

CODE OF CREDIT TRANSFER PROCEDURE AT THE UNIVERSITY OF PÉCS MEDICAL SCHOOL

Article 1. Applicants

- (1) Students admitted at the University of Pécs Medical School (hereinafter: UPMS) through an entrance exam or transfer procedure may have their previous studies completed in another higher education institute credited.
- (2) The student must start the credit transfer during the admission or transfer procedure.
- (3) Students changing their major, their recommended curriculum or the language program of their studies within the UPMS must also apply for credit transfer procedure in order to have their previous studies credited.
- (4) For students admitted through the contract between the UPMS and Björknes College
 - a. The courses listed in the contract are accepted without an individual application or recommendation of the course director, the Credit Transfer Committee accepts the courses based on the transcripts submitted.
 - b. The courses not listed in the contract must be evaluated by the course director in order to be accepted.
- (5) Students who completed a summer course at the UPMS do not need to apply individually. The acceptance of courses is initiated by the organizing institute and the Credit Transfer Committee accepts the courses automatically.
- (6) Students completing practices in Hungarian or foreign teaching hospitals of the UPMS do not need to apply, this type of practice is equivalent to studies completed at the UPMS.
- (7) Students who completed courses as guest/visiting students at other higher education institute(s) (Article 19 of CSE) shall apply for the preliminary decision of the Credit Transfer Committee at least 15 workdays before the beginning of their guest student status. The credits are registered in the ETR upon submission of the official transcript. Students accepted through international treaties (e.g. ERASMUS) do not need to start the preliminary procedure.
- (8) Students who would like to know which courses they could be exempt from after transferring or being admitted at the UPMS may apply for preliminary decision according to Article 55/A of CSE. The preliminary procedure is identical with the ordinary credit transfer process.

Article 2. Deadlines

- Article 54 (4) of CSE; Annex 2 Article 2/A (15) of CSE -

- (1) Students of the English and German program must submit their **complete** applications 30 days before the instruction period (January 01 and August 01), students of the Hungarian program must submit the applications before the last day of the registration period.
- (2) Students of the English and German program may submit auxiliary documents to their applications before the last day of the registration period if transferring from Hungarian higher education institutes.
- (3) If the student submits the complete application after the above deadline the Credit Transfer Committee indicates in the resolution that the credits issued will be registered in the ETR in the following semester.

Article 3. Documents to be submitted

- Article 9 (3) of CSE -

- (1) Students can apply for credit transfer by submitting following documents:
 - a. Gradebook or its official copy or a transcript issued by the higher education institute, stamped and signed on each page.
 - b. Official syllabus issued by the Registrar's Office or the competent course director of the institute
 - i. from the semester of completion;
 - ii. indicating the hours of lectures, practices, seminars and the type of exam;
 - iii. about the courses that are recognizable in the transcript
 - c. If the Registrar's Office holds original, relevant descriptions of the courses to be credited, it may dispense with the request for original course descriptions. If the courses to be credited have been completed at the University of Pécs Medical School, the Registrar's Office may dispense with the request for the original transcript.
 - d. Opinion Form fully completed by the student.
 - e. Application Form summarizing the courses to be credited, fully completed
 - f. Receipt of payment of the process fee.
 - g. Students transferring from another Hungarian higher education institute shall submit the delegating institute's recommended curriculum (Article 18 (7) of CSE).
- (2) Documents may only be **submitted in the Registrar's Office**. Documents handed in to other departments or offices shall not be processed!

- (3) Documents shall be submitted in English, German or Hungarian language. Documents in other languages must be submitted in official translation along with the original.
- (4) Contact details of a competent person at the higher education institute of earlier studies - who may be contacted by the Registrar's Office - must be indicated on the course description (name, email address, phone number).
- (5) In case the course to be credited has been transferred before from another higher education institute, the above documents must refer to the course completed originally.

Article 4. Process fee

- Code of Charges and Benefits, Annex 1, lines 59, 67 -

The fees of the procedure are summarized in Annex 1 of this regulation.

