

# UNIQUELY TAILORED STUDY ARRANGEMENT (=UTSA)

## WHAT IS THE UNIQUELY TAILORED STUDY ARRANGEMENT?

It is an agreement between the student and the lecturers on the conditions of completing a course in a different time frame (eg. partial or full exemption from attendance) or with different specifics. Students can submit the request only under special circumstances (listed below). It is important to emphasize that the uniquely tailored study arrangement is NOT equivalent to the online or distant education. Students are responsible for being in contact with the teachers and progressing with the courses.

The regulations controlling the UTSA are specified in *ELTE Academic Regulations (=HKR)*, **Section 74** that you find at the [end of this document](#). Please, read it through carefully.

## CONDITIONS OF SUBMITTING A REQUEST -- Who can apply?

The possible reasons for granting an UTSA are specified in [Section 74. \(2\) of HKR](#). Among other reasons, you can refer to severe illness, outstanding academic performance or difficulties with entering Hungary (eg due to visa delay/covid restrictions...etc.). **In every case, you have to submit an official document that justifies your reason.**

## CONTENT OF THE REQUEST – Which allowances/exemptions can you request?

The exemptions and allowances are specified in [Section 74. \(4\) of HKR](#). Most teachers give permission for:

- a) permission to be absent from all or some classes and
- c) permission to complete the requirements of the training programme in a different time frame or with different specifics.

## REQUIRED DOCUMENTS – Which documents do I need to submit?

Your request has to contain the documents/approvals listed below. If any of these is missing, your request will be rejected. (Approval = the responsible person signs your request or expresses their consent in an official email sent **directly** to [kertesz.emese@btk.elte.hu](mailto:kertesz.emese@btk.elte.hu))

1. **Request form**, in which you list the courses, you would like to complete in a uniquely tailored study plan (1 request/student). Do not forget to register for these courses in Neptun, as well!
2. **Approval** from each teacher, and the **individual study plan** for each course in which the allowances/permissions are laid down (1/each course) [Section 74. \(5\)-\(6\) of HKR](#)
3. **Approval of the Head of Department** (a signature or consent email/request)
4. **Official document that proves your reason** (eg. certificate of visa delay; hospital certificate)

## SUBMISSION PROCESS – What are the steps of submitting the request?

The **deadline** to submit the request is always the **end of the course registration period** of the given semester (find the deadlines in the Academic Calendar [HERE](#)), with the exception specified in [paragraphs \(10\) and \(11\) of HKR Section 74](#).

The request is **evaluated** by the **Faculty Educational Committee**.

**Please note: it may take more days (at least a week) until all approvals arrive from the teachers, so start the process on time, not 2-3 days before the submission deadline.**

1. If you are certain that one of the below mentioned reasons (*Section 74. (2) of HKR*) is applicable for you, and you wish to submit the request, first of all, please read this information sheet thoroughly.
2. Please have a paper-based or e-certificate that proves the reason of submitting the request. Without the proof, the request is invalid.
3. Please fill in the request form, AND as many approval forms as many courses you would like to take (listed on the request form) in the given semester. [The forms are available in the Faculty website](#).
4. Register for the courses in Neptun within the course registration deadline. (You find the deadlines in the Academic calendar [HERE](#)). You can submit the request ONLY if you are registered for the course in Neptun.
5. Contact your international coordinator at the Department of International Affairs (Mr Rezső Jarmalov: [stipendiumhungaricum@btk.elte.hu](mailto:stipendiumhungaricum@btk.elte.hu) or Ms Katalin Szabó: [iso@btk.elte.hu](mailto:iso@btk.elte.hu) ), and they can help you to contact each lecturers for the permission and conditions of completing the course. Send the filled in request forms to them also which they can forward to the teachers.
6. When the replies from the teachers arrive, collect all necessary documents (all request forms, proof of your reason of submission), and ask your international coordinator (Mr Jarmalov or Ms Szabó) to check your request package.
7. After the check, send the whole package to Ms Emese Kertész coordinator at the Office of Educational Affairs by email: [kertesz.emese@btk.elte.hu](mailto:kertesz.emese@btk.elte.hu)
8. If there is something missing, the Office of Educational Affairs may ask you to send the items after the submission. In this case, you will be given a new deadline to submit the missing documents. Missing this deadline will lead to the rejection of your request!
9. Wait for the decision of the Educational Committee, but stay in touch with the teachers and follow the courses, so that you do not miss anything.

