UNIVERSITY OF SZEGED
Albert Szent-Györgyi Medical School

Deadline: ***May 20, 2022 (12.00)***

REQUEST FOR CREDIT TRANSFER / EXEMPTION

Use one form per subject!
(Please read the guide on the back side before filling in.)

NAME: …… NEPTUN CODE: ……Albert Szent-Györgyi Medical School, ACADEMIC YEAR: 2022/2023 SEMESTER: 1st

DATE: ……..…….. SIGNATURE: ……..

Completed course(s)	Course for which credit transfer / exemption is requested	Recommendation of the Educational Advisor	Decision of the Credit Transfer Committee / Academic Board
Institute : …… …… **Name of the course:** …… …… **Date of the completion:** ……..……academic year, ……..…..semester ……..……academic year, ……..semester **Result:** …… **..Credit**: ……..……..... **Institute :** …… …… **Name of the course:** …… …… **Date of the completion:** ……..……academic year, ……..…..semester ……..……academic year, ……..semester **Result:** …… **..Credit**: ……..……..... **Institute :** …… …… **Name of the course:** …… …… **Date of the completion:** ……..……academic year, ……..…..semester ……..……academic year, ……..semester **Result:** …… **..Credit**: ……..……..... *to be filled out by the student*	**Name of the course**: …….. …….. …….. **Code:** …….. …….. …….. **Type of the Course*:** Compulsory /Compulsory Elective / Elective/ Criteria **Module*:** Basic Module & Pre-Clinical / Clinical **Form of the examination*:** Evaluation(5) /Term Mark(5)/ Examination/ Comprehensive Examination / Signature/ Other *(please indicate)*: ……..…… **Credit**: ……..……... *to be filled out by the student* **please underline*	▪ Since the curriculum of previous studies is identical or similar in at least 75 % to the curriculum of the University of Szeged, **I support the credit transfer / exemption** ***(see p.2)*** **Result:** ……..…….. ▪ **I do not support the credit transfer / exemption.** **Reason(s):** □ less than 75% similarity to the curriculum of the University of Szeged □ no sufficient supporting documents □ the knowledge acquired is obsolete □ other *(please indicate)*: ……. ……. ▪ **Decision is pending:** …….. ……. **Date:** ……..……..... …… Educational Advisor in charge *seal*	▪ **I grant the credit transfer / exemption**. ▪ **I do not grant the credit transfer / exemption.** **Date:** ……..……..... …… Dr. Mária Dux Head of the Credit Transfer Committee …… Dr. Lívia Fülöp Head of the Academic Board

Obligatory attachments: 1. a certified copy of the index book/ original transcript on the basis of which you apply for credit transfer. Please attach separate copies of the transcript for each subject – *use one form per subject!*
2. the syllabus of the course: either downloaded (exact address should be given) or printed and signed by the Department/University concerned. Please attach separate copies of the syllabus for each subject – *use one form per subject!*
3. principles of grading system

INFORMATION ABOUT CREDIT TRANSFER

1. In the credit system students can apply for credit transfer in certain courses.

2. Credit transfer can be granted if the curriculum of previous studies is identical or similar in at least 75% to the curriculum of the University of Szeged.

3. Applications for credit transfer with the **scanned copies** of all the necessary supporting documents have to be sent via e-mail to med1.fs@med.u-szeged.hu. Students are required **to retain the hard** (paper-based) **copies** of the documents they submit until the end of their studies in case the Credit Transfer Committee requests to inspect them. Students have to attend classes until the Credit Transfer Committee has reached the final decision.

4. The Foreign Students' Secretariat will forward the requests to the Departments, and they will make their recommendation to the Credit Transfer Committee.

5. The Credit Transfer Committee will make the final decision.

6. Appeals can be submitted with supporting documents within 15 days from the day of the Credit Transfer Committee's decision.

7. Withdrawals can be submitted within 15 days from the day of the Credit Transfer Committee's decision.

8. On the basis of the request, credit is granted according to the curriculum of the Faculty of Medicine/University of Szeged, but the grade previously obtained cannot be improved.

9. Credit transfer will be registered in the NEPTUN by the Foreign Students' Secretariat.

10. The grade previously obtained is converted into the grading system of the University of Szeged.

11. Incomplete requests will not be accepted by the Credit Transfer Committee.

12. Please note that the approval of exemption request does not imply a reduction of tuition fees.

Dr. Mária Dux
Head of the Credit Transfer Committee

INFORMATION ABOUT EXEMPTION

1. In the credit system students can apply for exemption in a 0 credit course.

2. Exemption can be granted if the curriculum of previous studies is identical or similar in at least 75 % to the curriculum of the University of Szeged.

3. Applications for exemption with the **scanned copies** of all the necessary supporting documents have to be sent via e-mail to med1.fs@med.u-szeged.hu. Students are required to **retain the hard** (paper-based) **copies** of the documents they submit until the end of their studies in case the Credit Transfer Committee requests to inspect them. Students have to attend classes until the Credit Transfer Committee has reached the final decision.

4. The Foreign Students' Secretariat will forward the requests to the Departments, and they will make their recommendation to the Academic Board.

5. The Academic Board will make the final decision.

6. Appeals can be submitted with supporting documents within 15 days from the day of the Academic Board's decision.

7. Withdrawals can be submitted within 15 days from the day of the Academic Board's decision.

8. On the basis of the request, exemption is granted according to the curriculum of the Faculty of Medicine/University of Szeged, but the grade previously obtained cannot be improved.

9. Exemption will be registered in the NEPTUN by the Foreign Students' Secretariat.

10. The grade previously obtained is converted into the grading system of the University of Szeged.

11. Incomplete requests will not be accepted by the Academic Board.

12. Please note that the approval of exemption request does not imply a reduction of tuition fees.

Dr. Lívia Fülöp
Head of the Academic Board