**Application for the recognition of studies
completed at another institution**

*Must be submitted to the Registrar’s Office with sections 1-2. filled out and signed.*

1. **Personal data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:\*** |  | **Neptun code:\*** |  |
| **Major/Training programme:\*** |  |
| **Number of semesters:\*** |  |
| **E-mail:\*** |  |

|  |  |
| --- | --- |
| **Name ofprevious institution:\*** |  |
| **Major/Training programme:\*** |  |

*The student will be informed of the decision via the Neptun Study System and via the decision sent by e-mail.*

On the basis of **Article 54 of the Code of Studies and Examinations** (CSE), I hereby apply for the recognition and admission of the subject(s) listed below, which I completed at my previous institution.

I acknowledge that the listed subject(s) can only be recognised if there is a **75% overlap** between the compared knowledge contents to the listed subjects offered by the Faculty. For the recognition of courses taken at other institutions or Faculties, **I have attached a credit certificate or a copy of the index and the course description of the subject**!

I acknowledge that acquisition of certain knowledge content shall yield credit only on one occasion!

According to **Annex 1 of the Code of Charges and Benefits** (CCB), the following **ADMINISTRATIVE FEES** are charged for credit transfer applications, **which must be paid before the application is submitted:**

1. Administrative procedural fee of a credit transfer request for the recognition of studies pursued in another Hungarian higher educational institution (except for credit transfer in the framework of the given training within the student status at the UP): **1500 HUF / subject, but maximum 15000 HUF**
2. Administrative procedural fee of a credit transfer request for the recognition of studies pursued in a foreign higher education institution (with the exception of studies pursued as a student of the UP within the framework foreign training, eg. Erasmus approved by the University for the given student): **7000 HUF / subject**

To transcribe an item, log in to **Neptun**, then choose the **Finances/Payment** menu, then the **Transcribe item** button. If you click on it a pop-up window will show up. Please fill it out according to the following:

**Payment titles:** Service

**Terms:** the current term (e.g., 2023/24/1)

**Service type:** Administrative procedural fee of a credit transfer request for the recognition of studies pursued in […] *(Choose 1500 HUF or 7000 HUF based on the rules above)*

**Subject:** (you can leave this empty)

Then select **Create item**. Create this item **as many times as many courses you want to be recognised.**

Incomplete applications or applications without the lecturer’s signature will not be accepted by the Registrar’s Office!

**Date:** 20\_\_(year). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month) \_\_\_\_\_\_ (day)

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Student’s signature*

1. **List of subjects**

Please fill out a line for each subject you request to be recognised.

The **Data of the completed subject(s)** section must match the **credit certificate from the previous institution**.

The **Data of the subject(s) to be recognised** section must match the **curriculum of your current training programme**.

Feel free to add more lines if you need them. (*Please number the new lines!*)

|  |  |
| --- | --- |
| **Data of the completed subject(s)** | **Data of the subject(s) to be recognised** |
|  | Code\* | Title\* | Semester\* | Grade\* | Credit\* | Code\* | Title\* | Grade\* | Credit\* | **Signature of the head of department\* seal**[[1]](#footnote-1)in case recognition is recommended |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |

1. **Decision of the Training and Credit Transfer Committee (CTC)**

In accordance with Article 54 of the CSE, the subject(s) identified by the following number(s) **may be recognised** as completed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The subject(s) identified by the following number(s) **may not be recognised** as completed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*explanation for refusal:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

L.S.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*signature of the CTC Chairperson*

*This page does* ***not*** *need to be printed and submitted with the request.*

**The Statutes of the University of Pécs** *Annex 5*

**Code of Studies and Examinations of the University of Pécs**

**Article 54.** (1) Students of the University may apply to the CTC for the recognition of their studies completed in other higher education institutions in Hungary or abroad as part of their training. Students of the University can also apply at the CTC for acceptance of their completed professional practice in line with their curriculum. Students who studied abroad with a scholarship in a higher educational institute have to submit their application for acceptance of these studies to the CTC latest till the last day of the consecutive semester after the semester spent abroad with scholarship. The CTC has to accept all of the courses applied for as courses completed abroad in a higher education institute within the scholarship studies at least into the student’s optional courses, provided they fit into the student’s professional training according to the student’s Training Contract, or if registered in any other documents similar to it.

