



ELTE

FACULTY OF
INFORMATICS

Credit transfer

Credit Transfer

- If you have studied at another university, you might choose to ask for the acceptance for subjects you previously completed there.
- Let the **international coordinator (for the contact information, check out the links at the bottom of the slide)** know your intention for Credit Transfer in the **Preregistration Period** (until the end of the registration period, see the [Academic calendar](#))
- Usually, a subject can be accepted if it has a similar number of credits and mostly similar syllabus as the subject you would like to be accepted as via Credit Transfer. **You will have to submit your transcript of records, and the syllabus (description of the subject materials and topics) of the subjects you fulfilled at your previous university.** These have to be **official documents issued by your previous university** and if they are not in English, you have to submit an **official translation** as well.
- **In general, e.g. a maximum of 120 credits can be transferred for the BSc programme and 80 credits for the MSc Programme.** If you accept subjects from the same program (e.g. re-admission), then the credit limit does not apply.
- You have to fill out the [Credit Transfer](#) form
- [HERE](#) is an example of a correctly filled out form (the parts to be filled out by the student are **emphasized** with red)

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) Practical mark (P)	Credit	Grade	Code	Name of the course	Exam (E) Practical mark (P)	Credit	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

Instructions for filling out the Credit Transfer form

- Check your [curriculum](#) at ELTE Faculty of Informatics. Compare your previous and current subjects: the syllabi of the subjects, weekly hours and number of credits. Min. 75% of the syllabus (content of the subject) has to match with the syllabus of the current subject.
- Multiple previous courses can also be counted into a single subject of your current curriculum and vice versa.
- In the case of compulsory elective subjects: list the completed subjects on the left side of the form and write only „ **Compulsory elective subjects**” on the right side of the form with similar credit values. For the BSc in Computer Science programme, max. 23 credits of compulsory elective subjects can be accepted.
- In the case of Elective subjects: list the completed subjects on the left side of the form and write only „Elective subjects” on the right side of the form with similar credit value. For the BSc in Computer Science , max. 10 credits of elective subjects can be accepted. In the case of Elective subjects, submitting the syllabus is not required.
- The credit value of a subject cannot be divided.
- If the number of credits value is not used at your former university, **add the weekly hours instead.**

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) Practical mark (P)	Credit	Grade	Code	Name of the course	Exam (E) Practical mark (P)	Credit	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

Instructions for filling out the Credit Transfer form

Documents to be submitted to the the international coordinator (for the contact information check out the links at the bottom of the slide)

- **Credit transfer form in docx** (name the file in the following format: Name_NeptunID_Credittransfer.docx) – it should be a normal docx file, not locked / encrypted
 - **Credit transfer form in pdf** (name the file in the following format: Name_NeptunID_Credittransfer.pdf)
 - **Official transcript** (name the file in the following format: Name_NeptunID_Transcript.pdf)
 - **Official syllabi (description) of the relevant subjects** (name the file in the following format: Name_NeptunID_Descriptions.pdf)
- **Send every document to the international coordinators via e-mail from your registered e-mail address until the deadline.**
 - **If you need help, get in touch with the coordinator about a preliminary evaluation of your request**, and if necessary, modify the form before the form is submitted to the committee.
 - **The submitted forms will be evaluated by the Faculty's Credit Transfer Committee**, who will make the final decision. **The whole process usually takes few weeks, during which you can already attend the classes that you would like to take**, and later we will handle the Neptun registration.

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