# Credit transfer request based on previous studies in higher education

|  |  |  |
| --- | --- | --- |
| **Student’s data** | **Current studies** | **Previous studies** (where the credits shall be transferred from) |
| Name: | Which programme / major / minor are you requesting the transfer to? | Institute: |
| Neptun code: | Which semester are you attending currently in this program? | Faculty: |
| Phone, e-mail address: | | Programme(s): |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **C** | **ourse completed during previous studies** | |  | **Course in current studies**  (programme / major / minor you request the transfer to) | | | **Authorized person responsible for the credit** | | |
|  | code | name | credit | mark | code | name | credit | outcome  (granted/ not granted | percent agreement | signature & stamp |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |  |
| 13. |  |  |  |  |  |  |  |  |  |  |
| 14. |  |  |  |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |  |  |  |

Total number of credits:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature

# Decision (for official use only)

The Credit Transfer Committee of the Faculty of Humanities made the following decision at the meeting held on …………………………………………………….

|  |  |  |  |
| --- | --- | --- | --- |
| accepts the courses with the line number(s) | rejects the courses with the line number(s) |  |  |
| **Explanation:**  An appeal can be submitted against the decision within 15 days of receipt to the Student Appeals Committee. | |  | ……………………………………………..  Chairman of the Credit Transfer Committee |