



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

Requesting personalised instruction

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 elective 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 the general type of the personalised instruction request to be allowed to complete it at ELTE TÓK



Prior to departure:

Registering for subjects:

According to rules pertaining to the Erasmus programme, the student participating in it has to have **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

Personalised instruction

Personalised instruction 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 degree programme in a different time frame or with different specifics. **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 personalised instruction request shall be submitted in Neptun. The Student Affairs Office forwards the submitted request to the **assigned reviewer** for evaluation. The general request is usually reviewed by the instructor/lecturer while the Erasmus type is 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
- **Department of Mathematics:** Pintér Marianna
- **Department of Education:** Dr. Böddi Zsófia
- **Department of Social Sciences:** Dr. Lehmann Miklós



- **Department of Natural Sciences:** Bärnkopfné Dr. Zsoffai Klára
- **Department of Physical Education:** Zisizs Fédra
- **Department of Visual Education:** Skaliczki Judit

only if preliminarily **approved by the assigned reviewer** can a curricular subject be recognized as equivalent to a subject completed abroad based on the Transcript of Records issued by the Erasmus host institution

in the absence of the reviewer's consent, no special permission may be granted to the student in terms of visiting classes or completing requirements

Submission Guidelines:

I. Erasmus type:

1. Go to 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 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:

TÓK Personalised instruction_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 subject taken abroad shall be provided by you.

Attachments: Learning Agreement and description of the subject taken abroad

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

II. General type:

1. Open the online request form under Administration/Requests in Neptun: TÓK Personalised instruction_General

2. Complete the form and add attachments:

Your personal information will be filled in automatically by Neptun. Select the subject from the list that you want to complete with personalised instruction at TÓK. Provide the name of the instructor/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:

See the **Submitted requests** section under **Administration/Requests** to follow the status of the request or to download 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 semester’s third week**. 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 prerequisites prescribed have been fulfilled. Late course registration requests can be submitted from Neptun/Administration Requests. There is no procedural fee in this case.
2. Submit the general type of the personalised instruction 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 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.

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 equivalent to the subject completed abroad regardless of the number of credits belonging to the subject at the host institution. The results obtained abroad will thus add to the grade average of the Erasmus semester.

Recognition of credits and results earned additionally

A credit transfer request shall be submitted for subjects 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.

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 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 subject 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.



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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