

FACULTY OF PRIMARY AND PRE-SCHOOL EDUCATION

General information About Studies

ELTE Academic Regulations for Students has been established on the basis of Act CCIV on National Higher Education and related legislations. Your student life is governed by these regulations from early on. This summary does not exempt you from a thorough study of ELTE Academic Regulations. ELTE Academic Regulations for Students is accessible on this link: https://www.elte.hu/en/regulations

Important websites

<u>ELTE TÓK website</u>><u>Student Affairs and Registrar's Office</u> Content: information about opening hours, about important deadlines and current fees.

<u>Q-tér (elte.hu)</u>: For semester schedule and course registration periods see **Documents>Time plan of** studies at the university

Neptun

Students must handle most of their study affairs online: enrollment, registration for each semester, registration for subjects and exams, handling and updating personal data, settling fees. Students are required to use **Neptun**. In the following, we provide an overview of using Neptun. Please read all information carefully. A user guide to Neptun is also available on <u>this</u> link.

Tasks in Neptun prior to enrollment

Password Creation

For logging in to Neptun you will need your NEPTUN code and a password. A password for your login name (Neptun code) can be created on the <u>Quaestura website</u>: See the Login using Neptun **account** window in the upper left corner of the website.

Online enrollment

Online enrollment/registration can be done after logging in to <u>Neptun</u> with your code (login name) and password. (On the **Student web** it is possible to switch to English.)

Upon logging in, please follow the steps below:

- Click on **Training** in the upper left corner of the screen and select your degree programme (**TÓK-CSK-NBEN** or **TÓK-OVO-NBEN**)
- Go to **Administration>Enrollment/Registration**: Select **Register** after clicking on the + sign next to term 2024/25/1
- In the window popping up, declare your **Active** or **Passive** status for the term, then click **Save**

This online enrollment/registration process has to be repeated at the beginning of each term.



Printing the Enrolment sheet (obligatory and possible only after registering for the semester)

- Go to **Information>General forms**: Here you'll find the **Enrolment sheet** (Click on the + sign at the end of the line and select Print
- Print the enrolment sheet (package) and bring it along for the in-person enrollment

Messages

Students receive messages in Neptun. It is recommended that you check your inbox regularly, preferably daily.

Subject registration

Students register for subjects on their own: Subjects>Register for subject

Advancement in studies is determined by the programme structure/curriculum. Subject and course registration is possible only after successful registration for the current semester.

Various filter options are available in **Subjects>Register for subject**. The following default filter settings are recommended:

- Terms: Choose the current semester
- Subject type: Subjects from curriculum
- Curriculums: All
- Subject group: All
- Language: All

Click on List subjects

Neptun lists all those subjects of your curriculum that are available in the current semester. You can register for the courses under each subject. The Early Childhood Education/Kindergarten Education curriculum for students admitted in 2024 can be found on the <u>Student Affairs and Registrar's Office>For</u> <u>Current Students</u> website, and in Neptun under **Studies>Curriculum**.

Subject details window: accessible by clicking on a subject: all courses available for the given subject are listed in this separate window. For the exact time and venue of a certain course see the **Class schedule info.** column. To register a course, tick the box next to it, then click **Save**.

Certain subjects have two compulsory courses, **a lecture and a seminar**. Do register for both. If you fail to register for either the seminar or for the lecture, your subject registration will only be partial and invalid.

Class schedule

After registering the subjects, you can check your class schedule in **Studies>Class schedule**



In the autumn certain classes are held in **block scheduling** in the first two weeks of the semester. Block scheduling in the autumn of 2024/2025: September 9-20 2024

The majority of classes in the autumn of 2024/2025 will require personal attendance. Online classes will be held on **Microsoft Teams**. More information: <u>Distance education (elte.hu)</u>

ELTE e-mail address

Students admitted in 2024 are obliged to use ELTE e-mail address during the course of their studies. The ELTE e-mail address you shall register in Neptun **My Data>Contact information** as default.

Late Course Registration

Possible for one week after the regular course registration period. See: **Academic calendar and deadlines Autumn 2024/25** on <u>this</u> link.

Credit Transfer

If you already hold a degree obtained in higher education and present it during the in-person enrollment, you will be automatically granted recognition of the elective credits prescribed by your curriculum. The instruction language of your previous studies shall be English.

Termination of the student status

ELTE unilaterally terminates the student status of a student who has exceeded the quantitative limits of registering for courses or exams or if they do not commence their studies after the time available for student status suspension has passed (Academic Regulations for Students, Sections 51, 52). The student status is terminated also in the case of failure to pay the tuition fee by the given deadline.

The above mentioned quantitative limits of registering for courses or exams are the following: a study unit, which forms part of a programme's curriculum, shall be completed after a maximum of three course registrations/six exam attempts.

Failing the pedagogical practice twice also results in the termination of the student status.

Payment obligations, fees

Tuition fees and administrative fees applicable in the academic year 2024/2025 have been published on this link. Fees need to be paid in the following cases: failure of meeting administrative submission deadlines, late/second/third course registration, missing the prescribed deadline for a payment obligation (late payment fee). Debts left unpaid with the passing of the prescribed deadline will impede online self-administration in Neptun: registration for the semester/subjects/exams

Self-financing students enter into **a study agreement** with ELTE. The study agreement includes information about the study programme and about the tuition fee to be paid. The rules of paying the tuition fee are also detailed in ELTE Academic Regulations for Students.



Tuition fee due dates for upper year students: **15 October (autumn semester) and 15 March (spring semester)**

The student is obliged to pay the tuition fee until the prescribed deadline in each semester. If the student fails to pay the tuition fee, the head of the faculty shall warn him/her within one month of the original deadline to fulfill their payment obligation and the student must be charged a late payment fee. The student status of the student who fails to fulfil their payment obligation despite the warning – and has not been granted deferment – shall be terminated.

Exams

Registering for an exam is the prerequisite of sitting for it. (ELTE Academic Regulations for Students, Section 71). The student can register for an exam no later than 24 hours before the exam starts, which applies to exam cancellations and to signing up for another date (postponing exams) as well. A student cannot sit for an exam without previously registering for it. A grade achieved without registering for an exam is invalid and shall be deleted.

Transcript of Records

Academic achievements are recorded in Neptun. A student can request a Transcript of Records in each semester free of charge. The Transcript of Records lists all the subjects completed in a given semester.

Equal Opportunities

If you are affected and need assistance, see this page: Equal Opportunities (elte.hu)

Student Card

Student Card administration is executed by the <u>Quaestura Student Services Office</u>. For further information about requesting a student card, see **FAQ>Student Card**

Health Insurance

For guidance on applying for health insurance, also consult <u>Quaestura</u>. Information on health services for international students in Hungary can be found <u>here</u>.

Early Childhood Education BA & Kindergarten Education BA Study Administrator:

Anita Csáki

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English-speaking student assistance at the Student Affairs Office Information Desk (Room 134): <u>STAFF</u> (<u>elte.hu</u>)