



# Personalised instruction for exceptional cases

## How to submit the Neptun form?

### 1. Log in to your Neptun

Go to Administration/Requests/Available request forms. Click on "**Request for personalised instruction for exceptional cases - 2024/25/1**"

The screenshot shows the Neptun system interface. At the top, there are navigation tabs: Exams, Finances, Information, and Administration. The Administration tab is highlighted with a red circle. Below the tabs, there is a 'Requests' section with an 'Add to favourites' button. Underneath, there are two buttons: 'Available request forms' and 'Submitted'. A dropdown menu is open under the Administration tab, with 'Requests' highlighted in blue and circled in red. The dropdown menu includes the following options: Enrollment/Registration, Dormitory application, Module selection, Final exams, Recategorization request, Requests, Request judgement, Student Card request, Questionnaires, and Erasmus. Below the dropdown, there is a list of request forms. The form 'Request for personalised instruction for exceptional cases : 2024/25/1' is highlighted with a red circle. Other forms in the list include 'Dormitory and Housing Application 2022/2023', 'Announcement of Termination of Student Status', 'Kollégiumi Beköltözési Nyilatkozat 2023/24', 'Modification of Programme - 2023/24/1', 'Request for being deregistered from course after the course registration period 2023/24/1', 'Request for the Issuance of an Academic Transcript 2023/2024/1', and 'Student's request for interruption of studies due to extraordinary circumstances'. At the bottom of the page, there is a footer with the text: 'Number of results:1-8/8 (31 ms)'.

## 2. Select your reason

Why are you applying for a personalised instruction? What is your exceptional case? 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:

Choose from the list!

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

participation in an outside internship under the curriculum

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



### 3. Select the courses

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

(Please note that some lecturers might check the attendance and most of the exams are conducted in person. Make sure that **none** of your **lectures** requires attendance and that you can be present for your exams. Otherwise, you might need to submit the request for lectures, too.)

név	kód	típus
<input type="checkbox"/> Applied linguistics	BBI-ANG17-261E/1	Lecture
<input type="checkbox"/> Contemporary literature in English	BBI-ANG17-217E/1	Lecture
<input type="checkbox"/> Everyday socialism in Hungary	BBN-ERA-184/3/1	Lecture
<input type="checkbox"/> Film and History: visual representation of the past	BBN-ERA-186/26/	Practice
<input type="checkbox"/> History of English	BBI-ANG-249E/1	Lecture
<input type="checkbox"/> US Latinos: Immigration and Culture	BBI-AME17-322E.86/1	Practice

## 4. Select the type of special permission

Tick the box next to the subject title to reveal the list of special allowances that you can apply for. 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.)

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<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 complet. setting, etc.)

Note for request (opcional):

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## 5. Upload the necessary documents

Please, attach each document **only once**, and name the files so that they can be identified easily. (Examples for a good file name: "teacher approval\_History of English\_BBI-ANG-249E/1.docx" or "certificate of visa delay.pdf"). You can contact one of your coordinators who will help you collect the approvals. You have to attach the following documents to the Neptun request:

1. **First document to attach:** Official document that proves your need for the personalised instruction (e.g. certificate of visa delay; plane ticket...etc.): Click on the "Attachment" button at the top of the request and upload the document. Please, attach each document **only once**.

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

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

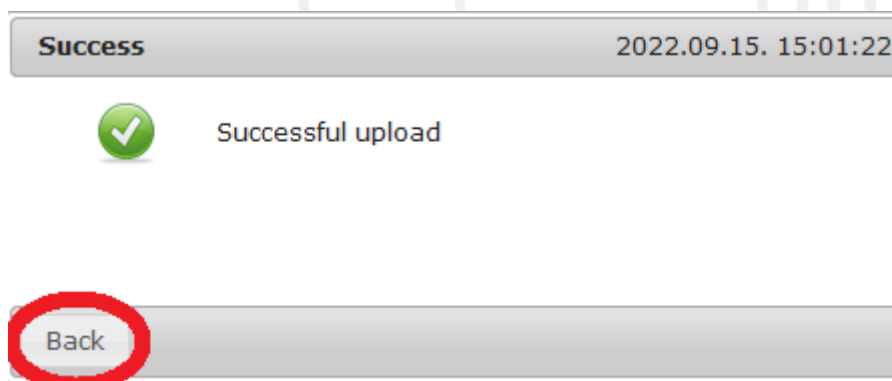
Actions: Close Add existing document Page size: 20

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.

