

**REQUEST FOR CREDIT TRANSFER / EXEMPTION**

Read the guide on page 2 before filling in the form. Use one form per course element (i.e., if the course is composed of multiple course elements, you are required to submit a separate request/form for each element—example: Medical Physiology II. (lecture); Medical Physiology II. practice → 2 separate forms have to be filled in, each with their own transcript, syllabus, grading system certificate).

**NAME:** ..... **NEPTUN CODE:** ..... **Albert Szent-Györgyi Medical School, academic year: 2024/2025, semester: 2nd**

**DATE:** ..... **STUDENT'S SIGNATURE:** .....

Completed course(s)	Course you wish to be exempted from	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: .....	Name of the course at the University of Szeged: ..... ..... Neptun-code: ..... ..... .....	<ul style="list-style-type: none"> <li>▪ 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)</li> </ul> Result: .....	<ul style="list-style-type: none"> <li>▪ I grant the credit transfer / exemption.</li> </ul>
Institute: ..... Name of the course: ..... Date of the completion: ..... academic year, ..... semester ..... academic year, ..... semester Result: ..... Credit: .....	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: .....	<ul style="list-style-type: none"> <li>▪ I do not support the credit transfer / exemption. Reason(s):</li> <li><input type="checkbox"/> less than 75% similarity to the curriculum of the University of Szeged</li> <li><input type="checkbox"/> no sufficient supporting documents</li> <li><input type="checkbox"/> the knowledge acquired is obsolete</li> <li><input type="checkbox"/> other (please indicate):            .....            .....</li> </ul> Date: .....	<ul style="list-style-type: none"> <li>▪ I do not grant the credit transfer / exemption.</li> </ul> Date: .....
Institute: ..... Name of the course: ..... Date of the completion: ..... academic year, ..... semester ..... academic year, ..... semester Result: ..... Credit: ..... <i>to be filled out by the student</i>	Evaluation (5) /Term Mark (5)/ Examination/ Comprehensive Examination / Signature/ Other (please indicate): ..... Credit: ..... <i>to be filled out by the student</i>	Decision is pending: ..... ..... Date: ..... ..... Educational Advisor in charge <i>seal</i>	..... Dr. Mária Dux Head of the Credit Transfer Committee ..... Dr. Lívia Fülöp Head of the Academic Board
<i>*please underline</i>			

**Mandatory 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 course—use one form per course!  
 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 course—use one form per course!  
 3. Principles of grading system. Please attach separate copies of the principles of grading system for each course—use one form per course!

## 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 thematic concordance between the substituted subject and the completed subject is at least 75%.
3. Requests for credit transfer along with the **electronic/scanned copies** of all mandatory attachments have to be sent via e-mail to [credit.fs@med.u-szeged.hu](mailto:credit.fs@med.u-szeged.hu). Documents sent to any other e-mail address are not considered official submissions and will therefore not be taken into consideration during the credit transfer procedure. 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 reaches its 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 to the decision of the Credit Transfer Committee can be put in within 15 days from the day it announces its decision. **Appeals can be put in** via e-mail to [credit.fs@med.u-szeged.hu](mailto:credit.fs@med.u-szeged.hu) **exclusively by submitting documents other than those originally submitted during the student's initial credit transfer request procedure.** Submissions that are not accompanied by new documents will be automatically rejected. Appeals along with **new supporting documents** submitted to any other e-mail address are not considered official submissions and will therefore not be taken into consideration during the appeal procedure.
7. Withdrawals can be submitted within 15 days from the day the Credit Transfer Committee announces its decision.
8. On the basis of the request, credit is granted according to the curriculum of the Albert Szent-Györgyi Medical School, but the grade previously obtained cannot be improved.
9. Credit transfers will be registered on NEPTUN by the Foreign Students' Secretariat.
10. The grade previously obtained is converted into the grading system the University of Szeged employs.
11. Incomplete requests will not be accepted by the Credit Transfer Committee.
12. Having been granted permission for credit transfer regarding one or more courses does not imply a reduction of tuition fees.

Dr. Mária Dux  
Head of the Credit Transfer Committee

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## 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 thematic concordance between the substituted subject and the completed subject is at least 75%.
3. Requests for exemption along with the **electronic/scanned copies** of all mandatory attachments have to be sent via e-mail to [credit.fs@med.u-szeged.hu](mailto:credit.fs@med.u-szeged.hu). Documents sent to any other e-mail address are not considered official submissions and will therefore not be taken into consideration during the exemption procedure. 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 reaches its 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 to the decision of the Academic Board can be put in within 15 days from the day it announces its decision. **Appeals can be put in** via e-mail to [credit.fs@med.u-szeged.hu](mailto:credit.fs@med.u-szeged.hu) **exclusively by submitting documents other than those originally submitted during the student's initial exemption request procedure.** Submissions that are not accompanied by new documents will be automatically rejected. Appeals along with **new supporting documents** submitted to any other e-mail address are not considered official submissions and will therefore not be taken into consideration during the appeal procedure.
7. Withdrawals can be submitted within 15 days from the day the Academic Board announces its decision.
8. On the basis of the request, exemption is granted according to the curriculum of the Albert Szent-Györgyi Medical School, but the grade previously obtained cannot be improved.
9. Exemptions will be registered on NEPTUN by the Foreign Students' Secretariat.
10. The grade previously obtained is converted into the grading system the University of Szeged employs.
11. Incomplete requests will not be accepted by the Academic Board.
12. Having been granted permission for exemption regarding one or more courses does not imply a reduction of tuition fees.

Dr. Livia Fülöp  
Head of the Academic Board