



Guidelines for Students Participating in the Erasmus Programme

Participating in the Erasmus exchange programme requires a large amount of administrative tasks both on the part of the student and on that of the hosting as well as the sending institution. In the following, we will discuss additional duties specifically related to **study administration**. A summary of the relevant academic rules and regulations can be found in the appendix to this brochure. To begin with, it is recommended to study the diagram outlining the information on handling curricular subjects. Then read the further guidelines thoroughly.

CURRICULAR SUBJECTS TO BE COMPLETED AT HOME

CURRICULAR SUBJECTS TO BE COMPLETED AT THE HOST INSTITUTION ABROAD

Registration for subjects (Neptun!)

curricular subjects to be completed at ELTE TÓK shall be added in Neptun

curricular subjects to be completed at the host institution abroad shall not be added in Neptun

Submitting a uniquely tailored study arrangement request

Please submit the general type of the request
(Neptun: Administration/Requests)

Please submit the ERASMUS type of the request
(Neptun: Studies/Curriculum)

Rejection = the thematic overlap between the curricular subject and the one completed abroad is not sufficient

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Solution 1: the subject completed abroad shall get recognized through credit transfer → a credit transfer request shall be submitted in the semester following the Erasmus studies abroad for the subject to be recognized as an optional course or as equivalent to another curricular subject

Permission = based on a transcript of records issued by the Erasmus host institution, the subject completed abroad gets recognized as equivalent to the curricular subject named in the request

Solution 2: add the subject in Neptun for the Erasmus semester and submit a general type of uniquely tailored study arrangement request to be able to complete it at ELTE TÓK



Prior to departure:

Registering for subjects and courses:

According to rules pertaining to the Erasmus programme, the student participating in it has to have an **active status** in the semester of departure. They can choose to fulfill study obligations at their host institution only. They can also add subjects at ELTE TÓK depending on their individual advancement in their studies as well as on the courses offered by the host institution.

Tasks in Neptun:

- **Add** the courses of subjects whose requirements you wish to complete in the Erasmus semester at ELTE TÓK
- **Do not add** the subjects that can be completed at the host institution abroad

Uniquely tailored study arrangement

Uniquely tailored study arrangement grants the student special permission to be absent from all or some classes, to take exams outside the exam period and to complete the requirements of the training programme in a different time frame or with different specifics. **As the student cannot visit the classes at TÓK during the Erasmus semester, they shall request permission for such an arrangement. There are two different types to the request depending on the desired location of completing the given subject (Erasmus host institution or ELTE TÓK):**

- **Erasmus type:** shall be submitted for a subject to be completed at the host institution abroad, its submission deadline is the third week of the mobility period (based on the scholarship contract)
- **General type:** Erasmus students may choose to submit it for a subject to be completed at ELTE TÓK

Both types of the uniquely tailored study arrangement request shall be submitted through Neptun. The Student Affairs Office forwards the submitted request to the **assigned reviewer** for evaluation. The general type of request is usually reviewed by the lecturer of the course while the Erasmus type is usually evaluated by the so-called Erasmus reviewer of the given field of study the subject is related to. Erasmus reviewers assigned by the Departments are the following:

- **Department of Information Communication Technology in Education:** Dr. Lénárd András
- **Department of Singing and Music:** Prof. Dr. Döbrössy János
- **Department of Foreign Language and Literature:** Dr. Árva Valéria
- **Department of Hungarian Language and Literature:** Dr. Pölcz Ádám



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- **Department of Mathematics:** Pintér Marianna
- **Department of Education:** Dr. Böddi Zsófia
- **Department of Social Sciences:** Dr. Lehmann Miklós
- **Department of Natural Sciences:** Bärnkopfné Dr. Zsoffay Klára
- **Department of Physical Education:** Zisizs Fédra
- **Department of Visual Education:** Skaliczki Judit

It is essential to get the subject evaluated by a lecturer because:

- only if preliminarily **approved by the assigned reviewer** can a curricular subject be recognized as equivalent to a course completed abroad based on the Transcript of Records issued by the Erasmus host institution
- in the absence of the lecturer's consent no special permission may be granted to the student in terms of visiting classes or completing requirements

Submission Guidelines:

Both kinds of the online request form are available in Neptun.

