

UNIQUELY TAILORED STUDY ARRANGEMENT (=UTSA)

Deadline for submitting the request in the 2022/23/1 semester: **19th September 2022, 16:00**.

WHAT IS THE UNIQUELY TAILORED STUDY ARRANGEMENT?

It is an agreement between the student and the lecturers on the conditions of completing a course in a different time frame (eg. partial full exemption from attendance) or with different specifics. Students can submit the request only in special circumstances (listed below). It is important to emphasize that the uniquely tailored study arrangement 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 UTSA 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 an UTSA 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 (eg 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:

- a) permission to be absent from all or some classes and
- c) 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. (In the 2022/23/1 semester: 19th September 2022, 16:00. You find the deadlines in the Academic calendar [HERE](#)). The request is **evaluated** by the **Faculty Educational Committee**.

1. Register for the courses in Neptun within the course registration deadline! (End of course registration in the 2022/23/1 semester: **16th September 2022, 16:00**. You find the deadlines in the Academic calendar [HERE](#)). You can submit the request **ONLY** if you are registered for the course in Neptun.
2. The request is available in Neptun under Administration/Requests/Available request forms. You find the guide for submission [HERE](#). Please, **contact one of your coordinators** who will help you collecting the necessary approvals!
 - a) Ms Katalin SZABÓ: iso@btk.elte.hu (self-paying coordinator)
 - b) Mr Rezső JARMALOV: stipendiumhungaricum@btk.elte.hu (Stipendium coordinator)
3. You have to attach the following documents to the Neptun request:
 - a. Official document that proves the reason of your late arrival (eg. certificate of visa delay; plane ticket...etc)

- b. Approval from each teacher (1/each course): contact them via email (**with your coordinators' help**) and attach a print-screen of the correspondence
 - c. Approval of the Head of Department: contact them via email (**with your coordinators' help**) and attach a print-screen of the correspondence
4. If there is something missing, the Office of Educational Affairs may ask you to send the items after the request submission, via email. In this case, you will be given a new deadline to submit the missing documents. Missing this deadline will lead to the rejection of your request!
 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 the reason of your late arrival (eg. certificate of visa delay; plane ticket...etc)
2. Approval from each teacher (1/each course): contact them via email (**with your coordinators' help**) and attach a print-screen of the correspondence
3. Approval of the Head of Department: contact them via email (**with your coordinators' help**) 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 to the Office of Educational Affairs, 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 the 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 uniquely tailored study arrangement.

(2) Reasons for granting a uniquely tailored study arrangement 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 uniquely tailored study arrangement for working while pursuing their studies, or for completing a language course abroad.

(4) Requesting a uniquely tailored study arrangement 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 uniquely tailored study arrangement, 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 uniquely tailored study arrangement 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 uniquely tailored study arrangement 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 uniquely tailored study arrangement 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
- c) permission to complete the requirements of the training programme in a different time frame or with different specifics,

¹ This option is not available at ELTE BTK.

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 uniquely tailored study arrangement can be permitted for no more than one semester, but may be repeated an unlimited number of times.

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