

Information on the credit transfer process for students graduating in

2023/24/2 spring

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.

If you are a student **graduating** in the 2023/24/2 spring semester who needs credit transfer to **obtain the “absolutorium”¹**, the following deadlines and procedure apply to you:

Deadline for submitting all necessary documents to kreditatvitel@btk.elte.hu:

1. In case you completed the course you would like to transfer in previous semesters, and you **already have a grade**, you can submit the documents to kreditatvitel@btk.elte.hu from **1st May 2024** until **17th May 2024**.
2. In case you registered for the course you would like to transfer in this semester, and you **do not have a grade** yet: you can submit the documents to kreditatvitel@btk.elte.hu from **1st May 2024** until the end of May 2024 or **right after your grade is entered**.

Please note that requests **cannot be submitted earlier** than 1st May 2024.

You can submit a credit transfer only if you are a graduating student and you need it for your “absolutorium”!

We would like to bring to your attention that processing your request may take some time.

In the case of so-called “technical requests” where the Credit transfer Committee does not discuss the request, **the processing time is at least three business days**.

In the case of other request which must be discussed by the Credit transfer Committee, the **processing time is at least five business days**.

Keep in mind that you have to obtain the “absolutorium” **at least three business days prior to the day of your Final Exam**. Where credit transfer is needed for the “absolutorium”, the credit transfer results must also be entered at least three business days before the Final Exam in Neptun.

It is students’ responsibility to make sure that their grades are entered as soon as possible, leaving enough time for the credit transfer to be processed. Please, apply for your exams considering the credit transfer and Final Exam dates, as well as the Academic Regulations.

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.

You have to check your completed subjects the following way:

1. **Find your study unit list (curriculum)** on the [faculty website](#) (Some study programmes have more versions. Pay attention to the year of admission and the specialisation (if applicable).
 - a. **BA students:** [Education > Bachelor programmes > PROGRAMME DESCRIPTIONS, STUDY UNIT LISTS \(CURRICULA\)](#)
 - b. **MA students:** [Education > MASTER PROGRAMMES](#)
1. **Log in to your Neptun, go to Studies > Gradebook and select "All terms"**. You will see the list of all the study units that you completed.
2. **Compare the codes in Neptun with the codes in the study unit list.**
 - a. The two lists have to match.
 - b. The codes have to be the same. Pay attention to the beginning of the code (BBI- vs BBN- / BMI- vs BMA-) and the possible extension of the code (e.g. these are all different codes belonging to different curricula: BBI-AME**21**-228E; BBI-AME-228E; BB**N**-AME-228, BB**N**-AME**21**-228;)

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

How to submit a credit transfer request?

After consultation with your study coordinator (kertesz.emese@btk.elte.hu), you have to send the final documents to kreditatvitel@btk.elte.hu. The submission is final when you receive a confirmation email from 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:

One of the documents to be attached to the credit transfer request is the transcript (certificate of completion). **It is mandatory to attach this certificate to the application.** The document must include all subjects involved in the credit transfer process, the type of requirement (two-tier/three-tier/five-tier grade), the grade obtained, and the evaluation method (Exam/Seminar grade).

- 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.

The Office of Educational Affairs accepts completion certificates in the following ways:

- A. Downloaded from Neptun by selecting the semester(s) in which the subject(s) were completed (See the access path above.)
- B. In the case of previous studies, a diploma supplement
- C. Credit certificate certified by the Office of Educational Affairs
- D. Academic Transcript ("Törzslapkivonat") certified by the Office of Educational Affairs

Please note that we are unable to accept exported Excel documents or the draft of the Academic Transcript ("Törzslapkivonat"). In case of submission of these, the Credit Transfer Committee will reject the application without substantive examination.

2) **Course Syllabus**²: 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:

- 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.

² **Course Syllabus** =A document that describes what exactly you studied at the given course.

- 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 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), send the final documents to kreditatvitel@btk.elte.hu. The submission is final when you receive a confirmation email from kreditatvitel@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 kreditatvitel@btk.elte.hu. If something is missing, you will be informed about it, too. In this case, you must send the missing documents to kreditatvitel@btk.elte.hu until a given deadline.

7. Viewing the results in Neptun

- 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 consider the following information, too:

1. 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.

In case you have questions about the credit transfer process, contact your study coordinator at kertesz.emese@btk.elte.hu. After consultation with Emese Kertész, you have to send the final documents to kreditatvitel@btk.elte.hu.

The submission is final when you receive a confirmation email from kreditatvitel@btk.elte.hu saying that everything is in order.

Please note that processing your request may take some time. Keep in mind that you have to obtain the "absolutorium" **at least three business days prior to the day of your Final Exam**.

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)