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| **Eötvös Loránd University** | **Request for credit recognition** | **Reg. number: IK / 25 / …………………..(2024)** |
| **Faculty of Informatics** |  | **Entry number: 163 Semester: 2023/24 Spring** |
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| **Student** | **Present studies at the Faculty of Informatics** | **Former studies (more trainings can be listed)**  |
| **Name:** |  | **Branch:** **Level:** | **Full-time .****BSc MSc/MA**  | **Institution:**  |  |
| **Faculty:** |  |
| **Neptun code:** |  | **Date of birth:**  |  | **Programme, for which the recognition is requested** |
| Computer Science BSc | **Programme(s):** |  |
| **Desk officer:** | Ms Bernadett Pataki |
| **Period:** |  |

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|  | **Courses and credits earned during former studies** | **Courses and credits in the present studies** (for which the request is submitted) | **Filled out by the Credit Transfer Committee** |
|  | Code | Name of the course | Exam (E) Practicalmark (P) | Cre-dit | Grade | Code | Name of the course | Exam (E)Practical mark (P) | Cre-dit | Grade | Proposal:YES/NO with reason | Signature |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |  |  |  |  |

If necessary, extra lines can be added. A copy of the transcript of studies in the former institution must be annexed to this request (HKR 386. § (1)). Official description of the course needs to be attached.

Budapest, day ….…… month ……………………… year ….…

…………………………………………………….

Signature of the student

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| **Decision**brought at the meeting of the Credit Transfer Committee of the Faculty of Informatics of ELTE on day ….…… month ……………………… year ….…. |
| Number of accepted courses: | Number of rejected courses: |  Stamp …………………………………… Sára Nagy Chair, Credit Transfer Committee |
| **Remark:**Reason of rejections: |

Credit Transfer – filling instructions

If you have studied at another university, you might choose to ask for the acceptance of courses you previously completed there. You have to report your claim of credit transfer upon your registration for the upcoming semester (until the end of the registration period, see the [semester schedule](http://csbsc.elte.hu/semester-schedule/)) at the international coordinator. Please note that you can only try to get accepted 120 credits at most.

Usually, a course can be accepted if it has a similar credit number and mostly the same topics as our relevant course. We will need to see your transcript of records, and the descriptions of the courses that you would like to get accepted. These have to be official documents issued by your previous university, and if they are not in English, we need an official translation as well.

You have to fill out the upper credit transfer form:

Here is an example of a correctly filled out form (the parts that the student filled out are emphasized with red):

* [credittransfer\_help.pdf](http://csbsc.elte.hu/credit-transfer/credittransfer_help.pdf)

If you cannot fill out something (because you don't have a Neptun code yet; or there were no course codes at your former university; etc.), then you can leave that part empty, but otherwise try to fill it out as precisely as you can. In the "Exam / Practical mark" column, write E if it was a lecture-type course with an exam at the end, P if it was a practical course with tests during the education term, and E+P if it was a combined course of the two parts. (These are the types of courses that we have here at our faculty.) If there was no such differentiation between courses at your university, just write E.

In the "Grade" column, you should write the grade that you received on a 5-grade scale. If you had a different grading system (you don't know how to convert to the 5-grade scale), ask your previous university for an official conversion document.

In case you completed courses in different universities, please fill in only one form.

Please fill out the form electronically, and keep the format in docx, so that we can make modifications if necessary. Beside docx, save it also in pdf. Make sure not to mess up the formatting. If you need more than 10 lines for your courses, then just insert new lines. At the signature, print your name and send it from your e-mail address registered in Neptun or your e-mail address used during the application process in case you haven't got a NeptunID yet.

Filling instructions, suggestions:

* + Check your [curriculum](http://csbsc.elte.hu/curriculum/) on ELTE Faculty of Informatics. Compare your previous and current courses: descriptions of the course, weekly hours, credit number. Min. 75% of the topics need to be the same.
	+ More previous courses can be counted into one current course and vice versa.
	+ In case of compulsory elective courses: list the completed courses on the left side of the form and write only „ Compulsory elective course” on the right side of the form with similar credit value. On Computer Science BSc, max. 23 credits of compulsory elective courses can be accepted.
	+ In case of Elective courses: list the completed courses on the left side of the form and write only „Elective courses” on the right side of the form with similar credit value. On Computer Science BSc, max. 10 credits of elective courses can be accepted. In case of Elective courses no description is needed.
	+ The credit value of a course cannot be divided.
	+ If there were no credit numbers at your former university, write the weekly hours instead.

What you need to send to the international coordinator (international@inf.elte.hu):

* + Credit transfer form in docx (Name\_NeptunID\_Credittransfer.docx) – it should be a normal docx file, not locked / encrypted
	+ Credit transfer form in pdf (Name\_NeptunID\_Credittransfer.pdf)
	+ Official transcript (Name\_NeptunID\_Transcript.pdf)
	+ Official description of the relevant courses (Name\_NeptunID\_Descriptions.pdf)

Send every document to the international coordinators by email from your registered e-mail address until the deadline. If you need help Training Coordinator (coordinator@csbsc.elte.hu) will get in touch with you about the preliminary evaluation of your request, and if necessary, some modifications will be made. After that, the final documents need to be sent to the international coordinators (by the student) and will be examined by the faculty's Credit Transfer Committee, who will make the final decision. The whole process usually takes at least a few weeks, during which time you can already visit the classes that you want, and later we will handle the Neptun registration.