

Preferential Course Schedule

The request of Preferential Course Schedule is based on the *Code of Studies and Exams of BME*. You can find more information about the criteria down below. In order to request Preferential Course Schedule, you need to submit request nr. 022 on the platform of Neptun.

The requested Preferential Course Schedule referring to the reason of request can only be given if the student fills out the form correctly. The request is free of charge.

PARTICIPATION IN PARALLEL OR PARTIAL TRAINING:

In case of parallel or other partial training (university education) the benefit of Preferential Course Schedule can only be given if the student has an active status in both trainings regarding that semester. A certificate confirming the active status for that semester and the current timetable of the parallel trainings needed. A certification of why the student is requesting the Preferential Course Schedule in that educational program is also needed.

The student can have the benefit of Preferential Course Schedule for the courses which are at the same time range.

SOCIAL AND/OR HEALTH RELATED PROBLEMS:

A detailed description of the social and/or health related issues and current status is needed and if it is possible the description should be confirmed by formal documentation.

OUTSTANDING ACADEMIC RESULTS, PARTICIPATION IN TALENT MANAGEMENT PROGRAMMES AND/OR ACTIVE ENGAGEMENT IN SPORTS AT PROFESSIONAL LEVEL:

A detailed description of the sport activity / academic results / social activity and the results are needed as well as the officially verified (for example by the sport club) certificate(s) confirming the relevant activity.

PREFERENTIAL COURSE SCHEDULE CANNOT BE GIVEN TO STUDENTS WHO CANNOT ATTEND COURSES BECAUSE OF WORK.

The following benefits can be requested for those subjects / time periods when it is reasonable and confirmed by relevant documentation.

- Exemption from attendance of contact hours
- Opportunity to take exams at another time
- Further benefits

Filling out the request correctly does not mean an automatic acceptance, making the decision is the task of the Study Committee of the Faculty (SCF). The acceptance of the request is only a “theoretical permission”. It is the student’s duty to discuss the benefits with the teachers and agree on the terms within two weeks after the acceptance.

The student needs to attach an Excel file to the request in which they state the name and code of the courses in concern as well as the type of benefits. The decision of the SCF is recorded by the Central Academic Office. Based on the decision of the SCF, the student is obligated to make an agreement on the terms of completing the courses with the department.

TIME FRAME OF SUBMISSION:

The student should submit the form from the first day following the exam period until the end of the registration week (the week before the start of the semester).

If the student requests Preferential Course Schedule based on social and/or health issues they have the opportunity to submit the request anytime during the semester, the application is continuously available.

You can find the detailed rules:

Code of Studies and Exams of BME, Section 130-132.

[https://www.kth.bme.hu/document/2712/original/BME Code of Studies 2016 mod\(2022\)_ENG.pdf](https://www.kth.bme.hu/document/2712/original/BME_Code_of_Studies_2016_mod(2022)_ENG.pdf)