ELTE | FACULTY OF PRIMARY AND PRE-SCHOOL EDUCATION

A guide to course recognition

In the case of studying abroad, all credits earned by the student will be fully credited by the faculty towards their studies in Hungary. To this end, the student must submit the appropriate exceptional study schedule requests.

The Erasmus coordinator at your faculty can help you with the submission process, while the staff at the Student Affairs Office can assist you with monitoring and making any subsequent changes.

At TÓK, we distinguish between two types of exceptional study programs in terms of their function.

1) Erasmus-type exceptional study arrangements

WHY DO YOU NEED TO SUBMIT?	WHERE CAN YOU SUBMIT IT?	REQUIRED DOCUMENTS	DETAILS
Recognition of grades/credits obtained abroad	MENU/Subject/Subject related requests	• signed *Learning Agreement;* • course description of the foreign teaching unit to be accepted	**PDF**

The student submits an Erasmus-type exceptional study plan for the purpose of having the credits and grades obtained abroad counted towards their domestic study units in one of the following ways.

TYPE	WHAT CAN YOU APPLY FOR?	WHERE CAN YOU SUBMIT IT?
Compulsory curriculum subject	the courses listed in the curriculum (both for the current semester and future semesters)	NEPTUN *Studies/ Curriculum*
Elective course included in compulsory curriculum (SZABV)	Students may request credit transfer for SZABV subjects that are included in their sample curriculum. The compulsory SZABV credits per major are: KIDE9, ECE 10.	NEPTUN *Studies/ Curriculum*
Elective course not included in compulsory curriculum (SZABV)	Those subjects/credits that are not counted as part of the standard curriculum are registered as non-standard SZABV subjects in a special index series under the name "SZABV-ERA Transfer of Study Results from Erasmus Host Institution." *	No separate application is required.

** This means that students will not exceed their credit limit!*

The courses at the home institution for which the student requests credit transfer must be listed in the Learning Agreement (Mobility Online / Before the mobility – Learning Agreement tasks / Courses at the home institution)!

Applications are assessed by a designated member of staff from the department responsible for the subject in question.

If the request is accepted, the student **does not** have to register for the course in Neptun; the grades will be entered at the end of the mobility period.

2) General type of exceptional study program

WHY DO YOU NEED TO SUBMIT?	WHERE CAN YOU SUBMIT IT?	REQUIRED DOCUMENTS	DETAILS
in the absence of foreign recognition, an application for the completion of subjects "left at home"; current (outgoing) semester subjects	MENU/Administration/Requests	• signed *Learning Agreement;*	PDF

Applications are assessed by the instructor responsible for the subject in question.

In all cases, students **must register** in Neptun for the courses for which they have submitted a standard application form so that lecturers can record their completion of the course.

Submission period

Applications for exceptional study plans must always be submitted before departure, by the end of the current semester's course registration period. The Neptun interface opens for applications approximately one month in advance, and the faculty coordinator will inform students of this in all cases.

Placement, observation

There are two ways to complete the practical training available for study mobility:

- The student completes observation, kindergarten activities at the host university and has them recognized in their home institution by submitting an Erasmus exceptional curriculum request.
- The student completes their semester-long practice at home (during the exam period, before departure, etc., as agreed).

In both cases, the student is required to coordinate their internship with the person responsible for the program.

- KIDE: Dr. Zsófia Böddi
- ECE: Dr. Mónika Sándor

They will be able to decide how to complete the exercises.

Consultation is essential to ensure that students do not fall behind because of their exercises!