

How to manage my studies at ELTE BTK without going crazy?

BA & MA students

Department of International Affairs

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Faculty website

<https://www.btk.elte.hu/en/>

Lots of up-to-date information concerning student life, university life, and studies.



Academic Regulations

<https://www.elte.hu/en/regulations>



Course registration period

- Starts: middle/end of previous exam period
1. Activate your semester! (in Neptun)
 2. Pre-course registration
 3. Ranking period
 4. First-come, first-served period
 5. Late course registration period



Course registration period

- Check dates!

<https://qter.elte.hu/Statikus.aspx/Idorend>

<https://btk.elte.hu/academic-calendar>



Pre-course registration period

- Until the beginning of next semester



- Time to plan!

1. Check the [curriculum](#).
2. Plan which courses you want to take.
3. Register in Neptun.



Prerequisites

- Check your curriculum for the prerequisites!
- Check if the prerequisite has been completed.

B) General Module for Modern Language Majors: 6 credits

FLN11-101E	Introduction to linguistics	1	lect	obl	28	3	
ANG-101E	Introduction to literature	1	lect	obl	28	3	
					Total	56	6

II. Core Studies: 156 credits

A) Foundation Studies within Core Studies: 56 credits

1) Obligatory for both the English and the American specialisations: 56 credits

General Language Module: 14 credits							
ANG-102E	Language practice 1	1	sem	obl	56	4	
ANG-106E	Language practice 2	2	sem	obl	56	4	ANG-102E
ANG11-104E	Academic skills 1	1	sem	obl	28	3	
ANG11-108E	Academic skills 2	2	sem	obl	28	3	ANG11-104E
<i>Introductory Module in English and American Studies: 13 credits</i>							
ANG-112E	Introduction to literature	1	sem	obl	28	3	
AME-121E	The British and American political systems	1	lect	obl	28	3	
ANG11-132E	Introduction to linguistics	1	sem	obl	28	3	
ANG-141E	Foundations of phonology	2	lect	obl	14	2	
ANG-151E	Foundations of syntax	2	lect	obl	14	2	
<i>Writing skills, typography: 5 credits</i>							
ANG11-181E	Professional writing	1	lect	obl	28	3	
ANG11-183E	Typography	2	lect	obl	14	2	
<i>Proficiency Examination: 3 credits</i>							



Prerequisites

- Strong prerequisite: has to be completed previously.
- Weak prerequisite: course can be completed together with the prerequisite.

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Proficiency Examination: 3 credits							

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ANG11-001E	Proficiency examination*	2	exam	obl	0	3	(ANG-106E), (ANG11-108E)
English/American Literature-Culture Module: 15 credits							
ANG17-211E	Medieval and Renaissance English literature	2/3/4	K	k	14	2	(ANG-101E)

Ranking period

- During the registration week at the beginning of the semester.
- [Academic Regulations](#): Section 60
- Points are given according to various criteria.
- Students with higher points can stay at the courses.
- Neptun drops students with less points above the head count (limit) of the course.



Ranking period

- Check Neptun during the ranking period.
- Neptun shows your points at each class.
- You can make a new plan if you are dropped out.



Ranking period

- Plan B options if you are dropped out:
 1. Miss the course, and take it next semester. (if it is an elective)
 2. Check Neptun during the 'First-come-first-serve' period, some places may become available.
 3. Ask your professor for a written permission (email is OK) to join the course. Show the permission to your coordinator, and she /he will add you to the course.



Ranking period

- Prerequisite check in Neptun at the end of ranking:

You are dropped from the course if the strong prerequisite is not fulfilled.



First-come, first-served period

- Mostly the second week of the semester, tuition starts.
- Everybody can register for the remaining free places of the courses.
- Courses can be dropped too.
- Time to change your mind if you do not like/want the course.



