

PLACEMENT GUIDELINES

Short description

We offer this possibility to our incoming Erasmus+ students **in limited numbers** to gain experience whilst doing placement in one of our partner schools or kindergartens.

Both sending and receiving universities must agree on the time frame and activities to be carried out by the student. That makes organization and acceptance much easier for both parties.

PLEASE NOTE: Students can receive credits for their placement therefore please make sure plan this option into your course selection form and later on, in your Learning Agreement.

IMPORTANT: Please note that in case of any illnesses e.g., (infectious) diseases, mental or physical illnesses the faculty asks a written statement from the student's physician that the student is fit to visit schools and kindergartens. Missing that the faculty will deny entry to these institutions.

HOW CAN YOU APPLY?

Please make sure to **select the following option** in Mobility Online when you complete your application to the university:

Details regarding the planned study

Host country	Hungary
Host institution	BUDAPEST01 - Eötvös Loránd Univ ...
Faculty	IK - Faculty of Informatics
Institute	<-- No choice -->
Department	<-- No choice -->
Study field	Computer Science
Study field if different from what can be chosen based on the bilateral agreement	
Specialization (if any)	Data Science
Study level at the time of mobility	Second cycle / Master's or equivalent level (EQF-7)
Number of completed semesters by the time of arrival	7
Planned duration of studies at ELTE in months	5
I am planning to take courses in another faculty than the one where I was nominated to	
☒ Yes ☐ No	
As a general rule, you must select your courses from the faculty to which you have been officially nominated. Only in exceptional and well-justified cases may you take courses from another faculty, up to a maximum of 10 ECTS credits in total. You may indicate this request either now or at a later stage of your application process.	
Please select the faculty	GTK - Faculty of Economics
Please select the second faculty (only if applicable)	<-- No choice -->
Please select the third faculty (only if applicable)	<-- No choice -->
Please give the number of ECTS credits you plan to take from another faculty/faculties	3
I already have a NEPTUN code at ELTE	
☐ Yes ☒ No	
Placement included ☒ Yes ☐ No ➡ Mark 'Yes' in case you want to do placement.	

Please then upload the **application form** (can be found on our [website here](#)) to the following place in the Mobility Online:

Before the mobility - application and registration		
✓ Online application	2022.04.08	
✓ Online application confirmed per e-mail	2022.04.08, 2022.04.08	
✓ Online registration	2022.04.08	
✓ Personal data completed	2022.04.08, 2022.04.08	Complete personal data
✓ Emergency contact completed	2022.04.08, 2022.04.08	Complete emergency contact
✓ Details on studies at sending institution completed	2022.04.08, 2022.04.08	Complete details on your studies at your sending institution
✓ Details on planned studies at host institution completed	2022.04.08, 2022.04.08	Complete details on your planned studies at your host institution
✓ Details on language skills and other details completed	2022.04.08, 2022.04.08	Complete details on your language skills and on other details
✓ Address details completed	2022.04.08, 2022.04.08	Complete address details
✓ Course selection form uploaded	2022.04.08, 2022.04.08	Upload course selection form
✓ Internship application form uploaded	2022.04.08, 2022.04.08	Upload Internship application form
✓ Application finally submitted	2022.04.08	Final submission of application

AVAILABLE PLACES

In English	max. 10 students (in order of application)
-------------------	---

LANGUAGE REQUIREMENTS

min. B2 in English language

OPTIONS

The following are the **minimum requirements** to receive the credit at the end of the semester.

Type of placement	Min. working hour	ECTS
Observation	min. 10 occasions (e.g., 3 hours/occasion)	4 ECTS
Teaching + Observation	less than 5 hours of teaching hours (45 minutes each) min. 5 occasions of observation (e.g., 3 hours/occasion)	4 ECTS
Teaching + Observation	5 - 10 teaching hours (45 minutes each) 5 - 10 occasions of observation (e.g., 3 hours/occasion)	10 ECTS

EVALUATION

Students must write a practice diary at the end of their placement (form is provided by the faculty). This will be evaluated at the end of the semester; together with the gained ECTS and grade will be added to the Transcript of Records.

OUR PARTNERS

SCHOOLS	
Erzsébetvárosi Kéttannyelvű Általános Iskola	Placement in English
Szabó Magda Magyar-Angol Kéttannyelvű Általános Iskola	Placement in English
Britannica International School	Placement in English

<u>Kőrösi Csoma Sándor Kéttannyelvű Általános Iskola</u>	Placement in English
KINDERGARTENS	
<u>Csepeli Montessori Óvoda – Monteovi</u>	Placement in English
<u>The English Garden</u>	Placement in English
<u>Budapest School – Kindergarten Gelérthegy</u>	Placement in English