Information on the credit transfer process for students graduating in

2023/24/1 autumn

How do I know, if I need credit transfer?

If it turns out that you completed one or more courses on the **wrong code**, or you would like to transfer courses that you completed in a different institution, the credit transfer might be a solution for you. If you think that you need credit transfer, please consult with your study coordinator at <u>kertesz.emese@btk.elte.hu</u>.

If you are a student **graduating** in the 2023/24/1 autumn semester who needs credit transfer to **obtain the absolutorium**¹, the following deadlines and procedure apply to you:

After consultation with Emese Kertész (<u>kertesz.emese@btk.elte.hu</u>), you can send the final documents **from 1 December 2023** to <u>kreditatvitel@btk.elte.hu</u> until

- the middle of December 2023, or
- right after your last grade, which needs to be transferred, is entered in Neptun.

How to submit a credit transfer request?

1. Downloading the credit transfer form

- Form for compulsory study units
- <u>Sample for filling in the form</u>
- Form for free electives
- <u>Sample for filling in the form</u>

2. Filling in the form precisely

- E.g.: Pay attention to the codes! Indicate the full code exactly as it is in Neptun.
 - Example for a BA code: BBI-ANG17-372E.20
 - Example for an MA code: BMI-ANGD-CAn20E.01

3. Collecting and attaching the necessary documents (3 things)

1) Transcript:

- If you completed the course at ELTE: Go to Studies > Gradebook in Neptun, list "all terms" and click on the printer icon:
- If you completed the course **at another university**: a stamped and signed transcript is needed which you can request at your previous institution.
- Course Syllabus²: In case you wish to transfer subjects completed at another institution (not ELTE), you must attach a course syllabus, so that the similarity can be determined – except for the case when you transfer

¹**Absolutorium** = Completion of all the compulsory courses listed in the curriculum of your study programme. This is NOT a separate certificate, it just means that your student status is changed to "absolved" in Neptun. The absolutorium is prerequisite of taking the Final Examination.

² **Course Syllabus** = A document that describes what you exactly studied during that course.

the course as free elective. We accept the course syllabus in the following formats:

- a) A document issued and stamped by the previous institution.
- b) In case of Hungarian institutions where the Neptun system is used: document uploaded by the teacher of the given course into the institution's Neptun system. In case the aforementioned source can be certified (the access route of the syllabus is indicated in the document/the syllabus has been visibly exported from the student's previous Neptun interface), the course syllabus can be considered valid.
- c) In case of foreign universities:
 - i. A document issued and stamped by the previous institution.
 - ii. In case no such document is available, students can copy the relevant course syllabi in a word document from the University's official website and provide the link where the syllabi can be found (in absence of the link, the syllabus cannot be accepted).
- d) In case you cannot certify the validity of the submitted syllabi the way it is described in a)-c), you must attach the following declaration: <u>Declaration</u>

Please note that course the syllabus can be considered valid only in the above-mentioned formats. Course syllabi written by the student are not considered official or valid. The chance for acceptance is significantly lower if a non-official syllabus is attached to the request or there is no syllabus attached at all.

3) Signature of the responsible Credit transfer Officer (=CTO)

(signature/handwritten) who must indicate the percent agreement, too.

- The list of Credit Transfer Officers is available <u>HERE</u> (If you are unsure who the responsible person is, contact your study coordinator at <u>kertesz.emese@btk.elte.hu</u> for advice.)
- 2 kinds of signatures are accepted:
 - a) Fill in the form (step 1-2) electronically, in word format, send it to the CTO. The CTO has to fill in the "percent agreement" and the "outcome" part and verify the document with AVDH signature. The result is an AVDH-verified **pdf** document that you have to send to us (along with the necessary attachments listed in step 3).
 - b) Fill in the form (step 1-2) electronically, in word format and print it. Contact the CTO in person. The CTO has to fill in the "percent agreement" and the "outcome" part and sign the document by hand. You have to scan the signed document and send it to us as a **pdf** (along with the necessary attachments listed in step 3).

There are some cases when the signature is not needed (e.g. when you are having free electives accepted). You can send the filled-in form to your study coordinator first in order to find out if the signature is necessary.

Please note that the Office of Educational Affairs accepts the credit transfer form only in **word** or **pdf** format! Forms submitted in other formats **will be rejected automatically**.

4. Checking the filled-in form and the attachments

Please, double-check your documents!

5. Submitting the form and the attachments to the Office of Educational Affairs After consultation with Emese Kertész (<u>kertesz.emese@btk.elte.hu</u>), send the final documents to <u>kreditatvitel@btk.elte.hu</u>.

6. Receiving feedback from the Office of Educational Affairs via email

The responsible colleagues will check your documents. If the submission is successful, you will receive a confirmation email. If something is missing, you will be informed about it, too. In this case, you must send us the missing documents until a given deadline.

7. Viewing the results in Neptun

- You will see the <u>list of accepted courses</u> in Neptun under Studies > Gradebook (select: all terms, scroll down to "Term-independent special gradebook rows").
- You will see the <u>official note</u> about the credit transfer in Neptun under Studies > Official notes.

In case you have questions regarding the process, contact your study coordinator at <u>kertesz.emese@btk.elte.hu</u>.

Please note that processing the request may last longer. Please, check your Neptun regularly for the results.

Please consider the following information, too:

About free elective credit transfers:

According to Resolution XIII/2022 (IV.8.) of ELTE's Academic Board (Oktatási és Képzési Tanács, or OKT, for short, in Hungarian) earlier obtained credits (completed subjects) can be recognised as **free elective (optional) credits** as follows:

1. Credits from successfully completed previous programmes, irrespective of the level of the programme, can be recognised as free elective (optional) credits in the standard curriculum if they were earned by the student during his/her studies on top of (beyond) the credits required to complete the programme/to earn his/her degree. This means that if the required number of credits to earn a degree on the previous programme was 180 and the student earned 182 credits, then 2 credits can be recognised as free elective (optional) credits in the current curriculum. If the student earned only the prescribed number of credits on the previous programme, then the number of credits completed on the programme, including also free elective (optional) credits should be understood as the requirement for, and therefore, as part of earning the award. Therefore, they cannot be recognised.

About minor and specialization:

Bachelor students who were **re-admitted** or requested a **change of study programme**, must submit a request for registering minor/specialization (in case they wish to continue the minor/specialization they were pursuing previously and they wish to transfer previously completed courses belonging to the given minor/specialization).

- The form is available here: Request for being registered for minor/specialization.
- The filled-in form must be approved at the relevant department which means that the **person responsible for the given minor/specialization has to sign the form.**
- The filled-in and approved form must be attached to the credit transfer request and sent to <u>kreditatvitel@btk.elte.hu</u> along with the other documents.