

Uniquely tailored study arrangement (=UTSA)

How to submit the Neptun form?

1. Log in to your Neptun

Go to Administration/Requests/Available request forms. Click on "Request for uniquely tailored study arrangement - 2022/23/1"

The screenshot shows the Neptun system interface. At the top, there are tabs for 'Exams', 'Finances', 'Information', and 'Administration'. The 'Administration' tab is selected and circled in red. Below the tabs, there is a 'Requests' section with a dropdown menu. The dropdown menu is open, showing options: 'Enrollment/Registration', 'Dormitory application', 'Module selection', 'Final exams', 'Recategorization request', 'Requests' (highlighted in blue and circled in red), 'Request estimation', 'Student Card request', 'Questionnaires', and 'Erasmus'. Below the dropdown menu, there is a list of links: 'Announcement of Termination of Student Status', 'EHÖK közéleti ösztöndíj 2022/23/1', 'Request for uniquely tailored study arrangement - 2022/23/1' (circled in red), and 'Student's request for interruption of studies due to extraordinary circumstances'. At the bottom, there is a status bar: 'Number of results: 1-4/4 (47 ms)'.

2. Select your reason

Why are you applying for a uniquely tailored study arrangement? Select the reason from the drop-down menu "Choose from the list". The possible reasons are specified in ELTE Academic Regulations (=HKR) Section 74. (2). (If you are a freshman who arrives late in Hungary, select the last option.)

Reason for request:

The screenshot shows the 'Reason for request' dropdown menu. The dropdown menu is open, showing a list of reasons. The first option, 'Choose from the list!', is circled in red. The last option, 'if entry into the country is made impossible in the case of an international student', is also circled in red. The other options are: 'exceptionally good academic performance', 'persistently good academic and professional work, including at academic student workshops, study circle membership, tutoring and honorator status', 'persistently good academic performance and active involvement in the University's public life', 'academic scholarship, internship scholarship abroad or work abroad (for a duration that does not exceed the duration of the semester) that can be recognized', 'reasons related to childbirth and child care', 'the continuous, severe illness of the student or their direct family member', 'sporting activity in a major league, membership in a national team', and 'participation in an outside internship under the curriculum'.

Contact us, if you need help: Ms Katalin SZABÓ: iso@btk.elte.hu (self-paying coordinator) / Mr Rezső JARMALOV: stipendiumhungaricum@btk.elte.hu (Stipendium coordinator) / Ms Emese KERTÉSZ: kerteszmese@btk.elte.hu (study coordinator)

3. Select the courses

Select the course for which you would like to get the UTSA. In general, attendance is compulsory in the case of seminars (=practices) only, (HKR Section 63.) so we suggest that you select the **practices** only.

(Please note that some lecturers might check the attendance. Make sure that none of your **lectures** requires attendance. You can ask your course mates/student mentor about this.)

	név	kód	típus	oktatók
<input type="checkbox"/>	Applied linguistics	BBI-ANG17-261E/1	Lecture	Éva Margit Illés Dr.
<input type="checkbox"/>	Contemporary literature in English	BBI-ANG17-217E/1	Lecture	Dániel Panka; Natália Pikli Dr.
<input type="checkbox"/>	Everyday socialism in Hungary	BBN-ERA-184/3/1	Lecture	Zsuzsanna Varga dr.
<input checked="" type="checkbox"/>	Film and History: visual representation of the past	BBN-ERA-186/26/1	Practice	Mónika Mátay Dr.
<input type="checkbox"/>	History of English	BBI-ANG-249E/1	Lecture	Attila Starcevic
<input type="checkbox"/>	US Latinos: Immigration and Culture	BBI-AME17-322E.86/1	Practice	Éva Eszter Szabó

4. Select the type of special permission

Tick the box next to the subject title, and the list of special allowances that you can apply for will appear. The exemptions and allowances are specified in Section 74. (4) of HKR. Please note that the option “permission to take exams outside the exam period” is NOT available at ELTE BTK. If you select this option, your request will be rejected.

(If you are a freshman who arrives late in Hungary, select the first option.)

