

ELTE Faculty of Social Sciences Registrar's Office
1117 Budapest, Pázmány sétány 1/a. (room: 6.55) th@tatk.elte.hu

Ikt. sz.: TáTK//(20.....)

TRANSFER REQUEST

(deadline of submission: **20 january / 1 july** – fee: **8000 HUF**)

NAME + Neptun code: _____

Education ID: _____

Date and place of birth: _____

Nationality: _____

e-mail address, phone: _____

Name of the transferring institution: _____

Name and language of the major: _____

Type of degree (bachelor, master): _____

Mode of study (Full-time, Part-time): _____

Financial status (Self-Supporting or Stipendium Hungaricum Scholarship Holder): _____

Year of admission: _____

I'm requesting my transfer to ELTE Faculty of Social Sciences degree program stated below:

Name and language of the major: _____

Type of degree (bachelor, master): _____

Mode of study (Full-time, Part-time): _____

Financial status: _____

Academic Year and Semester of the transfer: _____

Date:

.....
Signature of the applicant

The following attachments are required:

- 1.) certificate of valid student status,
- 2.) authenticated transcript (subjects, credits, marks)
- 3.) photocopy of the documents which you were required to submit for admission (eg. high school / secondary school certificate, diploma, language certificate)

JUSTIFICATION OF THE REQUEST

Date:

.....
Signature of the applicant

**THE EÖTVÖS LORÁND UNIVERSITY ORGANISATIONAL AND OPEERATIONAL
REGULATIONS
VOLUME 2 ACADEMIC REGULATION FOR STUDENTS**

Section 34

- (1) A Student already enrolled in another higher education institution may request his/her transfer to the University. The Student must submit a written request addressed to the Dean of the faculty fulfilling the function of the home faculty handling the given major(s).
- a) The applicant's transfer request (taking into account the capacity of the programme) may be granted
 - b) after the completion of a semester, provided the application fulfils the transfer requirements of the given faculty, as laid down in the Special Provisions.
in the semester of the enrolment, provided the Student, based on his/her admission results, would also have met the admission requirements of the University in the year of his/her application, and if the Special Provisions concerning the faculty responsible for the given programme allow for such a transfer.
 - c) if the Student's student status has not been terminated as a result of expulsion or disciplinary exclusion nor are there grounds for his/her expulsion or disciplinary exclusion.
 - d) if the duration of the Student's studies has not exceeded the duration of their given programme specified in the programme and graduation requirements.
- (2) The Student requesting a transfer may be obligated to sit for an admission, aptitude and/or equivalency exam. The Student shall be required to pass the exam prior to the deadline for the decision on their transfer referred to in paragraph (4).
- (3) The first instance decision regarding transfer requests is made by the Dean or the Vice-Dean for Education. The Faculty Educational Committee and/or other faculty forums—particularly the Credit Transfer Committee or the entity responsible for the programme in question - may give their opinion on Student's transfer request as a way of assisting the Dean in the decision.
- (4) The limitation period for the submission of the transfer request shall be 1 July and 20 January for the respective semesters. The request shall be submitted to the Office of Educational Affairs of the faculty in question in the place of study. The Student may make up for an incomplete request within the deadline specified by the faculty in question, taking into account that the decision on the request shall be made by the end of the registration period.
- (5) The Student must submit the following documents with his/her application:
- a) an attestation of a valid student status,
 - b) a verification of his/her completed credits or completed subjects with descriptions of said subjects,
 - c) the copies of all documents required for admission (school leaving certificate, diploma, language certificate).
- (6) When a Student transfers to the University, his/her student status at the previous higher education institution is terminated. The transfer decision must specify the programme the Student will pursue on which track/specialisation/field of study, the Student's work schedule and how the studies will be funded. The decision on the transfer shall be sent to the Student either personally or via mail or via e-mail.
- (7) The overall credit value of credits recognized in the credit transfer process - unless otherwise specified in section 51 of the Regulations - cannot be higher than 50% of the total number of credits required for obtaining a diploma, which is defined in the curriculum

requirements of a given major (including higher education vocational training and doctoral training). In case of identical disciplinary requirements, the Dean may approve the transfer with the condition that the Student must complete at least one third of the credits required for obtaining a diploma.

(8) The Student whose transfer request has been granted may initiate a credit transfer procedure by no later than the third day of the study period to have their previously obtained credits recognised. Should the Student miss this deadline, they will be ineligible to submit a verification request but shall have the option of submitting a regular credit transfer request at a later date.

(9) The credit transfer committee may prescribe, taking into account the opinion of the instructor responsible for the programme, requirements (such as criterion conditions) for attesting skills and expertise acquired through work experience.

(10) The credit transfer request shall be submitted by the end of the course registration period – with the exception of Students who are re-admitted under Section 51 (6) – complete with an authenticated verification of completed credits for the subject the Student wishes to have recognised or another type of equivalent verification document (e.g. gradebook or an authenticated description of the subjects in question).

(11) If necessary for the decision, the Credit Transfer Committee may ask for the opinion of those handling the academic branch in question. The Office of Educational Affairs shall enter the committee's decision on the certification of the Student's completion of the subjects in question in the Electronic Registration System.

(12) If the Student registers for the subject whose completion he/she wishes to have recognised in the course registration period, and the University accepts their completion, the Office of Educational Affairs shall cancel the Student's registration.

REGULATIONS ON THE FACULTY OF SOCIAL SCIENCES

Section 447

(2) Students can be transferred from another higher education institution of Hungary to the same degree course and to the social work degree course from the social pedagogy programme meeting the following conditions:

- a) after the first accomplished semester, in the case of students who have completed at least 20 credits and their grade average is at least 4.20 and the students' admission points have reached the limit of the particular semester at the Faculty of Social Sciences
- b) after the second accomplished semester, if students completed at least 20 credits in each semester and have a grade average of at least 4.20 in each semester.

(3) Students can be transferred from another higher education institution of Hungary to the same Master's Degree course after the first accomplished semester if the students completed at least 20 credits and have a grade average of at least 4.20.

(4) In the case of transfers defined in (2) and (3) the form of financing remains the same as the form before the transfer. The form of the training (full-time or part-time) can be changed by request provided that the requested form is existing in the case of the particular degree course.

(5) A student from a foreign higher education institution can request his or her transfer for Bachelor or Master's Degree courses of the Faculty according to the conditions defined in (2)-

(4). After consulting with the competent Director, the Dean can give acquittal from these requirements. Transfer from a foreign higher education institution is only possible if students continue their studies in a self-financed training programme.

(6) Transfers for specialisations of the Faculty cannot be required.