

TRANSFER INFORMATION FORM

regarding the degree programmes of the Faculty of Health Sciences and Social Studies
of the University of Szeged

Based on Act CCIV of 2011 on National Higher Education (hereinafter referred to as Nftv.), and the Academic and Examination Regulations of the University of Szeged (hereinafter referred to as SZTE TVSZ), the conditions for transfer are as follows:

According to Section 4.2 of the SZTE TVSZ, the Academic Committee is responsible for all – except the matters referred to the Credit Transfer Committee’s jurisdiction - the academic matters (in particular: transfer, change of degree programme-, study mode-, specialisation-, minor, preferential study and examination schedule, and approval of extraordinary passive semester (see Sections 6.4 and 6.6 of SZTE TVSZ)).

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

I. Conditions for Transfer from Other Higher Education Institutions and from Other Faculties of the University of Szeged

A student, who has a legal status at another higher education institution, may be transferred to the Faculty of Health Sciences and Social Studies of the University of Szeged under the transfer referred to in point b) of paragraph (1) set out in Section 42 (6) of the Nftv – except as otherwise provided in a Government Decree – only between degree programmes leading to the same qualification level in the case of bachelor and undivided master programmes, provided that the student has successfully obtained at least 30 credits at their previous institution.

The transfer may primarily be granted in self-financed form, but may also occur in a state-funded form if places are available.

Conditions for transfer:

- proof of active student legal status at the time of transfer,
- the educational fields must be the same,
- the level of the degree programmes must be the same,
- the language of the degree programmes must be the same,
- the transfer may take place after the successful completion of at least two semesters at the previous institution, prior to the beginning of the given academic year. A further condition for transfer is the acquisition of at least 30 credits from the compulsory courses in the last two semesters, as well as Grade point Average above 3.5 in all completed semesters.

The student may be admitted only at such a stage of progression that allows them to complete at least one third of the total credits of the degree programme to which they have been transferred at the Faculty of Health Sciences and Social Studies in accordance with Section 49 (7) of Nftv.

A student, against whom a disciplinary procedure is taken or who is under expulsion, is not allowed to be transferred.

Request

The request for transfer (see the attached form) must be addressed to the Academic Committee and submitted to the International Office.

Deadline for transfer request submission:

- for the autumn semester of the academic year: 30 June (missing documents must be submitted by 15 July at the latest),
- for the spring semester of the academic year: 15 January (missing documents must be submitted by 30 January at the latest).

The request must include the following attachments:

1. a valid student legal status confirmation form issued no more than 15 days prior to submission. The confirmation form must also certify that the student is not subject to disciplinary proceedings or dismissal, an officially certified copy of the student's transcript or academic record, listing the titles of completed courses, grades, credit values, number of contact hours, and semester grade point averages,
2. certified and detailed syllabi of all the completed subjects,
3. a certificate issued by the International Office of the sending institution regarding the semesters completed, the number of active semesters, and the form of financing.

The Academic Committee decides on the transfer request by taking into consideration the professional recommendation of the department responsible for the degree programme.

If a new student legal status is created, the transfer – pursuant to Section 42 (1) b) of Nftv.- comes into effect with the enrolment after the decision of the receiving higher education institute. If a new student legal status is not created, the transfer – pursuant to Section 42 (1) b) of Nftv. - comes into effect with the registration for the degree programme after the decision of the receiving higher education institute. In the case of a transfer, following the student's enrolment or registration, the receiving higher education institution sends its transfer resolution and the date of enrolment or registration to the releasing institution and to the student. The receiving higher education institution reports the date of transfer and the name of the releasing institution to the FIR. At the releasing institution, the student is recorded as having left the degree programme due to transfer, and in the FIR, the reason for the termination of studies is indicated as transfer.

In exceptional cases, transfer is also granted under conditions differing from the general rules, based on special individual circumstances.

Credit transfer

The credit transfer procedure is carried out on the basis of the credit transfer request submitted in the Modulo system during the period of the supplementary credit transfer specified in the university calendar. The request must be accompanied by a scanned colour copy of the student's transcript of records and detailed, certified syllabi of the completed courses in PDF format (in the case of documents issued in a foreign language, an official Hungarian translation must also be attached).

II. Transfer Within the Faculty of Health Sciences and Social Studies

Change of study mode, degree programme:

Changing the study mode and the degree programme is permitted only in cases of extraordinary and well-documented reasons deserving special consideration, which significantly affect the student's family or living circumstances, and only with the approval of the Academic Committee.

The request must be submitted to the Academic Committee via the Modulo system (Interfaculty form / Request form directed at the Academic Board/Study Committee / Request to change study programme/Request for a switch from full to part-time or from part to full-time).

Deadline for submission of degree programme, study mode:

- for the autumn semester of the academic year: 30 June (missing documents must be submitted: 15 July at the latest),
- for the spring semester of the academic year: 15 January (missing documents must be submitted: 30 January at the latest).

According to Section 11.1 of the SZTE TVSZ, the student may request a transfer to another degree programme within the university. The request is evaluated by the Academic Committee of the receiving Faculty in accordance with the Academic Regulations of the Faculty of Health Sciences and Social Studies as set out in Section 4.2 of the SZTE TVSZ. By way of transfer (change of degree programme) – except as otherwise provided by law – a student may be transferred only to a degree programme of the same level and field of study as their original degree programme. Another requirement is that the student would have been admitted to the intended degree programme in the year of the original enrolment (their entrance score reached the admission threshold) and that they meet the specific admission requirements for the intended degree programme (e.g. aptitude test, practical examination, advanced level of school-leaving certificate). After the completion of one academic year, the retrospective verification of the admission threshold may be waived based on the academic results achieved in the original degree programme.

The Academic Committee decides on the change of degree programme and study mode by taking into account the professional opinion of the department responsible for the intended degree programme.

Requests must be submitted via Modulo and the following documents must be attached:

- proof of active student legal status at the time of transfer,
- the level of the current and the intended degree programmes must be the same,
- the language of the two degree programmes must be the same,
- completion of at least 30 credits in the previous degree programme/specialisation/study mode
- in all completed semesters the Grade-point Average is required to be above 3.5.

Adopted by the Faculty Council of the Faculty of Health Sciences and Social Studies of the University of Szeged by Resolution No. 12/2024. (03.21.)-ETSZK.TH. at its meeting held on 21 March 2024.