



Step by step guide

How Credit Transfer and Equivalency Test works

Transfer students, Erasmus and Pannonia participants



BUeB

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Directorate

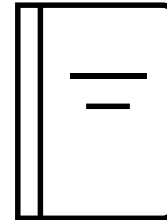
16.04.2025

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 equivallency 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Some further information can be found [Here](#), please note some of this can be outdated!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

How to search for existing equivalency test:

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

Menu-> Subject -> Subject recognition rules (Outside the institution)

Subject Recognition rules

Within the institution Outside the institution

Subject recognitions

Subject name	percent match	Fulfillment	Examination interval	Valid until
Balance Sheet and Profit and Loss Account Analysis MEES0TA03 Accepted	100%	0	1990 - 02/01/2025	-

If you have found the subject you would like to transfer, and the test is accepted you can proceed to credit transfer request, *Slide #6*

Filter options: Start with University Name first so you can all the subjects tested before

Within the institution Outside the institution

Subject recognitions

Subject name Subject code Institution

Valid until Rules for own training only

Keep filter open Delete filter Filter list

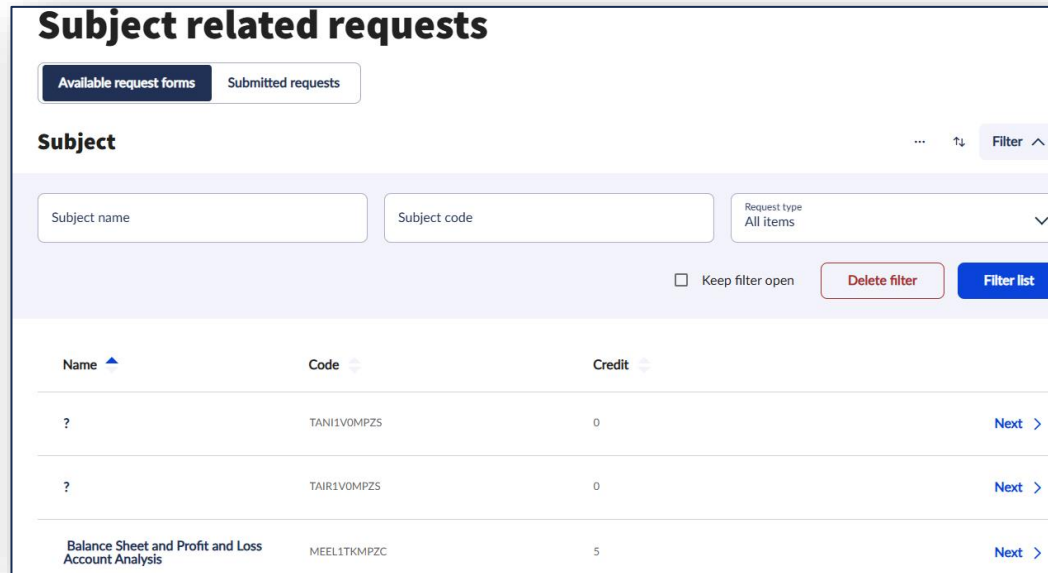
For example, if you have completed a subject at the University of Kempten (Germany) you can filter for subjects only from Kempten.

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

AUTHENTICATED SYLLABUS MUST BE UPLOADED!!!!!!

How to submit a new equivalency test:

Menu -> Subject -> Subject related requests



Subject related requests

Available request forms Submitted requests

Subject Filter

Subject name Subject code Request type All items

Keep filter open Delete filter Filter list

Name	Code	Credit	
?	TANI1VOMPZS	0	Next >
?	TAIR1VOMPZS	0	Next >
Balance Sheet and Profit and Loss Account Analysis	MEEL1TKMPZC	5	Next >

1. **Filter** for the subject at BUEB (BGE)
2. **Click** on „Next“
3. **External Subject Recognition Rules**
4. **New** subject equivalence examination


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

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

AUTHENTICATED SYLLABBUS MUST BE UPLOADED!!!!!!*

Fill out the form accordingly:

BUEB/BGE subject



The course to be recognised:

1. Code of course: - Title of course:

The completed course(s) ☺:

1. Code of course: Attachment - Title of course: Attachment

2. Code of course: Attachment - Title of course:

3. Code of course: Attachment - Title of course:

4. Code of course: Attachment - Title of course:

5. Code of course: Attachment - Title of course:

The completed course(s) is/are taught at the below institution:

Name of institution:

*This request is solely for the purpose of the assessment of the course; the actual course recognition procedure takes place after the assessment, with the submission of the Request for credit transfer.

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



Subjects completed abroad!



*authenticated syllabuses are the following: Signed/Stamped/Electronically signed (at least one is mandatory!)

Once the decision have been made to your equivalency test:

- Elutasított/Rejected (the reasons will be provided in the neptun message)
- Elfogadott/Accepted



Unfortunately there is no option for *re-examination!*



You can submit your requests in your Neptun -> Menu -> Subject -> Subject related requests
- Select the subject for what your equivalency test was accepted -> Next ->

Request for credit transfer (based on equivalence)

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 Risk Management (KOCK1TKMPZP) course in the recommended curriculum:

1. Course code:	<input type="text"/>	Attachment: <input type="text"/>	- Semester of completion:	Choose from the list! <input type="text"/>	- Grade:	Choose from the list! <input type="text"/>
2. Course code:	<input type="text"/>	Attachment: <input type="text"/>	- Semester of completion:	Choose from the list! <input type="text"/>	- Grade:	Choose from the list! <input type="text"/>
3. Course code:	<input type="text"/>	Attachment: <input type="text"/>	- Semester of completion:	Choose from the list! <input type="text"/>	- Grade:	Choose from the list! <input type="text"/>
4. Course code:	<input type="text"/>	Attachment: <input type="text"/>	- Semester of completion:	Choose from the list! <input type="text"/>	- Grade:	Choose from the list! <input type="text"/>
5. Course code:	<input type="text"/>	Attachment: <input type="text"/>	- Semester of completion:	Choose from the list! <input type="text"/>	- Grade:	Choose from the list! <input type="text"/>

I request the transfer of credits based on equivalence decision © (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.
Under penalty of perjury I declare that the above information is accurate.

1. Institution Details
2. Programme name
(*Erasmus/Pannonia, or the actual name of the programme*)
3. Course Details (Code; Semester; Grade)
4. Put down equivalence decision number
(**Provided via neptun message or you can search for it 3# slide**)

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

Elective/Optional credit recognition (szabadon választható):

You can submit your requests in your Neptun -> Menu -> Subject -> Subject related requests:

Filter for: Optional Subject/Szabadon választható tantárgy


In this case there is no equivalency test required.

You can put all the subjects in to one request, or separately. **(Please note that if you do it on one big request the grade will be averaged!!)**

If you received different grade we advise you to submit all your requests separately.

Please fill out the request with the necessary information:

Dear Study Centre,

Please include the subject **Optional subject (SZTO1VA30)** completed in my earlier studies
in the programme called (programme code: , date of termination of student status:)
in my present studies:
Semester of completion: - Grade: 

I request the credit transfer on the basis of identity of subject codes.

Note:

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 BUEB)

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

Once you have submitted your requests if any problems *occurs* 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.)

Thank you for your Attention!



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