



# Step by step guide

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## How Credit Transfer and Equivalency Test works

*Transfer students, Erasmus and Pannonia participants*

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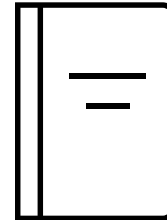
10.09.2024

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Some further information can be found [Here](#), please note some of this can be outdated!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

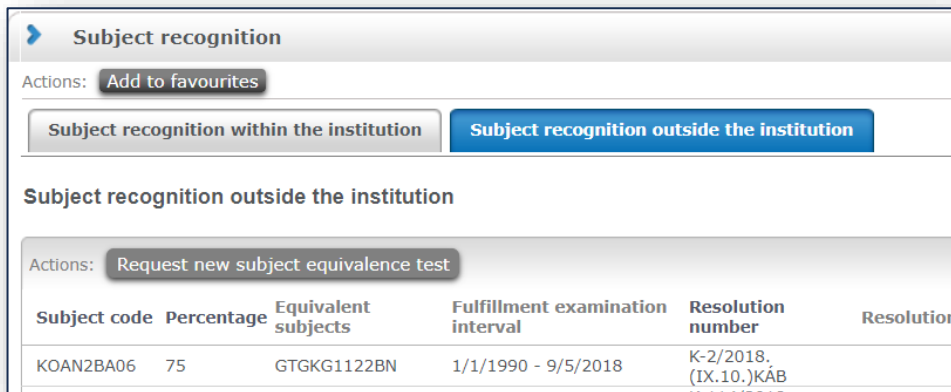
If you submit your requests later the credits will NOT be recognized to your „mobility semester”!

*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:

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



Subject recognition

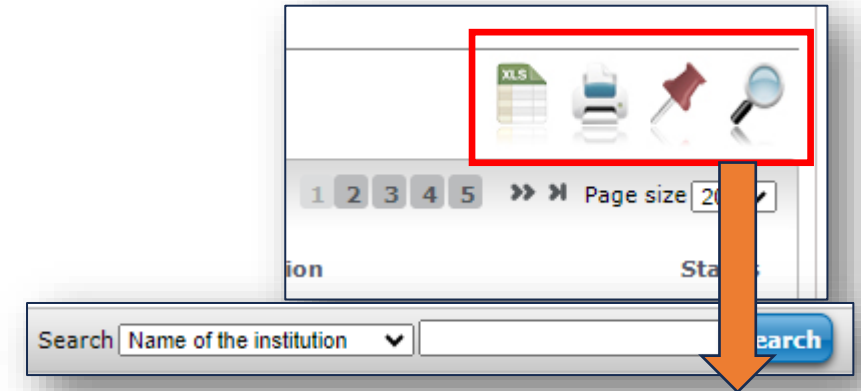
Actions: Add to favourites

Subject recognition within the institution | Subject recognition outside the institution

Subject recognition outside the institution

Actions: Request new subject equivalence test

Subject code	Percentage	Equivalent subjects	Fulfillment examination interval	Resolution number	Resolution
KOAN2BA06	75	GTGKG1122BN	1/1/1990 - 9/5/2018	K-2/2018, (IX.10.)KÁB	



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:

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

How to submit a new equivalency test:

Actions:

**Subject recognition outside the institution**

Actions:



**Request for the assessment of prior course(s) taken outside the institution**

This form is to be filled out are requesting an assessment of a course not taught at BBS (the course(s) completed are o

Dear Credit Transfer Committee,

I hereby request the assessment of the below course(s):

**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:

## 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 -> Studies -> Curriculum -> „...” select, list -> Select the subject you got the equivalence decision 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 © (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 recognition (szabadon választható):

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:  , grade:

Attached documents:

teljesítésigazolás  

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)*

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!**