



## **Guidelines on Requesting a Uniquely Tailored Study Arrangement**

- **Uniquely Tailored Study Arrangement Requests can be submitted electronically in NEPTUN.**

Deadline: the end of the course registration period – ELTE Academic Regulations for Students Section 74(9)

- The request has two types:
  - ✓ **General:** can be submitted for subjects to be completed in a given semester at TÓK
  - ✓ **Erasmus:** can be submitted for subjects to be completed at the host institution abroad
- That is, if you are not participating in the Erasmus exchange programme, you have to submit the general type of the request.
- **Erasmus students** can find information on the two types and on their submission deadlines on the faculty website [here](#) (Homepage>Faculty>Student Affairs and Registrar's Office>General Information)

### **Technical Information**

The request that is for subjects to be completed at TÓK can be found in Neptun under **Administration/Requests**. This shall be submitted by students wishing to be granted a uniquely tailored study arrangement for reasons other than partaking in the Erasmus programme.

#### **Submission:**

1. Go to Administration/Requests: **TÓK Uniquely Tailored Study Arrangement\_General** is the form to be submitted for subjects a student wants to complete at ELTE TÓK. Open the form by clicking on its name. Or click on the + sign at the end of its line and choose Select.

2. Complete the form and add attachments:

Your personal data will be filled in automatically by Neptun. **Choose the subject from the list that you want to complete within the framework of a uniquely tailored study arrangement.** Provide the name of the lecturer, the reason for submitting the request and also choose the special permission you wish to get.

**Attachments:** Official documents verifying the request must be attached (eg. doctor's note, birth certificate, note attesting regular sporting activity, transcript of records etc.).



Adding attachments to the request is possible in a separate window popping up only **before** submitting it. **Although it is technically possible to submit the request without adding attachments, doing so shall result in rejection without substantive evaluation.** The maximum upload file size is 2 megabytes.

### **Evaluation of the requests**

The Student Affairs Office forwards the submitted request to the lecturer for evaluation. See the Submitted requests section to follow the status of the request. A submitted request automatically gets the „Being processed” status. Requests are usually evaluated on a continuous basis. **Students get notified of the decision no later than the last day of the third week of the term.** Once your request is evaluated, its status changes and an official statement containing the justification gets uploaded to Neptun soon after. The system will automatically send a message notifying you of these proceedings.

**If the student or their direct family member gets severely ill after the submission deadline specified in the regulations passes, we will provide opportunity for overdue submission in Neptun.** If it is the case, please indicate it urgently at [th@tok.elte.hu](mailto:th@tok.elte.hu)

Should you have any further questions, don't hesitate to visit the Student Affairs Office Information Desk (Room 134) or contact us via [e-mail](#).

ELTE TÓK Student Affairs and Registrar's Office



## **Appendix**

### **ELTE ACADEMIC REGULATIONS FOR STUDENTS**

#### **UNIQUELY TAILORED STUDY ARRANGEMENT SECTION 74**

(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,
- 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.

(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; c) permission to complete the requirements of the training programme in a



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different time frame or with different specifics, d) other preferences recommended by the person responsible for the subject or the Faculty Credit Transfer Committee (e.g. concurrent completion of subjects built on one another, completion of a complementary subject or research).

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

**(9) The deadline for submitting the request for a uniquely tailored study arrangement is the end of the course registration period.** The request must be submitted to the home faculty, irrespective of whether it pertains to the subject of another faculty. Incomplete requests will be rejected without being reviewed, unless they are received before the start of the ranking course registration period of the semester in question. A student can only complete/amend requests that are submitted prior to the course registration period of the semester in question.

**(10) Requests submitted in connection with an academic scholarship for studies abroad (e.g. Erasmus) may be exempted from the deadlines specified in paragraph (9) if the Student can verify that the reason for the delay in their submission was caused by a delay in the application process.**

**(11) The option to submit requests made on the grounds set out in point f) of paragraph 2 shall be ensured on an ongoing basis.**