



PERSONALISED INSTRUCTION FOR EXCEPTIONAL CASES

Deadline for submitting the request in the **2024/25/1** semester:
13th September 2024, 16:00.

WHAT IS THE PERSONALISED INSTRUCTION FOR EXCEPTIONAL CASES?

It is an agreement between the student and the lecturers on the conditions of completing a course in a different time frame (e.g. partial full exemption from attendance) or with different specifics. Students can submit the request only under special circumstances (listed below). It is important to emphasize that the personalised instruction for exceptional cases is NOT equivalent to the online or distant education. Students are responsible for keeping in contact with the teachers and progressing with the courses.

The regulations controlling the personalised instruction are specified in **ELTE Academic Regulations (=HKR), Section 74** that you find at the [end of this document](#). Please, read it through carefully.

CONDITIONS OF SUBMITTING A REQUEST – Who can apply?

The possible reasons for granting a personalised instruction are specified in *Section 74. (2) of HKR*. Among other reasons, you can refer to severe illness, outstanding academic performance or difficulties with entering Hungary (e.g. due to visa delay/COVID restrictions...etc.). In every case, you have to submit an official document that justifies your reason.

CONTENT OF THE REQUEST – Which allowances/exemptions can you request?

The exemptions and allowances are specified in *Section 74. (4) of HKR*. Most teachers give permission for:

- permission to be absent from all or some classes and
- permission to complete the requirements of the training programme in a different time frame or with different specifics.

SUBMISSION PROCESS – What are the steps of submitting the request?

The **deadline** to submit the request is always the **end of the course registration period** of the given semester. The request is **evaluated** by the **Faculty Educational Committee**.

- You can check the end of each semester's course registration period [HERE](#). Switch to English in the upper-right corner, find the relevant semester, find **BTK's** row and the "First-come, first-served registration period" column. You also find the deadlines in the [Academic calendar](#).

1. **Step 1.:** Register for the courses in Neptun within the **course registration deadline** (which you can check the same way as described above). You can submit the request **ONLY** if you are registered for the course in Neptun!

2. **Step 2.:** Submit the request in Neptun under **Administration/Requests/Available request forms**. You find the guide for submission [HERE](#). You can contact one of your coordinators who will help you collect the necessary approvals:
 - a) Ms Dóra Gimes: iso@btk.elte.hu (self-paying coordinator)
 - b) Mr Rezső JARMALOV: stipendiumhungaricum@btk.elte.hu (Stipendium coordinator)
3. **Step 3.:** You have to attach the following documents to the Neptun request:
 - a. Official document that proves your need for the personalised instruction (eg. certificate of visa delay; plane ticket...etc)
 - b. Approval from each teacher (1/each course): contact them via email and attach a print-screen of the correspondence.
 - c. Approval of the Head of Department: contact them via email and attach a print-screen of the correspondence.
 - ➔ In the approval, the teacher has to **state clearly** that they support your request for personalised instruction.
 - ➔ Please, attach each document only **ONCE**.
4. **Step 4.:** If there is something missing, the Office of Educational Affairs may ask you to attach the missing items to your Neptun request. In this case, the request will be re-opened and you will be given a new deadline to submit the missing documents. **Missing this deadline will lead to the rejection of your request!**
5. **Step 5.:** Wait for the decision of the Educational Committee, but stay in touch with the teachers and follow the courses, so that you do not miss anything.

REQUIRED DOCUMENTS – Which documents do I need to submit?

You have to attach the following documents to the Neptun request:

1. Official document that proves your need for the personalised instruction (eg. certificate of visa delay; plane ticket...etc)
2. Approval from each teacher (1/each course): contact them via email and attach a print-screen of the correspondence
3. Approval of the Head of Department: contact them via email and attach a print-screen of the correspondence

DECISION – How do I know if my request has been accepted?

After you submitted all necessary documents in Neptun, your request will be forwarded for decision to the Educational Committee. You will find the official decision in Neptun under Studies/Official notes, and you can follow your request status under Administration/Requests/Submitted requests.

In case of positive decision, you have to follow the agreements set with the teachers to complete the courses. It is your responsibility to be in constant contact with the teacher, and to ensure the necessary accesses to the university platforms (e.g. Neptun access, ELTE email address, Teams, Moodle, or Canvas access, proper internet connection).

ELTE Academic Regulations, Section 74 -- Excerpt

Conditions of submitting a request

(1) At the request of the student, the Faculty Educational Committee, considering the opinion of the organisational units responsible for the programme and subject specified in the request may grant students permission to continue their studies in a personalised instruction for exceptional cases.

(2) Reasons for granting a personalised instruction for exceptional cases may include:

- a) exceptionally good academic performance;
- b) persistently good academic and professional work, including at academic student workshops, study circle membership, tutoring and honorator status;
- c) persistently good academic performance and active involvement in the University's public life;
- d) academic scholarship abroad or work abroad (for a duration that does not exceed the duration of the semester) that can be recognised as internship credit on the basis of a preliminary credit review,
- e) reasons related to childbirth and child care,
- f) the continuous, severe illness of the student or their direct family member,
- g) sporting activity in a major league, membership in a national team
- h) participation in an outside internship under the curriculum,
- i) if entry into the country is made impossible in the case of an international student.

(3) Students shall not be granted a personalised instruction for exceptional cases for working while pursuing their studies, or for completing a language course abroad.

(4) Requesting a personalised instruction for exceptional cases is possible on the basis of paragraph (2) a-c), if 50 credits are completed, and two successfully completed semesters with the exception of study circle members, who can request a personalised instruction for exceptional cases, independent of the criteria above, after having gained a study circle membership. The Faculty may set and publish the uniform evaluation criteria for academic performance in advance.

Submission process

(5) The request for the personalised instruction for exceptional cases must include the student's plan of the study schedule for each subject and the special permission the student requests, furthermore, the request verifying documents and other documents must be attached.

(6) The preliminary support of the lecturer overseeing the personalised instruction for exceptional cases must be attached to the Student's request for each subject, complete with the specific preference ensured for the Student's completion of the various subjects.

(7) The student studying in a personalised instruction for exceptional cases is entitled to the following special permission:

- a) permission to be absent from all or some classes;
- b) ~~permission to take exams outside the exam period;~~¹

¹ This option is not available at ELTE BTK.

c) permission to complete the requirements of the training programme in a different time frame or with different specifics,

d) other preferences (e.g. concurrent completion of subjects built on one another, completion of a complementary subject or research, the completion of courses in a distance education setting, etc.).

(8) A personalised instruction for exceptional cases can be permitted for no more than one semester, but may be repeated an unlimited number of times.

Table of Contents

WHAT IS THE PERSONALISED INSTRUCTION FOR EXCEPTIONAL CASES?	1
CONDITIONS OF SUBMITTING A REQUEST – Who can apply?.....	1
CONTENT OF THE REQUEST – Which allowances/exemptions can you request?	1
SUBMISSION PROCESS – What are the steps of submitting the request?	1
REQUIRED DOCUMENTS – Which documents do I need to submit?	2
DECISION – How do I know if my request has been accepted?	2
ELTE Academic Regulations, Section 74 -- Excerpt	3
Conditions of submitting a request.....	3
Submission process	3

