

## Information on the credit transfer process

2024/25/1 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 [kertesz.emese@btk.elte.hu](mailto:kertesz.emese@btk.elte.hu).

The credit transfer period in the 2024/25/1 autumn semester is:

**4 September 2024 – 13 September 2024, 16:00**

In case you have questions about the process **after reading this document**, contact your study coordinator at [kertesz.emese@btk.elte.hu](mailto:kertesz.emese@btk.elte.hu).

Please note that processing the request is a lengthy process. You may see the results on **15 October 2024** the earliest.

### How to submit a credit transfer request?

**After consultation** with Emese Kertész ([kertesz.emese@btk.elte.hu](mailto:kertesz.emese@btk.elte.hu)), you have to send the final documents to [kreditatvitel@btk.elte.hu](mailto:kreditatvitel@btk.elte.hu). The submission is final when you receive a confirmation email from [kreditatvitel@btk.elte.hu](mailto:kreditatvitel@btk.elte.hu) saying that everything is in order.

#### 1. Downloading the credit transfer form

- [Form for compulsory study units](#)
- [Sample for filling in the form](#)
- [Form for free electives](#)
- [Sample for filling in the form](#)


#### 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

- ##### 2) Course Syllabus<sup>1</sup>:
- 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 the course as free elective. We accept the course syllabus in the following formats:

<sup>1</sup> **Course Syllabus** =A document that describes what exactly you studied at the given course.

- 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 non-Hungarian 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 on the validity of the syllabus: [Declaration](#)

**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)** who must indicate the percent agreement, too.
  - The list of Credit Transfer Officers is available [HERE](#) (If you are unsure who the responsible person is, contact your study coordinator at [kertesz.emese@btk.elte.hu](mailto:kertesz.emese@btk.elte.hu) 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 ([kertesz.emese@btk.elte.hu](mailto:kertesz.emese@btk.elte.hu)), send the final documents to [kreditatvital@btk.elte.hu](mailto:kreditatvital@btk.elte.hu). The submission is final when you receive a confirmation email from [kreditatvital@btk.elte.hu](mailto:kreditatvital@btk.elte.hu) saying that everything is in order.

#### 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 from [kreditatvital@btk.elte.hu](mailto:kreditatvital@btk.elte.hu). If something is missing, you will be informed about it, too. In this case, you must send the missing documents to [kreditatvital@btk.elte.hu](mailto:kreditatvital@btk.elte.hu) until a given deadline.

#### 7. Viewing the results in Neptun

Please note that processing the request is a lengthy process. You may see the results on **15 October 2024** the earliest.

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

Please note that after a **positive decision** is made, you will be **dropped** from all courses that are accepted through credit transfer.

#### Please consider the following information, too:

##### 1. Late course registration request

- If one or more subjects in your credit transfer request are **prerequisites of a course you would like to register for**, Neptun will not let you register in the normal registration period. In this case, you have to request that the Office of Educational Affairs register you for the required subject and the belonging course.
- For that, you have to submit the form "[Request for late course registration \(in case of submitted credit transfer request\)](#)" along with the other documents (credit transfer form, transcript...etc.) to [kreditatvital@btk.elte.hu](mailto:kreditatvital@btk.elte.hu).
- This form **must be approved** (via email, or by original signature) **by the professor** teaching the relevant course.
- The Office of Educational Affairs registers the relevant subject and course only if the **credit transfer request is approved by the Credit Transfer Committee** and the **transferred courses are registered in Neptun**.
- **Please note that the registration of the approved credit transfer forms can last until 15 October 2024. Since the tuition starts earlier, you must consult with your teacher about how to attend the course from the beginning without being officially registered for it in Neptun.**

- You will be registered for the course **after** the normal course registration period, when the tuition has already started, **after** the Committee **approved** your credit transfer request.
- **Please, consult with your teacher beforehand!**

## 2. 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.

## 3. 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 sent to [kreditatvitel@btk.elte.hu](mailto:kreditatvitel@btk.elte.hu) along with the other documents.

## 4. Request for upgrading semester

Students, who were re-admitted or requested a change of study programme, and submit a credit transfer for at least 30 credits, can request their **number of semesters be upgraded**.

The form can be downloaded from [HERE](#), and must be submitted to [kreditatvitel@btk.elte.hu](mailto:kreditatvitel@btk.elte.hu) along with the other documents.

The upgrade means that instead of being in your first semester, Neptun will consider you being in your second, third...etc. semester depending on the number of accepted credits. You can upgrade 1 semester/30 credits. For example, if you are in your first semester, and you transfer 60 credits, you can upgrade +2 semesters, so that you belong to the 3<sup>rd</sup> semester.

This is advantageous especially in the ranking course registration period of the following semester, since you will get extra points for registering in the “suggested semester”. Normally, Neptun would reward you for registering for first-semester courses, and by submitting the request, you can get in to courses offered for higher semesters.

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### Summary of documents (read the whole document for the details!)

#### Documents you have to submit:

1. Credit transfer form (signed by the CTO, in some cases, the signature can be omitted)
2. Transcript
3. Course Syllabus (if you are transferring courses completed at another university)

#### Optional documents:

4. Request for late course registration (in case of submitted credit transfer request)
5. Request for being registered for minor/specialization.
6. Request for upgrading semester