



Guidelines to Requesting Personalised Instruction

- **Personalised Instruction Requests can be submitted in NEPTUN.**

Regulation: ELTE Academic Regulations for Students Section 74

Submission deadline: the end of the course registration period.

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 Personalised instruction_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. **Select the subject from the list that you want to complete with personalised instruction.** 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** submission.



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

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 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.

If the student or their immediate 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

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