file does not automatically complete the task submission process; the process can be interrupted. If you close the window or hit the Cancel button instead of clicking the "Submission" button, the submission will not be completed.
- A submitted task cannot be deleted; however, additional files can be uploaded alongside the file(s) already submitted for the task.
- Only one file can be uploaded. If you wish to attach an additional file (e.g. if more than one document needs to be submitted), you can upload it under **Tasks / Current Tasks**, alongside the file already uploaded here.

Should you have any further questions or comments regarding task management in the student web interface, please contact us at neptun@uni-mate.hu . Please include your Neptun code in your email.

Please be informed that the original copy/copies of the document(s) uploaded to the NEPTUN TR system must be submitted to the office of the Department of Dual and Practical Training Organization operating at the relevant campus. The contact details of the departments are available on the website of the Directorate of Education.

Gödöllő, 8 July 2026.

MATE Educational Directorate

Neptun and Education Organization Department