Late course registration period

- The week after the course registration period.
- Registration, dropping in special cases, change
- Fill in the *Late registration form* in Neptun (Administration/Requests)
- Fee for the late registration: 3000 HUF/course (paid via Neptun)



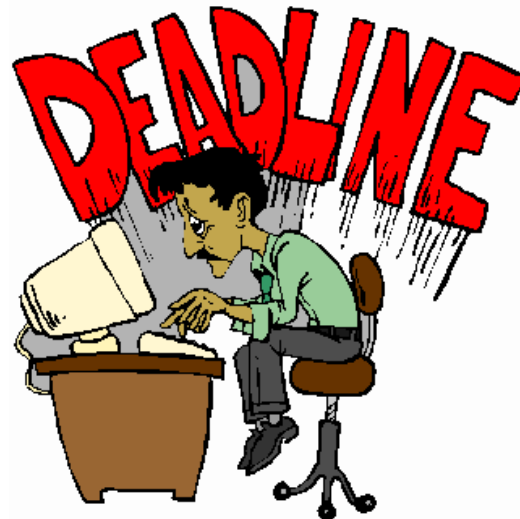
After the Late course registration period

**NO registration/dropping/change
after the Late course registration
period!**



What is a deadline?

- Last day, date until you can do something. You can do it earlier either, before the deadline, but not later.



Academic calendar, useful information

Always check the calendar (Faculty website):

<https://btk.elte.hu/academic-calendar>



Educational Committee

- Chairperson: Vice-Dean for Educational Affairs
- Members: Teachers and students from the Students' Union of the Faculty
- 2-3 meetings/semester (beginning and end of semester)
- Decision on students' study issues.



Educational Committee

For what issues do I need to hand in a request to the committee?

- Weakening of prerequisites.
- 4th or more course registration of one subject.
- 4th or more exam registration of a subject.
- 3rd or more consecutive passive semesters.
- Late request for a passive semester (only with a doctor's certificate).



Credit Transfer Committee

- One meeting/semester (at the beginning of the semester).
- Chairperson & members: teachers and students from the Students' Union of the Faculty



Credit Transfer Committee

For what issues do I need to hand in a request to the committee?

- If you have some completed courses from other programmes/specialisations, and you would like to have their credits accepted within your current programme.



Fees & finances

- Tuition fee
- Fee of sport courses
- Dormitory
- Late semester/course registration
- 3rd or more course, exam registration
- Other fees



<https://btk.elte.hu/fees-and-finances>



Specialisation?! Track?!

- Check your curriculum!

BA:

- Specialisation: 50 credits
- Track/differentiated studies: 50 credits

OR

Minor (50 credits)



Specialisation?! Track?!

- Check your curriculum!

MA:

- Specialisation in the case of some programmes (credit number is not the same)



Specialisation?! Track?!

- When to choose?

BA:

- Specialisation: after your 1st semester
- Differentiated studies (track): before the 3rd semester (in Neptun)



Specialisation?! Track?!

- When to choose?

MA:

- Specialisation: 2nd semester
- From this year: before starting the studies



Graduation



1. Complete the required number of credits with the necessary courses – Check the curriculum!
2. Check the credits before your last semester in Neptun.
3. Hand in your Thesis title registration one semester before you hand in the Thesis.
4. Apply for the Final Examination in the semester you will graduate.
5. Write your Thesis, and hand it in.
6. Get your pre-degree certificate (absolutorium) in Neptun.
7. Pass your Final Exam and Thesis defence.



Graduation

- Thesis writing seminar can be completed if you make progress with the Thesis, but do not hand it in the same semester!
- If you complete all necessary credits, you can get the **pre-degree certificate** = no student status after that
- No tuition fee has to be paid
- No Stipendium scholarship either



Graduation



- After achieving the pre-degree cert., you have 5 years to hand in the Thesis and pass the Final Examination.
- You have the Final Examination after handing in the Thesis and having a positive grade for the Thesis.
- Immigration Office: university gives you a certificate explaining the situation and suggests an expiry date of your residence permit



Whom should I turn to?

- *Dept. of International Affairs*: your coordinator
- Your student mentor (ESN)
- Studies: study coordinator at the *Office of Educational Affairs*
- Dormitory issues: dormitory coordinator
- Financial issues: DIA
- Financial issues in Neptun: Quaestura Office
- Neptun password: Quaestura Office
- TAJ card, Student card: Quaestura Office



Question time