<input checked="" type="checkbox"/>	Film and History: visual representation of the past	BBN-ERA-186/26/1	Practice	Mónika Mátay Dr.
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request the following special permission:

- Attachment permission to be absent from all or some classes
- Attachment ~~permission to take exams outside the exam period~~
- Attachment permission to complete the requirements of the training programme in a different time frame or with different specifics
- Attachment other preferences (e.g. concurrent completion of subjects built on one another, completion of a complementary subject or research, the completion setting, etc.)

Note for request (opcional):

5. Upload the approvals

Please, contact one of your coordinators who will help you collecting the approvals! You have to attach the following documents to the Neptun request:

1. Official document that proves the reason of your late arrival (eg. certificate of visa delay; plane ticket...etc): Click on the “Attachment” button at the beginning of the request and upload the document.

Reason for request:

Entry into the country is made impossible in the case of an international student

Attachment

Courses:

	név	kód	típus	oktatók
<input type="checkbox"/>	Applied linguistics	BBI-ANG17-261E/1	Lecture	Éva Margit Illés Dr.
<input type="checkbox"/>	Contemporary literature in English	BBI-ANG17-217E/1	Lecture	Dániel Panka; Natália Pikli Dr.
<input type="checkbox"/>	Everyday socialism in Hungary	BBN-ERA-184/3/1	Lecture	Zsuzsanna Varga dr.
<input checked="" type="checkbox"/>	Film and History: visual representation of the past	BBN-ERA-186/26/1	Practice	Mónika Mátay Dr.

request the following special permission:

Attachment permission to be absent from all or some classes

Attachment permission to take exams outside the exam period

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New request [drop_indok_en] Request attachments

Upload request attachment

Language: English

Description:

Upload request attachment

PDF (8192kb), DOC (8192kb), XLS (8192kb), ZIP (8192kb), DOCX (8192kb), RTF (8192kb), PNG (8192kb), JPG (8192kb), JPEG (8192kb), XLSX (8192kb), RAR (8192kb), PPT (8192kb), PPTX (8192kb), 7Z (8192kb)

+ Upload file

Uploaded request attachments

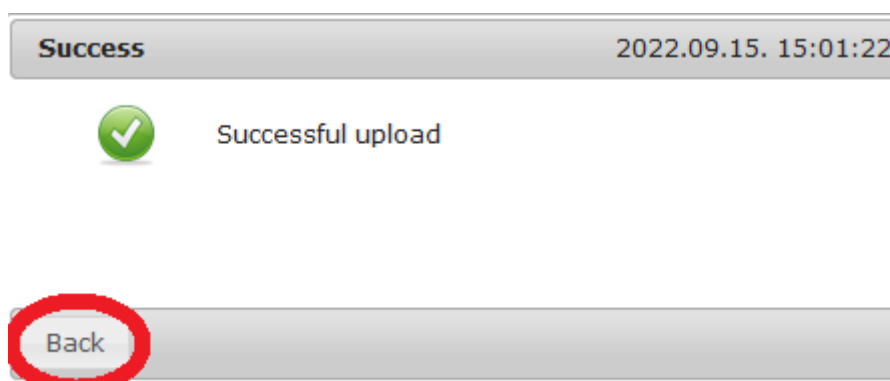
Actions: Close Add existing document Page size: 20

Description	Request attachment type	Language	Filename	Checked	Download file	Deadline of deletion
No result						

Number of results: 0-0/0 (0 ms) Actions: Close Add existing document

Back

After the successful upload, this window will appear. Click on “Back”.



You will see the uploaded files under “Uploaded request attachments”. Click on “Back”, again.

The screenshot shows a web interface for creating a new request. At the top, there's a title bar: "New request [drop_indok_en] Request attachments". Below it, the "Upload request attachment" section includes a language dropdown set to "English", a description text area, and a list of supported file formats: PDF (8192kb), DOC (8192kb), XLS (8192kb), ZIP (8192kb), DOCX (8192kb), RTF (8192kb), PNG (8192kb), JPG (8192kb), JPEG (8192kb), XLSX (8192kb), RAR (8192kb), PPT (8192kb), PPTX (8192kb), 7Z (8192kb). A "+ Upload file" button is present. Below this is the "Uploaded request attachments" section, which contains a table with columns: Description, Request attachment type, Language, Filename, Checked, Download file, and Deadline of deletion. The table has one row with "Application attachment", "English", and "TEST.pdf" (circled in red). At the bottom left, a "Back" button is circled in red.

