

## Guideline to courses offered by HKDI

KÉM/RES, KÉM/REP, KÉM/TEACH, KÉM/CD, KÉM/TS, and KÉM/LEC are PhD-level courses, some of which become available in the Neptun system at the beginning of each semester. Nevertheless, the availability of a course does not mean that you must register for it. In the following document, we are explaining the system, and highlight in red the most important information, for example, the courses you must register to, and the ones which require reconciliation in advance.

**Additionally, it is your responsibility to follow up your progress throughout the 8 semesters of the completed courses and collected credits in the Neptun system!**

**If you recognise, there is a grade missing in the Neptun system, you have to let Mr. Réka Kochis know in e-mail the latest 7 days before the end of the exam term of the current semester!**

### KÉM/RES courses (from 1 to 8)

**Registration to the appropriate course is mandatory in each active semester. It is the doctoral candidates' responsibility to register for these courses, during the registration period, in Neptun.**

You need to consider the following (especially true for first-year candidates, who meet the system for the first time):

- Select the current course in numerical order according to the semester you started in line of the total academic studies (from 1<sup>st</sup> to 8<sup>th</sup> semesters) in HKDI.
- Register to the specific group (within the course) according to your research advisor and language
  - every case in Hungarian for Hungarian-speaking candidates
  - every case in English for international candidates

### KÉM/REP courses (from 1 to 3)

**Mandatory in every 2<sup>nd</sup> (usually spring) semester, except during the 4<sup>th</sup> year. It is the doctoral candidates' responsibility to register for these courses, during the registration period, in Neptun.**

### KÉM/TEACH courses:

TEACH1 and TEACH2

- Highly recommended for Hungarian candidates.
- Register to TEACH1 if this semester is the 1<sup>st</sup> time you are going to complete the teaching course.

- Register to TEACH2 if this semester is the 2<sup>nd</sup> time you are going to complete the teaching course.

- In case you are not sure that you have to complete the course this semester, please contact the heads of departments of the Institute of Chemistry  
(<https://chemistry.elte.hu/staticpage.php?lang=en&var1=41>)

**Before registering to these courses, you need to discuss with the head of the department, responsible for the course, that you are to be involved in the course as a teaching assistant (TA, not your supervisor but the heads of departments are responsible for selecting TAs).**

**KÉM/CD** courses:

- These are optional courses.

- These courses are used in:

- credit transfer

- a course completed within the doctoral studies in HKDI, but the course was offered at a university different from ELTE.

- Registration works the same way as for the TEACH courses.

**Before registering to these courses, you need to liaise with Ms. Réka Kochis.**

**KÉM/TS** courses:

- These are optional courses, including training (summer) schools, workshops, seminars, short term courses

- Can be 3 or 6 credits, based on colloquium or signature, judged according to the activity you have completed (such as exams, posters, lecture, certificate earned from the course leader).

**Before registering to these courses, you need to liaise with Ms. Réka Kochis.**

**KÉM/LEC** courses:

- These are optional courses.

- Summer schools, workshops, seminars short term courses completed within HKDI.

**Before registering to these courses, you need to liaise with Ms. Réka Kochis.**

**KÉM/ “200 +”** courses:

- These are optional courses.
- The complete list is available at <https://phd.chem.elte.hu/tant.php>
- NOT all of the courses are automatically available each semester to register to. Please study the description of the application process given by the following chart:

