

## Rules regarding credit transfer

If the student has completed one term as a full-time student in a degree-program of another university, she/he must apply to BME as a transfer student. Students who finish their studies at BME may have BME issued degree only in the case if more than 50% of the overall credits needed for the degree has been obtained at BME. Transfer students may request the Credit Transfer Committee of the Faculty to recognise subjects previously completed in a different programme run by a different faculty or different higher education institution.

- (1) A subject or group of subjects may be equated with another subject or group of subjects. Subject equivalency is determined and approved by the Credit Transfer Committee of the Faculty.
- (2) Credits obtained by completion of courses required for a BSc degree cannot and will not be recognized in any BSc or MSc program.
- (3) Recognizing credits is based on the comparison of learning outcomes related to the subjects in question. Recognition is accepted if the learning outcomes of the previously completed subject and of the subject to be equated with it are in match with each other at least seventy five per cent.
- (4) Specialization subjects cannot be transferred.
- (5) In case of a subject completed in an EEA member state, grades based on the European Credit Transfer System (ECTS) will correspond to grades used in the University as follows:
  - a) *A (excellent) equals grade 5 (excellent),*
  - b) *B (very good) equals grade 5 (excellent),*
  - c) *C (good) equals grade 4 (good),*
  - d) *D (satisfactory) grade 3 (satisfactory),*
  - e) *E (pass) equals grade 2 (pass),*
  - f) *F (fail) equals grade 1 (fail).*
- (6) Courses for recognition are taken into account on a graded basis, and only considered for recognition with a "C" or better. Transfer credit is not granted for courses completed with Pass or Fail.
- (7) The credit of the equated subject has to be accepted as the credit of the equated subject and the grade of the equated subject will be the grade. In case there are several substituting subjects, the mark has to be determined based on the average of the marks of those.
- (8) In order to recognize credits, the student has to submit an official request in the Neptun system, supporting by official transcript, official syllabuses and the list of the requested courses as an attachment. The syllabus provides a detailed description of each of the unit student has completed.
- (9) All required documents have to be submitted (complete transcripts, syllabus, course list) during the first enrolled semester. The final deadline of the credit transfer request is the end of the 4th week of the first enrolled semester. The student should apply for credit transfer as soon as possible.
- (10) The process of recognition takes 4-6 weeks after the Faculty receives the Neptun request. Since no two students or courses are the same, the Faculty has to evaluate courses individually from hundreds of different universities. That is the reason for the long processing time, which may vary depending on the subject.