### **DECISION – How do I know if my request has been accepted?**

After you submitted all necessary documents to the Office of Educational Affairs, your request will be forwarded for decision to the Educational Committee. You will find the official decision in Neptun under Studies/Official notes, and you will be notified via email as well.

**In case of positive decision, the student has to follow the agreements set with the teachers to complete the courses. It is the student's responsibility to be in constant contact with the teacher during the semester, and to ensure the necessary accesses to the university platforms (e.g. Neptun access, ELTE email address, Teams, Moodle, or Canvas access, proper internet connection).**

## **ELTE Academic Regulations, Section 74 -- Excerpt**

### **Conditions of submitting a request**

(1) 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 grant students permission to continue their studies in a uniquely tailored study arrangement.

### **(2) Reasons for granting a uniquely tailored study arrangement may include:**

- a) exceptionally good academic performance;
- b) persistently good academic and professional work, including at academic student workshops, study circle membership, tutoring and honorator status;
- c) persistently good academic performance and active involvement in the University's public life;
- d) academic 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,
- e) reasons related to childbirth and child care,
- f) the continuous, severe illness of the student or their direct family member,
- g) sporting activity in a major league, membership in a national team
- h) participation in an outside internship under the curriculum,
- i) if entry into the country is made impossible in the case of an international student.

(3) Students shall not be granted a uniquely tailored study arrangement for working while pursuing their studies, or for completing a language course abroad.

(4) Requesting a uniquely tailored study arrangement is possible on the basis of paragraph (2) a-c), if 50 credits are completed, and two successfully completed semesters with the exception of study circle members, who can request a uniquely tailored study arrangement, independent of the criteria above, after having gained a study circle membership. The Faculty may set and publish the uniform evaluation criteria for academic performance in advance.

### **Submission process**

(5) The request for the uniquely tailored study arrangement must include the student's plan of the study schedule for each subject and the special permission the student requests, furthermore, the request verifying documents and other documents must be attached.

(6) 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.

(7) The student studying in a uniquely tailored study arrangement is entitled to the following special permission:

- a) permission to be absent from all or some classes;
- b) permission to take exams outside the exam period;
- c) permission to complete the requirements of the training programme in a different time frame or with different specifics,
- d) other preferences (e.g. concurrent completion of subjects built on one another, completion of a complementary subject or research, the completion of courses in a distance education setting, etc.).

(8) A uniquely tailored study arrangement can be permitted for no more than one semester, but may be repeated an unlimited number of times.

(9) The deadline for submitting the request for a uniquely tailored study arrangement – with the exception specified in paragraphs

(10) and (11) – is the end of the course registration period. The request must be submitted to the home faculty, irrespective of whether it pertains to the subject of another faculty. Incomplete requests will be rejected without being reviewed, unless they are received before the start of the ranking course registration period of the semester in question. A student can only complete/amend requests that are submitted prior to the course registration period of the semester in question. (10) Requests submitted in connection with an academic scholarship for studies abroad (e.g. Erasmus) may be exempted from the deadlines specified in paragraph (9) if the Student can verify that the reason for the delay in their submission was caused by a delay in the application process. (11) **The option to submit requests made on the grounds set out in point f) of paragraph (2) shall be ensured on an ongoing basis.**

### Decision

(12) The Faculty Education Committee shall decide on the request for a uniquely tailored study arrangement by the last day of the third week of the study period, and on requests submitted on the basis of paragraphs (10) and (11) at its subsequent meeting, but no later than within 30 days. Requests related to academic scholarships for studies abroad (e.g. Erasmus) that have been submitted in their complete form in accordance with the rules may not be rejected.

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