



Information about credit transfer at the Faculty of Health Sciences and Social Studies, University of Szeged on the basis of the Appendix 4 (The operational regulations of the credit transfer committees) of Academic and Examination Regulations of the University of Szeged

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 credit transfer form or Regular credit transfer form

Linked credit transfer form: If you have such previous completed subjects that could be accepted almost „automatically”, because you continue your previous study program with a new admission, or you changed only specialization (remaining in the same basic training) and your previous program was at the University of Szeged, you have to submit a linked credit transfer form. The basic principle of this is that one subject is met with exactly one previous course and the course description and the certificate of completion are not required to be attached.

Regular credit transfer form: This is a normal credit transfer request, where only one subject can be given per request. The previously completed subject could be studied at the University of Szeged or in other institution. The accomplishment of the subject must be proved by a certificate and a course description.

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.

The credit transfer period and the additional credit transfer period for the academic year 2021/2022:

The meaning of additional credit transfer period: it is a special period exclusively for the recently enrolled/ newly admitted students or transfer-students, major-changing and branch-changing students, and it precedes the educational period. The final decision has to be made 2-3 days before the end of the course registration period.

Credit transfer period: it is a period in the middle of the semester for all other students. The final decision must be made before the beginning of the next semester course registration period.

23/08/2021 – 05/09/2021: Additional credit transfer period



22/11/2021 – 05/12/2021: Credit transfer period
10/01/2022-06/02/2022: Additional credit transfer period
25/04/2022-08/05/2022: Credit transfer period

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. Exemption from group teaching practice is the competence of the Teacher Training Centre.

The requests for exemption should be submitted in MODULO/ Interfaculty forms/ Requests directed at the Academic Board. The subject of the request should be „other”. Please give exactly the subject / course in your justification for which you would like to receive an exemption and attach the descriptions and the official documents that certifies the accomplishment.

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.

Obligatory attachment for certifying the accomplishment is the certified copy of the grade-book or semester transcript and the certified course description to examine the (min.) seventy-five percent similarity of the subjects. Only certified documents can be accepted. A document can be considered certified or verified, if it bears the signature of the lecturer or the Registrar's Department and bears the stamp of the Registrar's Department or the training program department.

3.4. In regards to Erasmus studies, credit transfer is only possible by submitting the Learning Agreement and the Transcript.

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.

4.1. The committee cannot reject the acknowledgment of the credits if the thematic concordance between the substituted and the completed subject reaches seventy-five percent.

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.

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.

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. If the completion consists of several previous completions, the committee will establish the grade awarded to it.

***On the basis of the modification of the Academic and Examination Regulations of the USZ on 5th Nov., 2018: „By way of exception to the general rule, during the reclassification procedure the credits gained by credit transfer or acceptance for the given semester are counted into the amount of accomplished credits. However, during the reclassification procedure the study average is not affected by these crediting.” (6.9.c point of the Regulations)**

Szeged, 14th July, 2021