



ELTE

FACULTY OF
INFORMATICS

Uniquely tailored study arrangement

For Exceptional Cases

Uniquely tailored study arrangement for Exceptional Cases

At the request of the student, the Faculty Educational Committee -considering the opinion of the organisational units responsible for the programme and subject specified in the request- may allow students permission to continue their studies with an uniquely tailored study arrangement in exceptional cases, such as:

- exceptionally good academic performance;
- persistent good academic and professional work, including academic student workshops, study circles, tutoring;
- persistent good academic performance and active involvement in the University's public life;
- academic or internship scholarships abroad, or work abroad (for a semester or less) that can be recognised as internship credit based on a preliminary credit review;
- childbirth and child-care
- health issues of the student or their immediate family;
- major league sporting activity or national team membership;
- participation in external professional internships as part of the curriculum;
- issues with entry into the country for international students;
- parallel training programmes at different University locations.

Students SHALL NOT be granted an uniquely tailored study arrangement for working while pursuing their studies, or for completing a language course abroad.



Uniquely tailored study arrangement

The request is available [HERE](#)

- The request **can be approved for a maximum of one semester at a time but can be repeated an unlimited number of times.**
- **The deadline for submission: the end of the subject registration period.**
- Send your request and the related certificates to Bernadett Benczekovits (bernadett@inf.elte.hu). Your request will be assessed to see whether a uniquely tailored study arrangement can be granted for the described reasons.
- **The application must include:**
 - the student's study schedule for each subject,
 - verifying documents,
 - preliminary support from the lecturer overseeing the personalised instruction (for each subject!),
 - specification of the requested discount for the completion of the subject.
- **According to the Academic Regulations for Students, you can receive the following discounts within the framework of the uniquely tailored study arrangement:**
 - permission to be absent from some or all classes;
 - permission to take exams outside the exam period;
 - permission to complete the requirements of the training programme in a different time frame or with different specifics;
 - other preferences (e.g., concurrent completion of prerequisites and follow-up subjects, complementary subjects, research, distance education courses, etc.),
 - registration for courses in the given major's ideal curriculum at other training venues

ELTE Faculty of Informatics

Name: _____

Neptun ID: _____

Major: _____

E-mail: _____

Telephone: _____ Student coordinator: _____

Reg nr.: IK/...../.....(2022)

Date of receipt:.....

Item nr.:

REQUEST

Dr. Anna Krebsz
Vice-Dean for Education

Subject: Request for a Uniquely Tailored Study Arrangement

Honorable Vice-Dean for Education,

I would like to submit a request for a uniquely tailored study arrangement in the _____ semester of the ____/____ Academic year according to the rules of ELTE Organisational and Operational Regulation, volume 2, ARS section 74.

Reasons:

- exceptionally good academic performance,
- persistently good academic and professional work, including at academic student workshops, study circle membership, tutoring and honorator status,
- persistently good academic performance and active involvement in the University's public life,
- academic scholarship, internship scholarship abroad or work abroad (for a duration that does not exceed the duration of the semester) that can be recognised as internship credit on the basis of a preliminary credit review,
- reasons related to childbirth and child care,
- the continuous, severe illness of the student or their direct family member,
- sporting activity in a major league, membership in a national team,
- participation in an outside internship under the curriculum.

The preliminary support of the lecturer overseeing the uniquely tailored study arrangement **must be attached to the Student's request for each subject**, complete with the specific preference ensured for the Student's completion of the various subjects.

Attached documents, certificates:

Detailed explanation of the request (if needed):

Date: _____ Yours sincerely,

signature



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An incomplete application will be automatically rejected!