I. Erasmus type: to be submitted for a subject whose requirements you wish to complete at the host institution abroad

Submitting the request:

1. Open the online request form under Studies/Curriculum in Neptun

Apply the following filter settings before getting all of the obligatory and elective courses of the curriculum listed:

Completed subjects: Every subject

Curriculums: Click on the dotted button and choose Kindergarten Education within the window popping up

Subject group: All

Select the subject from the list whose requirements you wish to complete abroad! Click on the + sign at the end of the subject's line and choose Submit request. What you shall see is the Erasmus type request form that is to be submitted for the curricular subject selected: **TÓK Uniquely Tailored Study Arrangement_Erasmus**

2. Complete the form and add attachments:

The data of the curricular subject to be recognized as well as your personal information will be filled in automatically by Neptun. The name of the host institution and the course taken abroad shall be provided by you.

Attachments: Learning Agreement and description of the course taken abroad

To add attachments, click on the Attachment button before submitting the request.



II. General type: to be submitted for subjects whose requirements you wish to complete at TÓK
Submitting the request:

1. Open the online request form under Administration/Requests in Neptun: TÓK Uniquely Tailored Study Arrangement_General

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 information 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 arrangement at home. Provide the name of the lecturer, the reason for submitting the request and also choose the special permission you wish to get.

Attachments: Learning Agreement

To add attachments, click on the Attachment button before submitting the request.

Additional remarks:

Although it is technically possible to submit both request without adding attachments, doing so shall result in **rejection without substantive evaluation**. The maximum upload file size is 2 megabytes. Adding attachments is possible only **before** the request is submitted!

Evaluation of the requests:

See the Submitted requests section under Administration/Requests to follow the status of the request or to save it in pdf format. 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.**

The Erasmus-type request shall be rejected if the thematic overlap between the curricular subject and the one you wish to complete abroad is not sufficient. In this case, you may decide to complete the requirements of the subject at TÓK. What do you have to do for that?

1. Add the subject in Neptun within the course registration period or submit a late course registration request **within 5 days** of getting the official rejection notice. Make sure that the prerequisite(s) prescribed have been fulfilled. Late course registration requests can be submitted from Neptun/Administration Requests. There is no procedural fee.
2. Submit the general type of the uniquely tailored study arrangement request in order to complete the requirements of the curricular subject at TÓK in the Erasmus semester: submit the request until the designated regular deadline **(the end of the course registration period!)** through



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Neptun, or if that has already passed, **within 5 days** of getting the official rejection notice. In the latter case, please write an e-mail to the Student Affairs Office at th@tok.elte.hu and we will make the online request form available for late submission.

Completing Course Requirements at TÓK During The Erasmus Semester

The special permissions on the deadlines of completing course requirements at TÓK are specified in 489/A(5) of the Academic Regulations for Students. For further details see the appendix to this brochure.

If the course ends in an exam, the student must register for the exam (unless they have been granted the special permission to complete requirements in a different time frame or with different specifics). Registering for an exam is the prerequisite of sitting for it. Students who registered for the relevant course can register for the exam. **Erasmus students may be allowed to take exams outside the exam period with regard to the following: Students studying abroad in the autumn can complete curricular course requirements until the end of the course registration period of the following spring semester. If the Erasmus studies take place in the spring, students are permitted to complete requirements until the end of the registration week of the following autumn semester.**

After returning home

Recognition of earned credits and records

The recognition of courses completed during the Erasmus semester abroad is automatic if the student can present an official Transcript of Records issued by their host institution. **The transcript must be submitted to the Erasmus coordinator at TÓK immediately upon receipt.** The Student Affairs Office shall enter the records to Neptun for the curricular subjects deemed equivalent. The grade obtained abroad shall not be modified but converted according to the evaluation system applied at ELTE. Grades entered can be viewed in Neptun under **Studies/Gradebook>Term special gradebook rows**. The student will get the amount of credits that is associated with the curricular subject deemed as equivalent of the course completed abroad regardless of the number of credits the course had at the host institution. The records obtained abroad will thus add to the grade average of the Erasmus semester.