Article 5. Examination in the Registrar's Office

- (1) The co-worker of the Registrar's Office examines the documents within 8 days and asks for resubmission of incomplete applications by email, indicating the deficiencies, setting a deadline of 10 days.
- (2) Incompleteness also involves missing or ambiguous data. (e.g.: year of completion missing from the course description.)
- (3) Further formal requirements are:
 - (a) the course to be credited must have at least as many lectures and practices as the course to be accepted (Annex 2 Article 1 (7) of CSE)
 - (b) the contents of practices must also be the same
- (4) If the application does not meet above formal requirements or if the student does not submit the missing documents within 10 days, the request shall be rejected without decision on the merits.
- (5) Applications that meet formal requirements shall be forwarded to the course director for an expert opinion.

Article 6. Examination by the course director

- Article 9. (5) of CSE -

- (1) The course director examines the topics, the number and proportion of lectures and practices and indicates on the Opinion Form whether the study material of the course to be credited is identical with that of the course to be accepted in at least 75% and whether the acceptance of the course may be recommended for this reason.
- (2) The Registrar's Office forwards the Opinion Form to the Credit Transfer Committee.

Article 7. Examination by the Credit Transfer Committee

- Article 9 of CSE; Annex 10 of CSE –

- (1) The Credit Transfer Committee proceeds according to the regulations of this Code and Annex 10 of CSE.
- (2) The Credit Transfer Committee rejects the application
 - a) if the documents submitted do not hold sufficient information;
 - b) if the course was completed online, does not meet university standards or was not completed successfully;
 - c) if the student completed the course more than 10 years ago, outside the ECTS system and cannot prove that he/she has actively used the acquired knowledge since then. (e.g. by a certificate about employment in medical field)(see Article 54 (4) of CSE)
 - d) if the student does not submit the documents called *Physikumszeugnis* and *Unbedenklichkeitsbescheinigung* in case of previous studies completed in Germany.
 - e) if the course director does not recommend the acceptance for professional reasons.
- (3) Original copies of documents submitted shall be sent or given back to the student after the procedure on request.

Article 8. Resolution on credit transfer

- Article 7 (2) Annex 10 of CSE –

- (1) The Credit Transfer Committee accepts or rejects the application by adopting a resolution signed by the Head of Committee.
- (2) In addition to the compulsory elements described in CSE the resolution holds following information:
 - a. Course code of accepted and rejected courses
 - b. Title of accepted and rejected courses
 - c. Number of credit points granted - by course and in total
 - d. The student's University Registry Number
 - e. Opinion of the course director

- f. grade granted - In case of courses completed at a Hungarian higher education institute.

Article 9. Recording credit points in the ETR

- 54. (2) of CSE -

- (1) The co-worker of the Registrar's Office shall register the accepted credit points in the ETR within 5 workdays from the meeting of the Credit Transfer Committee.
- (2) If the student has not completed the prerequisites of the course accepted, the credit points granted shall only be recorded in the ETR if the student submits a written request after the completion of prerequisites, even if the student has completed the prerequisite at the UPMS.

Article 10. Recording credit points in the grade book

- 54. (2) of CSE -

- (3) Within 20 work days from the examination period the co-worker of the Registrar's Office shall record the credited courses by pasting a label in the grade book.
- (4) The co-worker of the Registrar's Office indicates the fact of credit transfer and refers to the resolution in the grade book. (e.g. "credited see p. 66")

Annex 1

Costs of procedure by earlier studies

Earlier studies to be credited	Process fee per course to be accepted
Earlier studies completed at another Hungarian higher education institute.	Free of charge
Earlier studies completed at a foreign higher education institute.	7.000 HUF
Studies completed within the framework of international treaties (e.g. Erasmus) as a student of UPMS	Free of charge
Studies completed within the framework of Björknes program .	Free of charge
Summer courses organized by UPMS.	Free of charge
Studies completed at other higher education institutes as guest student from UPMS.	Free of charge
Earlier studies completed at UPMS , at a different major or program.	Free of charge
The costs of preliminary credit transfer procedures (Article 55/A of CSE) are the same as those of ordinary procedures listed above.	