(2) Acquisition of certain knowledge content shall yield credit only on one occasion. Student performance having earned credit shall be recognised in studies pursued in any other higher education institution – provided that the relevant pre-requisites are met – irrespective of the higher education institution and the level of training at which it was obtained. Recognition – based on the exit requirements specified in the programme of the subject (modul) concerned – shall exclusively be performed by way of comparing the knowledge content serving as the basis for the credit. The credit shall be recognised if it applies to an optional subject or there is a seventy-five percent overlap between the compared knowledge contents, the competences that are the basis of establishing the credits value [knowledge, adaptation (partial) skills and further (partial) competences] based on the subject descriptions (syllabi) . The CTC may recognise prior studies and work experiences not gained through informal learning or knowledge gained through learning resulting in qualification as the completion of academic requirements or if the student has not yet completed the pre-requisites of the course accepted by the CTC then recognized credit can only be registered in the ES if the student provides the Registrar’s Office with proof of completion of the pre-requisites.

(2a) The case-by-case decision of the CTC shall applied for five years in case of requests regarding the same credit recognition. The positive decisions of the CTC and their validity shall be made public without containing any personal data for every teacher and student in the educational system and it shall be downloadable for the ES of other higher educational institutions.

(3) If the student has previously acquired the required competences stipulated in the curriculum and can credibly certify it he/she does not have to fulfil the requirements again but may apply to the CTC for their recognition.

(4) The student shall be entitled to request the recognition of the accomplishment of the academic requirement until the end of the subject registration (course registration) period. The CTC has the right to reject the requests submitted after the end of the subject registration (course registration) period without further consideration referring to the missed deadline. If the student wishes to register a subject built on the subject he/she requested to be recognized in the given semester, the individual deadlines of submission specified by each faculties in the Annexes of this Regulation shall be applied. If the student requests to recognize the given subject in a semester other than where the subject belongs to in the student’s recommended curriculum, the Registrar’s Office of the Faculty is obliged to inform the student of its possible consequences. The CTC shall determine conditions under which certificates and diplomas issued pursuant to the provisions of Act LXXX of 1993 on Higher Education can be validated in the given training and the number of credits such certificates and diplomas merit. The respective bodies of knowledge shall be compared upon request, regardless of the fact whether the student read for his/her degree in credit-based education or non-credit-based education.

(5) The credit value of the recognised academic performance shall be equal to the credit value of the curricular requirement which is qualified as completed; nevertheless, the grade obtained cannot be modified on the recognition of the courses.

(6) The CTC shall carry out its procedure in accordance with the provisions set forth in Article 9 of the Regulation.

(7) The Faculties shall prepare and publish the special provisions pertaining to the credit transfer of credits gained during abroad studies on their homepages.

**Article 55.** (1) On the basis of prior agreement, the Faculties of the University may mutually recognise the credit value of the course-units and courses offered.

(2) The student may request the conclusion of an individual study agreement which shall be signed, on behalf of the University, by the deputy head of the Faculty responsible for education on the basis of the statement of the CTC. The individual study agreement shall specify the curricular units to be completed in the other higher education institution and their syllabuses and shall also specify the completion of which curricular units of the recommended curriculum shall be recognised by the University and by what credit value. Study expenses incurring in respect of the study agreement shall not be borne by the University unless provided otherwise by a decision allowing the expenses to be covered from the own resources of the Faculty.

(3) The student may initiate the conclusion of the individual study agreement until the end of the instruction period of the preceding semester.

(4) In the semester in which the agreement is effective the student shall submit the proof of completion not later than the last day of the exam period. The curricular units certified thereby shall be taken into account in the studies of the semester concerned.

(5) Studies which have been completed by the student a) under an individual study agreement concluded with the student, or b) under an inter-institutional contract, and which are contained in the contract stipulating them have been recognised.

(6) The Rector may conclude an inter-institutional contract pertaining to the comprehensive and mutual recognition of credits only with the consent of the Committee for Education and by the authorization of the Senate.

**Article 55/A.** (1) The CTC shall carry out an advance credit transfer procedure upon request. In the course of the advance credit transfer procedure, the CTC shall adopt a decision concerning recognition of the credits of the academic requirements already fulfilled by the student and the recognition (subject to fulfilment) of the credits of the academic requirements to be prospectively fulfilled by the end of the semester in which the application is submitted, and at the same time adopt a decision concerning the validity (subject to fulfilment) of the credits stipulated in the admission conditions.

(2) The University shall regard the credits recognized by the CTC as recognized on the actual commencement of the studies without further request.

(3) The advance statement concerning the recognition of the student’s performance made by the institution in the framework of credit-based education in the course of the student’s studies in another higher education institution shall not subsequently be revoked. The decision of the CTC shall be needed for the advance statement.

1. **\* Fields marked with an asterisk (\*) must be filled out before submission!**

 **The signature of** **the head of the organisational unit** responsible for the course to be recognised (head of department/director of institute or their deputy**) is required!** [↑](#footnote-ref-1)