

ELTE Faculty of Social Sciences Academic Registrar's Office  
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*Filing no.:* TáTK/ ...../ .....(20 .....

**APPLICATION for partial student status/visiting student status**

(reimbursement fee: **10 000 HUF /credit**, for foreginers outside the EU: **30 000 HUF basic fee + 15 000 HUF/credit**)

**Name** (NEPTUN code): \_\_\_\_\_

**Education ID:** \_\_\_\_\_

**Place and time of birth:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_

**e-mail adress, phone:** \_\_\_\_\_

**I would like to take the following courses at the Eötvös Loránd University Faculty of Social Sciences:**

<i>code</i>	<i>course title</i>	<i>credit</i>	<i>lecturer's name (readable)</i>

**Date:** .....

.....  
signature of the  
applicant

**ANNEXES TO BE ATTACHED:**

- 1.) certificate of valid student status, if the student willing to be a visiting student
- 2.) copy of the higher education diploma, if the student willing to enroll in part-time training
- 3.) copy of ID card / copy of passport in case of foreign students
- 4.) TAX identifiical number
- 5.) copy of adress card

*current regulations (does not need to be submitted, just to inform the interested person)*

**EÖTVÖS LORÁND UNIVERSITY ORGANISATIONAL  
AND OPERATIONAL REGULATIONS  
VOLUME 2  
ACADEMIC REGULATIONS FOR STUDENTS**

**VISITING STUDENT STATUS**

Nftv. Section 42

- (1) The student a) shall be entitled to enter into a visiting student status to pursue partial studies related to his/her studies, (...).
- (2) Nftv. Section 82.(4) Students with (partial) Hungarian state scholarship may participate in the studies under Section 81 (1) to (3), even in a visiting student status.
- (3) Nftv. Section 108. Study in another higher education institution means the period when a student obtains credit in another higher education institution while enjoying a visiting student status.

**Section 43.**

- (1) The University shall approve that Students of another (Hungarian or foreign) higher education institution pursue studies at the University as visiting students.
- (2) The visiting student is entered into the Electronic Registration System, and is subject to all applicable regulations of the University during his/her studies at the University.
- (3) The visiting student shall finance the completion of the credits allocated to the subjects he/she registers for, which his/her sending institution may take over under a contract signed with the University or a declaration of liability.

**Section 44.**

- (1) Requests for pursuing partial studies at the University must be submitted to the Teacher Training Centre in the cases of the relevant courses or the Office of Educational Affairs of the Faculty where he/she wishes to follow partial studies until the end of the ranking course registration period. Foreign students may submit their request until the end of the fourth week of the study term. The student shall attach to the request a statement from the sending institution on its recognition of the credits obtained by the student while visiting at the University and – in case the institution chooses to finance the student's studies – a statement on the financing of the student's completed credits.
- (2) The request for pursuing partial studies at the University must contain the approval of the individual authorised to handle the given course (e.g. the instructor(s) or head(s) of the educational unit(s) responsible for the credit(s) in question.
- (3) The permission to pursue partial studies at the University is issued by the Vice-Dean for Education or the head of the Office of Educational Affairs of the Faculty, which also lays down the amount of tuition to be paid as well as the payment method and payment deadline. In the cases of visiting students admitted within the framework of an agreement signed between the University and the sending institution, the reimbursement of the tuition shall be covered by the interinstitutional agreement.
- (4) The Office of Educational Affairs of the Teacher Training Centre will register the Student for all courses included in his/her permission to pursue partial studies, irrespective of his/her ranking in the course registration.
- (5) The Office of Educational Affairs (Registrar) or the Teacher Training Centre provides the visiting student with a proof of completion of the semester.
- (6) The provisions laid out in Sections 42-44 shall not apply in the case of training cooperation with other – foreign or domestic – higher education institutions if the rules laid out in the cooperation agreement or the special provisions concerning the faculty in question deviate from them.

## **PARTIAL STUDIES IN ANOTHER HIGHER EDUCATION INSTITUTION**

Nftv Section 42 (2): The higher education institution may accept individuals with higher education qualifications who have not entered into a student status with the given higher education institution within the framework of a student status in any given course or module offered at the institution without having to make this individual go through the entrance procedure, in which case the student shall pay the full tuition fee. The higher education institution shall be obliged to issue a certificate attesting course performance. The course or module completed shall be accredited in accordance with rules governing credit transfer.

(3) The recipient higher education institution shall define conditions for satisfying requests made in accordance with Paragraphs (1) to (2).

### **Section 44/A**

(1) Partial studies within the framework of the student status may be organised:

- a) as part of a module announced as such by the Faculty, a defined group of subjects, or
- b) on the basis of the individual study plan of the Student applying for partial studies

(2) The contents and announcement of the partial study programme referred to in point a) of paragraph (1) shall be decided on by the Faculty Council based on the recommendation of the competent organisational unit of education. The decision must also take into account the conditions for the financing of the programme.

(3) No more than 70 credits can be obtained over four consecutive semesters within the framework of a partial study programme.

(4) A student may apply for a partial study programme at the competent Office of Educational Affairs. An application for an autumn semester must be submitted by 1 July whereas an application for a spring semester must be submitted by 20 January. The student shall attach to the application form copies of his/her higher education degree certificate, and in cases determined by the Faculty, a copy of his/her language certificate, CV and a motivation letter detailing why he/she wishes to pursue the programme. The applicant for the programme pursuant to point b) of paragraph (1) shall attach to the application form an individual study plan approved by the head of the educational unit(s) in question or other competent individuals. The study plan must include a list of the subjects the student wishes to complete as part of the programme.

(5) The Office of Educational Affairs may give its opinion on the application for the partial study programme referred to in point a) of paragraph (1) along with the head(s) of the relevant educational unit(s) or other organisations (e.g. the credit transfer body). The admission decision shall be made by the Dean based on the recommendation of the ViceDean for Education by the time of the regular admission decisions.

(6) The Student admitted to a partial study programme shall establish a student status with the University in line with the general rules for registering. The Student shall pursue his/her studies in line with the provisions laid out in the present Regulations.

At the Student's request, the Office of Educational Affairs of the Faculty shall issue a credit verification form for the programme upon its completion.

## **SIMULTANEOUSLY PURSUED STUDIES AT ANOTHER HIGHER EDUCATION INSTITUTION**

### **Section 45**

(2) A Student of another higher education institution may acquire an additional student status at the University in accordance with the Admission Regulation

