

## *APPENDIX 4:*

### **The operational regulations of the credit transfer committees**

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.

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.

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.

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.

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.