



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:

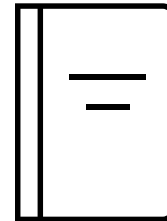
- **The inspection to the curriculums of the subjects, at least a 75% match is required in order to be accepted**

II. Credit transfer/recognition:

- **The step after the accepted equivalency test**

II,b. Optional subject transfer

- *No equivalency 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Some further information can be found [Here](#), please note some of this can be outdated!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

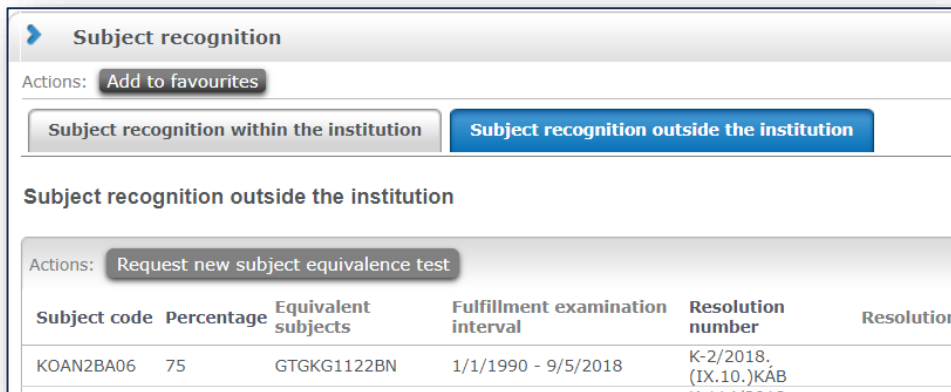
If you submit your requests later the credits will NOT be recognized to your „mobility semester”!

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

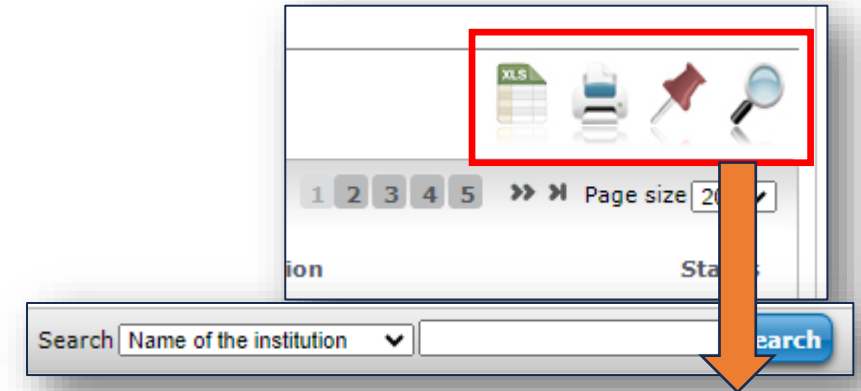
Actions: [Add to favourites](#)

[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: [Add to favourites](#)

[Subject recognition within the institution](#) [Subject recognition outside the institution](#)

Subject recognition outside the institution

Actions: [Request new subject equivalence test](#)



Request for the assessment of prior learning 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!

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!