University of Szeged Faculty of Health Sciences and Social Studies
Information sheet for students according the appendix No. 3.
of the Academic and Examination Regulations of the University of Szeged

The operational regulations of the credit transfer committee

1. The faculties operate a **credit transfer committee**, which has at least three teaching members. Its members are selected by the faculty council, and its chair is appointed by the Dean.

Place of submission: Modulo, Interfaculty forms, Linked or Regular transfer of credits.

Request for a linked credit transfer: If you have previous achievements that would be almost "automatically" accepted, because you are switching from full-time to part-time, or you are continuing your previous studies with a new admission, or you are studying another major in the same field of study and your previous studies are also at the University of Szeged, you should submit a linked credit transfer request. The basic principle of a linked credit transfer request is that it corresponds to exactly one subject element of a previous course and does not need to be accompanied by a course description or a certificate of completion.

Regular application: The usual request form for which only one subject item per application may be marked for acceptance. Previous course can be completed at the University of Szeged or at another institution. The completion must be proved by a course description and a certificate of completion.

2.1. **Credit transfer requests are submitted through Modulo**, or, in exceptional cases, on paper.

2.2. Credit transfer request **submission deadlines**:

– For newly admitted students, transfer-students, major-changing and branch-changing students
– concerning the subjects and precondition-subjects of the given semester –
– the deadline is two weeks prior to the course registration period.
– For every other student, it is the second month of the study period that requests applicable to the subsequent and further semesters can be submitted.
– Erasmus+ students may submit their requests outside of the above periods. These request submission deadlines can be regulated individually by the faculties, which they are obliged to announce in the faculty calendar.
– The exact dates of the credit transfer request submission deadlines are available in the ETR calendar.

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Credit transfer and additional credit transfer for the academic year 2026/2027:
Additional credit transfer: a submission period only for newly admitted students, transfer students, major changing and branch-changing students, before the study period. The decision must be made at least 2 days before the end of the course registration period.
Credit transfer: Submission of requests for the following semester to all students in the middle of the semester. The decision must be made before the start of the next semester course registration period.
24.08.2026 – 06.09.2026: Additional credit transfer
23.11.2026 – 06.12.2026: Credit transfer
11.01.2027 – 07.02.2027: Additional credit transfer
26.04.2027 – 09.05.2027: Credit transfer

3.1. The student may request a credit transfer for one not yet completed study unit (subject unit, subject, module or milestones) of the programme. **The substituted study unit has to have credit assigned to it.**

3.2. The acceptance of a previous completion occurs **via exemption in cases of study units without credits** assigned to them (physical education, professional training), which comes under the authority of the competent professional committee.

The exemption request can be submitted in Modulo: **Interfaculty forms / Request directed to the Academic Board.** Subject of the request: **Request for exemption**. The **Justification** section should state exactly what the student is requesting and attach a formal document certifying that he/she has done so, and the certified course description.

3.3. Students must attach the certification proving the completion of the substituted study units required for the exemption to their credit acknowledgment request. If the previous completion was done at the University of Szeged and the request was submitted through Modulo, selecting the completed courses from the ETR qualifies as verification of the completion. If the subjects were completed in other institutions of higher education or faculties, or in any other cases of completions, authentic certifications must be submitted. The faculties determine as to what kinds of certifications are accepted. If the request is evaluated at a faculty other than the one the student has a status with, the evaluating faculty cannot request more and other kinds of verifications of the completions.

A certified copy of the transcript of records or a semester transcript of records is required as an attachment for proof of completion, and a certified transcript of the subject matter for the 75% pass rate. Only certified transcripts will be accepted. A document signed by the Registrar's Office or the instructor and bearing the stamp of the Registrar's Office or the Department is considered a certified document.

3.4. In regards to Erasmus+ studies, credit transfer is only possible by submitting the Learning Agreement and the Transcript. Acceptance of credits shall not be refused if they have been obtained in accordance with the Learning Agreement, including the possibility of agreed modification during the course, and the non-recognition of the credits included therein has not been indicated in advance by the University.

3.5. The basis of the credit acknowledgment requested cannot be a previous credit acknowledgment.

3.6. Credit transfer cannot be requested for a thesis course and a completed thesis paper. (The latter is pointless anyway, since the thesis paper forms the part of the final examination: its credit points do not count towards the pre-degree certificate.)