Recognition of credits and records earned additionally

A credit transfer request shall be submitted for courses completed abroad beside the ones listed in the Erasmus Learning Agreement. **The credit transfer request shall be submitted until the end of the course registration period in the semester following the Erasmus studies.** A course completed abroad can be recognized even if the prerequisites prescribed for the curricular subject deemed equivalent to it were not completed beforehand.



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Courses which are listed in the Erasmus Learning Agreement, but do not overlap any curricular subject at TÓK will be recognized as electives, automatically.

Registering for subjects and courses in the semester following the Erasmus studies abroad

The student may be hindered during subject registration in the semester following their Erasmus studies if they have completed a course abroad whose equivalent curricular subject at ELTE TÓK is a strong or weak prerequisite of further subjects. The completion of the prerequisite is acknowledged once the Transcript of Records is processed. Subject registrations affected will therefore be deleted by Neptun when the ranking course registration period ends, but can be added again even during the late course registration period.

Should you have any further questions, visit the Student Affairs Office Information Desk (Room 134) or contact us via [e-mail](#).

ELTE TÓK Student Affairs and Registrar's Office



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Appendix

ELTE ACADEMIC REGULATIONS FOR STUDENTS

**LATE COURSE REGISTRATION
SECTION 62/A**

Upon request by the student submitted by the end of the first week following the end of the course registration period, the Office of Educational Affairs shall register the student for the course in question taking into account the student limit. The student shall not be given the chance to modify an incomplete request. The student may not submit a request for ex-post registration in the course registration period.

**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,
 - 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.



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- (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 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.**

**SPECIAL PROVISIONS ON ERASMUS STUDIES PERTAINING TO THE FACULTY OF PRIMARY
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SECTION 489/A

- (1) An outgoing Erasmus exchange student prepares for his/her departure by filling in the Erasmus-Learning-Agreement (LA), which contains all of the names and credits of the courses that he/she can complete abroad.
- (2) The Erasmus exchange student shall request the Erasmus/individual course schedule. In the request he/she shall specify all of the courses of the recommended curriculum that he/she plans to complete in the semester and the requirements set by instructors that are not covered by acknowledgement of credits.
- (3) Before departure the student registers in the registration period for the courses that he/she plans to complete during the semester of his/her studies abroad, except for the courses to be completed abroad that are accepted by the instructors on the basis of their signatures. If the student registered for the accepted course, it will be deleted by the TOK Office of Educational Affairs.
- (4) At the end of his/her studies abroad the student provides the Transcript of Records on the courses completed abroad. The completion of the study units of the recommended curriculum shall be accepted by grades (in accordance with the ECTS-grade conversion, in the absence thereof under the agreement concluded with the foreign higher education institution, in the absence of these on the basis of individual



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assessment by the Faculty's Credit Transfer Committee) through the acknowledgement of credits. All of the study units completed abroad and otherwise not acknowledged shall be accepted as optional ones through a credit transfer procedure with grades and at least two credits assigned to the study unit's name. The completion is recorded by the TOK Office of Educational Affairs.

(5) The student shall complete all the study units not covered by acknowledgement of credits and specified in the request regarding an Erasmus/individual course schedule until the end of the next study period's registration week at the latest, at a date agreed with the instructor assessing the student's request. Remaining field practices can be completed according to schedule laid out in the permission form. If the student through no fault of his/her own does not complete the study unit that can be accepted according to the request concerning the individual course schedule abroad, the TOK Office of Educational Affairs will register for the course of the recommended curriculum subsequently at the student's request, thereby the student can complete it in that semester until the end of the next study period's registration week at the latest, at a date agreed with the instructor.

(6) On the basis of the assessment of the individual request submitted to the Vice-Dean for International Relations the student studying abroad with a different scholarship for three months or a longer period may enjoy the same rights as Erasmus exchange students in accordance with the scholarship's character.

SECTION 518

(6) Within his/her powers regarding equity the Dean cannot grant an exemption from academic and examination requirements and cannot remove strong prerequisites defined in the curriculum.

(6a) The Dean cannot remove strong prerequisites defined in the curriculum. **One exception to this is the case when the hindrance of a student participating in an international mobility program is related to their academic progress in the semester(s) spent abroad. If so, a request for being granted exemption from prerequisites can be submitted to the Dean.**