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## General Guidelines and Absence policy for the Foundation Programmes

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Our policy on absences from class is based on the standard regulations of this university (accessible at [https://www.elte.hu/en/dstore/document/1/ELTE\\_SZMSZ\\_II\\_EN.pdf](https://www.elte.hu/en/dstore/document/1/ELTE_SZMSZ_II_EN.pdf)), adapted to the length and conditions of the Foundation Programme.

### Note the following:

- ✘ the foundation programme is taken as a 'package' including all the subjects of the curriculum. You cannot choose which subjects you want to attend. All are compulsory for an active semester;
- ✘ the foundation programme can be taken for a maximum of two academic years (= 4 semesters)
- ✘ you should inform your teacher in advance of any absences, providing an acceptable reason;
- ✘ if your absence is caused by an emergency, you should contact your teacher afterwards, providing an acceptable reason;
- ✘ the message to the teacher explaining absence (whether before or after the class) is not in itself an excuse for that absence and does not mean you are exempt from anything;
- ✘ if you miss more than 30% of your classes in one subject within a period of 4 weeks, you will not get a grade and you will not receive any credit for that subject. We will turn your active status passive in neptun and you will no longer be able to attend your classes. We will also fulfil our legal obligation to forward your case to the *National Directorate-General for Aliens Policing* because your residence permit is issued for education;
- ✘ if you miss your classes in one or more subjects for 2 weeks in a row, an official letter will be sent out calling you before a committee to explain your absence from classes; if you appear and explain the cause of your absences you might get a chance to stay active but you cannot miss more classes;
- ✘ if you do not respond to this, we will fulfil our legal obligation to forward your case to the *National Directorate-General for Aliens Policing*;
- ✘ if you attend a course and fail it (= get a 1 'fail'), you will not be able to retake it in the second semester (as shown in the study unit list / curriculum), but you may continue your studies in the programme;
- ✘ if you pass ALL the courses in the 1st and the 2<sup>nd</sup> semester, you will get a certificate of completion of the foundation programme. If you fail any of the courses, there will be no such certificate;
- ✘ the certificate of completion will also show whether you accomplished B2 level during the foundation programme;
- ✘ whether you get a certificate of completion or not, you will get a certificate of accomplished credits (showing all the credits for all the courses you pass in the 1<sup>st</sup> and the 2<sup>nd</sup> semester)

Done in Budapest, 1 Sept 2019

*Department of International Affairs*