

**ELTE**BÖLCSESZETTUDOMÁNYI KAR
FACULTY OF HUMANITIES

DÉKÁNI HIVATAL

Nemzetközi Kapcsolatok Irodája

DEAN'S OFFICE

Department of International Affairs

General Guidelines and Absence policy for the Foundation Programmes

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), adapted to the length and conditions of the Foundation Programme.

Regulations of the foundation programmes

- * 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;
- * 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;
- * A class is measured in 45 mins;
- * Missing from class is defined as being physically absent from class at the time of its start as set out in your timetable. A message of any kind to your instructor does not count as excuse;
- * A missed class is a unit of 45 mins for which you are 10 mins late in the classroom (recorded by your instructor)
- * **Counting your absences (starts from the first day of teaching)**

Number of weeks per term (as specified in the current academic calendar for the foundation year)	Taught lessons (22 x 45 mins/week)	Allowed number of absences (20% of total taught lessons)
17 weeks	374	74
18 weeks	396	79
19 weeks	418	83
20 weeks	440	88

- * Absence as defined above covers absence for both medical and personal reasons. There is no tolerance at all for absence for pleasure (e.g., travelling, seeing to your relatives visiting you, etc.).
- * If you suffer an emergency and are hospitalised, you must be able to provide a doctor's certificate attesting to this fact.
- * If you miss more than 20% of your classes, your status will be discontinued and your name reported to the National Directorate-General for Aliens Policing;
- * Important note for late coming students or students who make a late tuition payment and are not permitted to attend classes until the debt has been cleared: counting absences starts from the first teaching day of the term, that is, if you are two weeks late for registration for whatever reason (counted from the first teaching day in the term), you will have two weeks' worth of absences already. Take this into account for the rest of the term.
- * Important (Spring Term Tuition Fee): The tuition fee must arrive in our account by Friday of the registration week. Only students whose payment has been received may attend classes. If the fee is unpaid, absences are still counted from the first teaching day. A 2-week payment delay equals 2 weeks of absences. After 3 weeks, payment will be refused, as the allowed absence limit will already be reached.
- * When you are about to reach the limit of your absences, a warning will be sent out to remind you of your duties as a student of the programme; if you do not return to your classes after the warning, your status will be discontinued without further notice;
- * You will not get a grade and you will not receive any credit for that subject. You will no longer be able to attend your classes for credit or take your exam; There is no refunding of your tuition fee either.
- * If you attend a course and fail it (= get a 1 'fail'), you will not be able to retake it in the second semester, but you may continue your studies in the programme;
- * If you pass ALL the courses in the 1st and the 2nd semester, you will get a certificate of completion of the foundation programme;
- * The certificate of completion will also show whether you accomplished B2 level (or any higher level in the Hungarian Foundation) 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 1st and the 2nd semester);
- * **All official communication between instructors (including the Dept of Int Affairs) and students is handled through MS Teams and the official ELTE email address (obtain your address at the IT dept, Building C, basement). No other domains are allowed (e.g., gmail). It is every student's responsibility to regularly check their inbox at elte.hu. The office cannot be held responsible for any adverse consequences resulting from unchecked emails.**
- * **Guidelines for Professional Conduct and Communication is attached to this policy. The code should be observed in all circumstances and applies to all parties involved (students, instructors, the admin staff of the Dept of Int Affairs)**

Regulations detailing the duty of instructors in case students do not show up in class on time

- * If no student shows up for a class of 2 x 45 mins in the spring term following the progress or final exam, the instructor is allowed to cancel such a class after 15 mins;
- * If no student shows up for a series of classes of 2 x 45 mins in the spring term following the progress or final exam, the instructor is allowed to cancel the classes on that day after 30 mins;