



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.**
- Your request will be assessed to see whether a uniquely tailored study arrangement can be granted for the described reasons. Send your request and the related certificates to Bernadett Benczekovits (bernadett@inf.elte.hu).
- **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 which enables the student to fulfill the class before 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
- **Assessments, exams, quizzes, and tests must be completed in person. An exception to this can only be requested in medically justified cases.**

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!**