

Annex 8

INFORMATION SHEET

ABOUT TRANSFERRING TO THE TRAINING PROGRAMS OF THE FACULTY OF HEALTH SCIENCES AND SOCIAL STUDIES, UNIVERSITY OF SZEGED

On the basis of the Act year 2011. CCIV., the Academic and Examination Regulations of the University of Szeged and the Academic and Examination Regulations of the Faculty of Health Sciences and Social Studies, University of Szeged, the conditions of transferring are the following:

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4.2 The Academic Committee is responsible for all academic matters (in particular: transfer, change of specialisation, specialisation, minor, preferential study and examination schedule, approval of extraordinary passive semester (see 6.4., 6.6.).

Transfers and changes of degree, specialisation, place of training, language of training and working arrangements may be made from the end of the previous academic term until 15 September for the autumn semester and 15 February for the spring semester. If applications submitted later are accepted, the authorisation will be valid for the following semester.

The decision of the Academic Committee may be appealed in accordance with the Student Appeals Procedure.

I. TRANSFER FROM ANOTHER FACULTY OR UNIVERSITY

The Conditions of transferring from other higher educational institutes and from other faculties of the University of Szeged:

The Academic Committee decides on the change of degree programme and the change of degree programme, taking into account the professional opinion of the department responsible for the new degree programme.

Applications for change of degree and change of section must be submitted via Modulo and must be accompanied by the following documents student who has got a legal status at another higher educational institute can be transferred to the Faculty of Health Sciences and Social Studies, University of Szeged according to the Act on National Higher Education (Nftv.) 42.§(6): a transfer described in paragraph (1) point b) – excepting the cases specified in the Government's decree - can be made between study programs ending with the degree of the same level in the case of bachelor and undivided master programs provided that the student has really acquired at least 30 credit points in their previous institution.

The student can be admitted primarily to a fee-payer place and in the case of such free places to a state scholarship place.

Conditions of the transfer:

- to have a student legal status at the time of transferring
- the training fields must be the same
- the level of the study programs must be the same
- the language of the study programs must be the same
- the student acquired at least 30 credit points in their previous institution and reached Grade-point Averages above 3.5 in each closed semester.

The student can be admitted only at and to a stage from where he/ she is able to accomplish at least one third of the total credit points of his/ her training program at the admitted program (on the basis of the Act on National Higher Education year 2011. CCIV. 49. § (7)).

A student against whom a disciplinary procedure is taken or who is under a dismissal is not allowed to be admitted.

Request

The request for acceptance (see attached form) should be addressed to the Academic Committee and submitted to the Office for Studies and Educational Organisation.

Necessary documents that have to be enclosed to the request:

1. A valid Student legal status confirmation form issued not earlier than 15 days before the submission. The confirmation form has to also certify that the student is not under a dismissal process and that a disciplinary procedure has not been taken against the student.

A certified or an original copy of the student's transcript including the name, the credit point, the lesson number and the result/ grade of the accomplished courses and the averages of the semesters.

2. A certified and detailed syllabus of each accomplished subject.
3. A certificate about the financial form of the student's studies issued by the Registrars' Department of the sending institution.

It is the Academic Board of the Faculty who makes a decision about the transfer requests on the basis of the opinion / suggestion of the given department.

If a new student legal status is generated, the transferring (which is based on the Act Nftv. 42. § (1) paragraph b) point) comes into effect with the enrolment after the decision of the receiving higher education institute.

If a new student legal status is not generated, the transferring (which is based on the Act Nftv. 42. § (1) paragraph b) point) comes into effect with the registration to the study program after the decision of the receiving higher education institute.

The receiving higher education institute sends the decision about transferring and the date of the enrolment or registration to the sending higher education institute and to the student after the student has enrolled or registered. The receiving higher education institute announces the date of transferring and the name of the sending higher education institute into the FIR system. The student also informs the sending higher education institute about

his/her transferring and thus the sending higher education institute is able to register the transferring as the cause of the termination.

Credit transfer

The credit transfer procedure will be carried out on the basis of the credit transfer application submitted in the Modulo system during the period of the credit transfer supplementary round provided for in the university calendar. The application must be accompanied by a scanned colour copy of the student's transcript/transcript of records and a detailed, certified copy of the completed courses in pdf format (please also include a certified Hungarian translation of foreign language documents).

II. TRANSFERRING INSIDE THE FACULTY OF HEALTH SCIENCES AND SOCIAL STUDIES

Changing the course or specialisation is possible only for exceptional and documentable reasons that affect the student's family and living conditions, with the permission of the Academic Committee. The request must be submitted to the Academic Committee via Modulo.

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11.1. The request is decided by the Study Committee of the host faculty according to the Faculty's rules of procedure as described in section 4.2. With the exception of exceptions specified by law, students may only transfer to a course of study at the same level and in the same field of study as their original course. An additional condition is that the student would have been admitted to the course of study to be taken up in the year of the original enrolment (his/her entrance score would have reached the threshold) and that he/she meets the specific admission requirements for the course of study to be taken up (e.g. aptitude test, practical examination, advanced level of school-leaving certificate). After completion of one academic year, the retrospective assessment of the entrance threshold may be waived with regard to the academic results achieved in the original course of study.

The Academic Committee decides on the change of degree programme and the change of degree programme, taking into account the professional opinion of the department responsible for the new degree programme.

Applications for change of degree and change of section must be submitted via Modulo and must be accompanied by the following documents:

- the level of the two study programs should be the same
- the language of the two study programs should be the same
- The student acquired at least 30 credit points in their previous institution, in this case at their previous study program.
- in each closed semester the Grade-point Average is required to be above 3.5
- existing student legal status

Accepted by the Faculty Council of the Faculty of Health Sciences and Social Studies of the University of Szeged by its resolution 69/2022 on the 30th of November 2022. ETSZK.TH.