3.7. Credit transfer cannot be requested within a build-on programme on the basis of a completion accomplished in the lower-level precedent programme, since the entire previous programme has been included in the diploma, which is the precondition for admittance to the major (between high school and a bachelor programme, and between a bachelor programme and a master programme). An exception to the above — informed by the relevant legal stipulation — is the case of the compulsory inclusion between higher educational vocational training and a build-on bachelor or master programme.

3.8. Credit recognition (in the form of validation) can also be based on non-academic competences, informal knowledge, learning outcomes or work experience.

4.1. The committee cannot reject the acknowledgment of the credits:

a) if the thematic concordance between the substituted and the completed subject reaches seventy-five percent.
b) in the case of validation, if the competences acquired (and the corresponding learning outcomes) is at least as high for the curriculum unit to be replaced learning outcomes for the replacement unit.
c) if it is provided in a valid credit recognition agreement concluded by the SZTE or the Faculty.
d) in the case of identical achievements under identical training conditions within five years of the already recognised by the Committee.
e) if it has been recognised in a decision in a prior credit transfer procedure and the actual start of studies is in the semester of the prior credit transfer decision or in the semester of the not later than the semester specified therein.

4.2. In addition to the formal comparison of syllabi, the committee may take other professional aspects into consideration which give regard to the conditions of the study result achieved, which can be considered in the evaluation process:

– Certain study results may have a limitation period. The progress of certain disciplines is so rapid that the knowledge formerly acquired becomes obsolete in a few years (e.g., informatics).

– Putting knowledge into practice also forms a part of the knowledge, and so there are other aspects contributing to the quality of the knowledge acquired (the study results achieved), such as the method of instruction, the evaluation system, the thoroughness and proportion of theoretical or practical knowledge, the application of the knowledge acquired, the study material (textbook, notes), the study hours invested, the number of contact hours, and the credit points collected — all of which are found in the course description.

4.3. Attaching a syllabus to acknowledge a subject as an elective course is not necessary: The title of the course and the details of completion will suffice. An elective course does not have a predetermined credit value. The completion of a subject which is a part of the curriculum cannot be acknowledged as an elective course.

4.4. During the validation process, the value of the credits recognised is determined by the credit value of the subject for which the student is applying for credit recognition. If the learning outcomes to be recognised (acquired competence) is broader than this, and

can be attributed to more than one subject in the curriculum, the same learning outcomes (acquired competences) can be validated in parallel for several subjects. can be the basis for credit recognition for multiple subjects.

4.5. Committee on request, takes a preliminary credit transfer decision mainly on admission, transfer and guest lectures. The procedure is the same as for normal credit transfer, but can be submitted at any time on paper. The provisional credit transfer decision becomes a decision of the Head of Faculty which must be taken within thirty days of the request. The decision shall not be revoked during the semester in progress or the semester indicated in the decisionand at the start of the studies indicated in the application, the number of credits to be allocated to the credits determined in the decision may not be refused.

5. The credit transfer committee is obligated to justify its decision in regards to the request on credit transfer. In case of a rejection, the student cannot dispute the professional justification given in response to the request. A request identical in every way must be evaluated in the same manner, regardless of the person requesting it.

6. The student may resubmit the credit transfer for the same study unit if he or she manages to resolve the cause of the rejection in the new request (e.g., by way of submitting new or different documents).

7.1. The credit points of the subject acknowledged is not included in the overall study average* of or the credit points obtained in the semester — serving as the basis for calculating scholarship, except for instances when the completion of the subject to be acknowledged is one which has been acquired
– as a guest-student in another institution of higher education, or
– in a partial-upgrading programme, or – as an Erasmus
student.

* According to the amendment to the Academic and Examination Regulations of 5 November 2018: “By derogation from the main rule, the credits taken into account for reclassification include credits earned by credit transfer for the given semester. However, the grade average to be taken into account for reclassification is not affected by these credits. (AER 6.9.c)

7.2. The credits acknowledged count towards the student’s overall credit points, and, therefore, contribute to the completion of the curricular requirements.

8. In case of a credit acknowledgment, the committee must also award the completion with a grade. As a general rule, the grade of the subject completed should be accepted (see 10.3. of this information sheet). If the completion consists of several previous completions, the committee will establish the grade awarded to it.

9. The credit transfer decisions - except for the student's personal data - are kept at the are public to the students and faculty of the University of Szeged.

Szeged, 28 July 2026