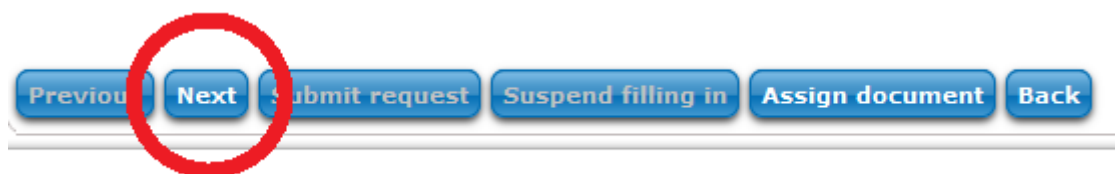
2. Approval from each teacher (1/each course): Contact the teacher of each subject via email (**with your coordinators’ help!**) to ask for their approval for the UTSA. Take a print-screen of the correspondence. Next to each type of allowance, you find an “Attachment” button. Click on the button and upload the print-screen.

The screenshot shows a form with a checked checkbox for "Film and History: visual representation of the past" and the ID "BBN-ERA-186". Below it, the text "request the following special permission:" is followed by a list of options, each with an "Attachment" button. The first option, "Attachment permission to be absent from all or some classes", has its "Attachment" button circled in red.

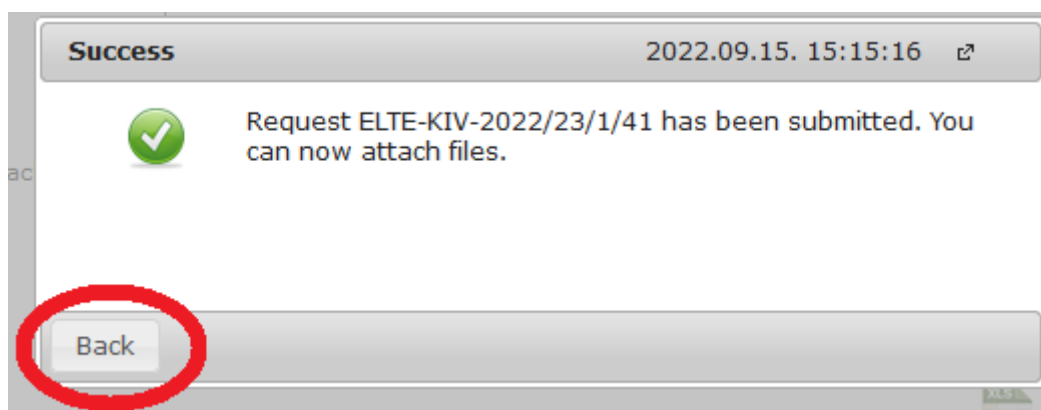
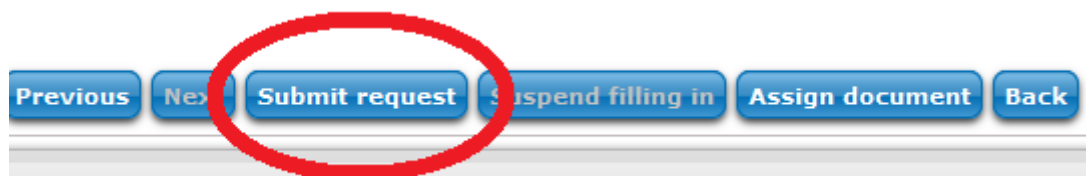
3. Approval of the Head of Department: contact them via email (**with your coordinators’ help!**). Click on the “Attachment” button at the beginning of the request and upload a print-screen of the correspondence. (See the illustration of step 1.)

6. Submit your request

Click on the button “Next” at the bottom of the page.

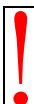


The summary of your request will appear. If you find everything in order, click on “Submit request”. A pop-up window will appear (see below). Finally, click on “Back”.



Submission deadline for UTSA requests in Neptun in the 2022/23/1 semester:

19th September 2022, 16:00



Please, **submit your request in Neptun by the deadline**, even if you did not manage to collect and attach all the necessary approvals! **The approvals can be submitted later, via email.**