

**Information for students on the submission of credit transfer requests
in the spring semester of the 2020/2021 school year
at the Faculty of Humanities of Eötvös Loránd University**

A credit transfer request may be submitted by students of the Faculty:

- a) who wishes to have recognized their completed credits from his/her previous studies at another or foreign higher education institution;
- b) who changes majors in their institution and wishes to have recognized their completed credits in their new major.
- c) who studies in another higher education institution in parallel and wishes to have recognizes their completed credits done as a visiting student for their current training programme.

In the case of **Students pursuing partial studies in a foreign higher education institution** – in accordance with the respective inter-institutional agreement and programme – the credits obtained at the foreign higher education institution will be fully recognized by the University, as long as they were included in the learning agreement signed prior to the start of the partial studies. If the credit value of a study unit completed abroad differs from the credit value included in the student's ideal curriculum, the study unit will be recognized according to the credit value corresponding to the student's ideal curriculum.

The **Student's credits obtained at and attested by the host institution** may be recognized as the major's study units and as free electives in accordance with credit transfer regulations on the basis of supporting documents. **Free elective courses do not have a credit transfer officer, so you do not need to sign the request with an instructor.** In case of the free elective units, **the English title of the course to be recognized must also be indicated.** Courses to be recognized as a free elective (provided it cannot be recognized as one of the courses offered in the curriculum) must be accepted with two credit points in every case.

In the case of students who have been dismissed and re-admitted to the same institution for the same programme (hereafter: **re-admitted students**), the previously completed study units will be recognized in a credit transfer procedure for which a certificate of completion must always be attached but there is no need to attach the syllabus to the request.

The Office of Educational Affairs will only accept the credit transfer request of **students** who have been **readmitted or who have applied for a changing of minor or specialization** if the ideal curriculum of the specialization track or minor required for the current programme has been registered in Neptun. The assignment of a specialization or minor must be approved by the relevant Department and the verification of approval must be sent to kreditatvitel@btk.elte.hu together with the credit transfer request.

The overall credit value of credits recognized in the credit transfer process – unless it is specified in Section 51 (6) of the Regulations – cannot be higher than 50% of the total number of credits (**except for the re-admitted students**) required for obtaining a diploma which is defined in the

curriculum requirements of a given major. In case of identical disciplinary requirements, the Dean may approve the transfer with the condition that the student must complete at least one-third of the credits required for obtaining a diploma. (HKR 34. § (7))

Students who have accepted study units worth at least 30 credits may submit a **semester extension request** sent to kreditavitel@btk.elte.hu together with the credit transfer request. The form can be found on the Faculty website under 'Document database and templates' menu.

The procedure for submitting Credit Transfer Requests, decision-making:

According to the 4.§ (1) paragraph of the ELTE Faculty of Humanities' Credit Transfer rules of procedure, credit recognition and acceptance requests must be sent to kreditavitel@btk.elte.hu **by the deadline specified in the List of deadlines** under the Education menu on the Faculty's website (see below in the 'how to submit requests' part).

The established deadlines are forfeiture deadlines; late requests will be evaluated by the Faculty Credit Transfer Committee only in the following semester.

According to the 4. § (5) paragraph of the ELTE Faculty of Humanities' Credit Transfer rules of procedure, the Committee decides on students' credit transfer matters by a decree. Please note that the Committee accepts the study units together with the acquired grade (according to the Hungarian grading system).

The Office of Educational Affairs informs the students about the **Committee decisions** made in the case of the credit recognition and acceptance requests electronically, via the Electronic Registration System under the Studies, **Official notes menu**.

The **results can be found on Neptun:**

- Under the menu item **Studies / Gradebook menu** item, after selecting the drop-down menu 'all items' under '**Term independent special gradebook rows**' at the bottom of the page
- Under the menu item **Studies / Official notes**.

In addition, students will not be notified separately of the result.

In case of rejection, The Office of Educational Affairs will send the decision to the student within 8 days after the session (by letter with return receipt).

If the Credit Transfer Committee **refuses** to admit one of the study units, or if the subject to be admitted is a prerequisite for the course to be taken, **only in such case** will the Office of Educational Affairs **register the subject** and the corresponding course for the student in Neptun. **The form** required for this can be found on the Faculty's website under the menu 'Current Student / Document database and templates' entitled as 'Request for late course registration'. The form must be filled in completely, signed by the instructor of the course, then sent to kreditavitel@btk.elte.hu attached to the application.

Formal and substantive requirements for submitting a request:

The form required for the credit transfer can be found on the Faculty's website under the menu 'Current Student / Document' database and templates. The credit transfer request can be submitted by filling in the form electronically and sending it to kreditavitel@btk.elte.hu via email. If you want to recognize a subject completed in another higher education institution, in order to establish the agreement, it is **obligatory to attach a course syllabus** to the request, except for free elective credit admission.

The **credit transfer officer** must give an opinion on the request what students wish to submit via email **with the percentage match** required. (Please note that handwritten credit transfer requests will not be accepted by the Office of Educational Affairs.)

The **programme's credit transfer officer** is the instructor to whom the Institute / Department entrusts this task and gives them the right to sign the requests. The Office of Educational Affairs only accepts requests submitted with the signature of the credit transfer officers. The list of credit supervisors can be found on the faculty's website (List of Credit Transfer Officers).

In the following cases, the signature of the credit transfer officer is not necessary for the request:

- a) If the study unit code is 100% identical in the student's previous and current ideal curriculum.
- b) For courses to be accepted as free electives.
- c) In case of the acceptance of a study unit admitted with a wrong code. If the completed unit is equivalent to the unit to be admitted (according to the institutional equivalence table).

How to apply the request?

Due to the epidemiological emergency, in the spring semester of 2020/21, credit transfer requests are submitted electronically via emails.

Please note that the Office of Educational Affairs only accepts requests in PDF or Word format.

The credit transfer request must be submitted by filling in the form electronically and signed electronically. If necessary, the request has to be sent to the credit transfer officer, who will indicate their support for accepting the request and establishing a percentage match by sending a support email after checking the document. The student then forwards the application countersigned by a supported e-mail to kreditavitel@btk.elte.hu.

Students participating in the **ERASMUS programme** can send their applications to Emese Kertész (kertesz.emese@btk.elte.hu).

Office of Educational Affairs