

**Subject recognition request**

Administrator’s name:

Administrator’s contact:

Request ID:

**Dear Credit Transfer Committee!**

Undersigned

Name of student:

Student ID:

Level of education:

Programme:

Year of entrance:

Place of training:

Contact (address, e-mail):

I apply to you with the following request:

I request to accept the below mentioned subjects completed during my previous studies.

1. Institute and training (faculty, programme, division), in which the subject(s) is (are) completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. SZIU training (faculty, programme, division), in which the student ask the subject(s) to be accepted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **COMPLETED SUBJECT**   1. according to the curriculum and the data of the credit book | | | | **SUBJECT TO BE ACCEPTED**  **(**2) according to the curriculum | | | **SUGGESTION OF SUBJECT LEADER** | | | | **DECISION OF CTC** | | **Signature** |
| **Name** | **Code** | **Credit** | **Mark** | **Name** | **Code** | **Credit** | **Suggestion** | **Credit** | **Mark** | **signature** | **Accepted** | **Rejected** |
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I enclose \_\_\_\_\_ pages of copy of credit book / credit certificate / eupass and \_\_\_\_ pages of the subject program of the completed subject issued by the institute in which the subject is completed. I declare that the data is true.

Date: , 20 . month day

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature of student

**Deadline of submission to the Registrar’s Office: the last workday of the second week of the term-time.**

Justification:

**Information:**

According to Nftv. 49. § (5) credits can be awarded only once for a particular knowledge. Recognition of credits – according to the prescribed outcome requirements of the subject - is based on the comparison of the two subject materials. In case of a 75% correspondence of subject material, the recognition of credits should be accepted. The comparison is made by the Credit Transfer Committee.

According to 25. § (11) article of the Studies and Exams Code in order to get final certificate – in case of acknowledge the studies in the higher educational institute, or other earlier studies, or knowledge acquired previously as credit value as well - the student should acquire the credits prescribed in the Studies and Exams Code or at least the student must comply 1/3 part of credits at the university.

Recognition is based on the comparison of the two subject materials. In case of a 75% correspondence of subject material, the recognition should be accepted. During the process of subject recognition the grade of subject can not be changed.

The result of subject to be recognised should be certified by copy of creditbook or diploma supplement or transcript. Certified syllabus also should be attached to the request in case of subject recognition if the student completed the subject on another faculty of the university or in another higher educational institution. In case of subject completed abroad certification should be attached about the system of evaluation of the institute. Learning Agreement should be attached signed by all the partners in case of terms abroad organized by the university. The certificates should be attached to the request in scanned form. Submission of the application without certificates will result in the rejection of the request. The fee of the request must also be paid if the application is rejected!

In case of recognition required, alternative or optional subjects of the curriculum, it is possible only with te same credit value as in the curriculum. Credits can be awarded only once for a particular knowledge. Subjects accepted by subject recognition request will be registered in the student’s e-creditbook with the same grade and credit value, the result of subject recognition can not be deleted or modified.

In case of support of the subject recognition request, it will be valid for the semester according to the date of submission of request.

A declare at the time of submitting this request that I have got acquainted and taken notice of the information concerning the present request and the institutional regulation about subject recognition.