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 1 Page size 20 ▼

Description	Request attachment type	Language	File name	Checked	Download file	Deadline of deletion	
Application attachment		English	TEST.pdf		Download file	9/15/2022 5:05:34 PM	+

Number of results:0-0/0 (31 ms) Actions: Close Add existing document

Back

- Second document to attach:** Approval from each teacher (1/each course): contact them via email and attach 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. (In the approval, the teacher has to state clearly that they support your request for personalised instruction.) Please, attach each document **only once**.

Film and History: visual representation of the past

BBN-ERA-186

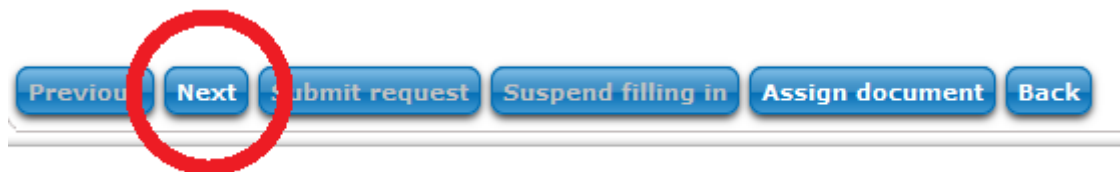
request the following special permission:

- 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 program
- Attachment other preferences (e.g. concurrent completion of subjects built on one another, etc.)

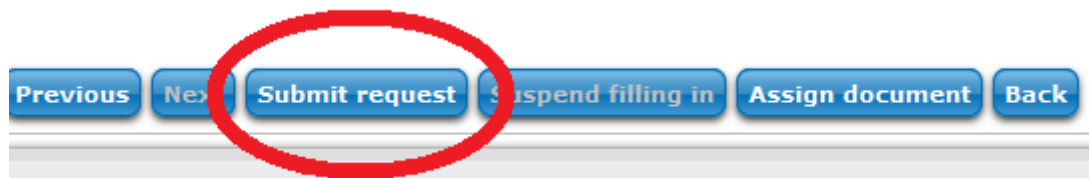
- 3. Third document to attach:** Approval of the Head of Department: contact them via email. Click on the "Attachment" button at the top of the request and upload a print-screen of the correspondence. (See the illustration of step 1.) Please, attach each document **only once**.

## 6. Submit your request

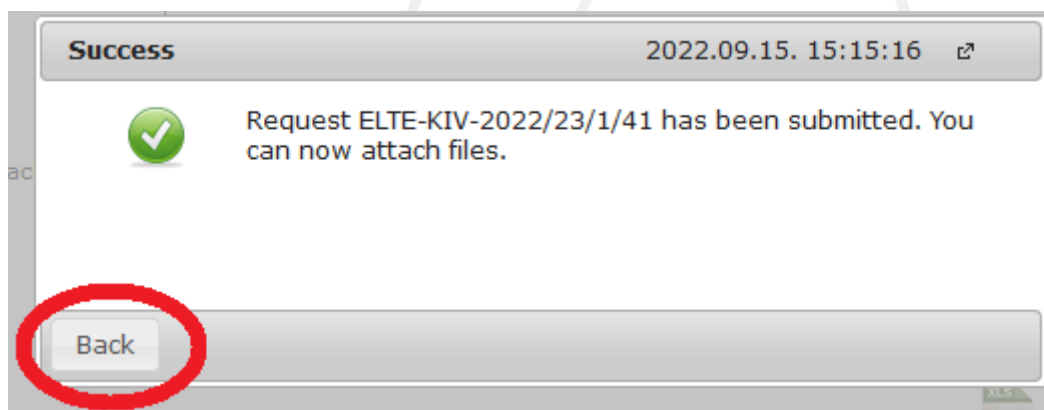
Click the button "Next" at the bottom of the page.



The summary of your request will appear. If you find everything in order, click on "Submit request".



Finally, a pop-up window will appear and inform you about the successful submission (see below). Click on "Back".



Please, attach each document **only once**, and name the files so that they can be identified easily. (Examples for a good file name: "teacher approval\_History of English\_BBI-ANG-249E/1.docx" or "certificate of visa delay.pdf").

**Submission deadline for PERSONALISED INSTRUCTION requests in Neptun in the 2024/25/1 semester:**

**13<sup>th</sup> September 2024, 16:00**