Step by step guide

How Credit Transfer and Equivalency Test works

Transfer students, Erasmus and Pannonia participants

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Some basic facts about how the credit transfer works

I. **Equivalency test:**
   - **The inspection to the curriculums of the subjects, at least a 75% match is required in order to be accepted**
II. **Credit transfer/recognition:**
   - **The step after the accepted equivalency test**
III. **Elective/Optional Credit Transfer (from 6th page)**

II,b. Optional subject transfer
   - *No equvivalency test is required*
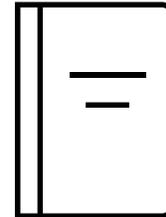
Some further information can be found Here, please note some of this can be outdated!

Only for Erasmus and Pannonia students:

You have to follow two important deadlines if you want to transfer credits

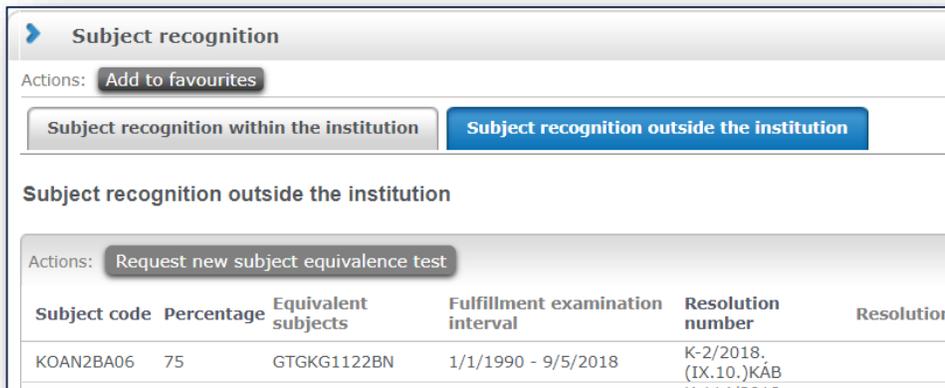**For Fall: April 15th and For Spring: November 15th**

If you submit your requests later the credits will NOT be recognized to your „mobility semester"!

Based on the Requirement System for Students §59 / Hallgatói Követelmény Rendszer §59

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How to search for existing equivalency test:

You can find all the accepted and rejected tests in your Neptun:

Information-> Subject Recognition ->
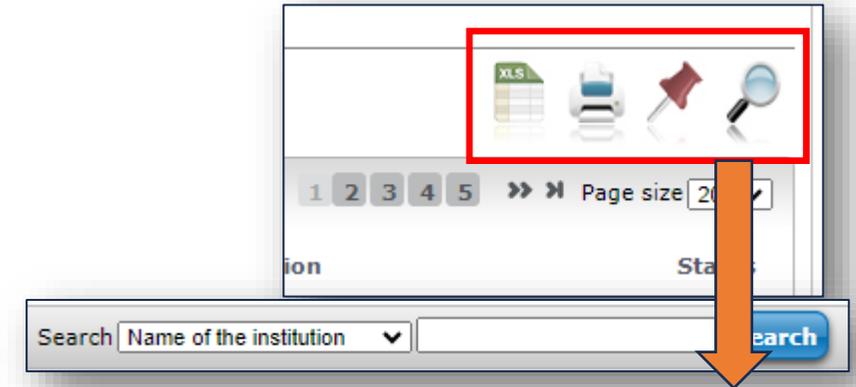*Subject recognition outside the institution*

On the right side you can search for subjects with the „magnifying glass"; you can search for the „name of the institution" or „subject code (BBU)"

For example, if you have completed a subject at the University of Kempten (Germany) you can filter for only subjects from Kempten

If you have found the subject you would like to transfer, and the test is accepted you can proceed to credit transfer request, Slide #5

What to do if you cannot find anything about your subject:

AUTHENTICATED SYLLABBUS MUST BE UPLOADED!!!!!!

How to submit a new equivalency test:

The curriculum of the assessed subject must be uploaded in the attachments!

Once the decision have been made to your equivalency test:

- Elutasított/Rejected (the reasons will be provided in the neptun message) ➡️ Unfortunately there is no option for *re-examination!*

- Elfogadott/Accepted ⬇️

You can submit your requests in your neptun -> Studies -> Curriculum -> „…" select, list -> Select the subject you got the equivalemcy decesion for -> „+" at the end of the line -> Submit request -> Request for credit transfer (based on equivalence)

Subject of request:

Dear Education Directorate,

I hereby request the transfer of credits of the course(s) completed during my previous studies at

Institution:

Faculty:

Programme:

to my present studies based on the equivalence decision for the Event Management Operations (REES0BA06) course in the recommended curriculum:

1. Course code: ___ Attachment - Semester of completion: Choose from the list ▾ - Grade: Choose from the list ▾
2. Course code: ___ Attachment - Semester of completion: Choose from the list ▾ - Grade: Choose from the list ▾
3. Course code: ___ Attachment - Semester of completion: Choose from the list ▾ - Grade: Choose from the list ▾
4. Course code: ___ Attachment - Semester of completion: Choose from the list ▾ - Grade: Choose from the list ▾
5. Course code: ___ Attachment - Semester of completion: Choose from the list ▾ - Grade: Choose from the list ▾

I request the transfer of credits based on equivalence decision ⑦ (format of decision number e.g.: **11909/2018.(VIII.31)KÁB** or **K-533/2018.(X.8)KÁB**):

___

It is not possible to supplement missing documents in this procedure.

You have to upload your Transcript of records from your previous studies!

Elective/Optional credit rocigniton (szabadon válaszható):

You can submit your requests in your neptun -> Studies -> Curriculum -> „…" select, list -> Select one of the Optional subject -> „+" Submit request

In this case there is no equivalency test required.
You can put all the subjects in to one request, so please make sure to select the subject with the correct credit number (in this case: STO4VA01 = 1 credit, the last two digit of the subject code)

Please fill out the request with the necessary information:

Subject of application:

Dear Study Centre,
Please include the following subjects, which I completed in my earlier studies in
Institution:
Faculty
Programme:
in my present studies by recognising the Optional subject (SZTO4VA01) subject in the model curriculum:

1. Subject code: , name: , credit: Choose from the list! , grade: Choose from the list!

Attached documents:

teljesítésigazolás [Attachment]
The following documents may qualify as performance confirmations:
- transcript
- master sheet
- annex to diploma
- copy of transcript
- credit certificate
- etc...

You have to upload your Transcript of Records from your previous studies!

In this case the credit transfer is 1:1 (if you completed a subject worth 6 credits you will receive 6 credits as optional at BBU)

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Once you have submitted your requests if any problems *occours* please contact your **Faculty Student Services Office / HÜCS, since they handle all the requests.**

You can find the links for all the faculty SSO/HÜCS here:

- [PSZK/FFA](#)

- [KKK/FIMB](#)

- [KVIK/FCHT](#)

On the top right corner you can change the language to English.

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Thank you for your Attention!