

INFORMATION SHEET

ABOUT TRANSFERRING TO THE TRAINING PROGRAMS OF THE FACULTY OF HEALTH SCIENCES AND SOCIAL STUDIES, UNIVERSITY OF SZEGED

On the basis of the Act CCIV of 2011 on National Higher Education (Hungarian short form Nftv.), the Academic and Examination Regulations of the University of Szeged and the Academic and Examination Regulations of the Faculty of Health Sciences and Social Studies, University of Szeged, the conditions of transferring are the following:

Admission, change of training and specialisation can be initiated no later than the end of the course enrollment period of the given semester.

I. FROM ANOTHER FACULTY OR UNIVERSITY

The Conditions of transferring from other higher educational institutes and from other faculties of the University of Szeged:

The student who has got a legal status at another higher educational institute can be transferred to the Faculty of Health Sciences and Social Studies, University of Szeged according to the Act on National Higher Education (Nftv.) 42.§(6): a transfer described in paragraph (1) point b) – excepting the cases specified in the Government' decree - can be made between study programs ending with the degree of the same level in the case of bachelor and undivided master programs provided that the student has really acquired at least 30 credit points in their previous institution.

The student can be admitted primarily to a fee-payer place and in the case of such free places to a state scholarship place (available only in the case of study programs in Hungarian and primarily for Hungarian citizens).

Conditions of the transfer:

- to have a student legal status at the time of transferring
- the training fields must be the same
- the level of the study programs must be the same
- the language of the study programs must be the same
- In their previous institution the student completed two successful semesters, prior to the start of that academic year.
- An additional condition is when transferring from other higher educational institute is the acquisition of at least 30 credits of compulsory subjects completed in the last two semesters and the Grade-point Averages above 3.5 in each closed semester.

The student can be admitted only at and to a stage from where he/ she is able to accomplish at least one third of the total credit points of his/ her training program at the admitted program (on the basis of the Act CCIV of 2011 on National Higher Education 49. § (7)).

A student against whom a disciplinary procedure is taken or who is under a dismissal is not allowed to be admitted.

THE REQUEST

For the English language study programs of the Faculty of Health Sciences and Social Studies transfer requests must be addressed to the Academic Board and must be submitted online via the Dream Apply application system of the University of Szeged. (Dream Apply application/ Profile/ Options for application) according to the published study deadlines.

<http://www.etszk.u-szeged.hu/english/for-current-students/academic-deadlines>

- **From the 2022/2023 study year** the deadlines of submission are:
 - for the autumn semester: **30th June** (submission of the missing documents till 15th July at the latest)
 - for the spring semester: **15th January**.

Necessary documents that have to be enclosed to the request:

1. A valid Student legal status confirmation form issued not earlier than 15 days before the submission. The confirmation form has to also certify that the student is not under a dismissal process and that a disciplinary procedure has not been taken against the student.
2. A certified or an original copy of the student's transcript including the name, the credit point, the lesson number and the result/ grade of the accomplished courses and the averages of the semesters.
3. A certified and detailed syllabus of each accomplished subject.
4. A certificate about the financial form of the student's studies, the number of the used and active semesters issued by the Registrars' Department of the sending institution.

It is the Academic Board of the Faculty who makes a decision about the transfer requests on the basis of the opinion / suggestion of the given department.

If a new student legal status is generated, the transferring (which is based on the Act Nftv. 42. § (1) paragraph b) point) comes into effect with the enrolment after the decision of the receiving higher education institute.

If a new student legal status is not generated, the transferring (which is based on the Act Nftv. 42. § (1) paragraph b) point) comes into effect with the registration to the study program after the decision of the receiving higher education institute.

The receiving higher education institute sends the decision about transferring and the date of the enrolment or registration to the sending higher education institute and to the student after the student has enrolled or registered. The receiving higher education institute announces the date of transferring and the name of the sending higher education institute into the FIR system. The student also informs the sending higher education institute about his/her transferring and thus the sending higher education institute is able to register the transferring as the cause of the termination.

In exceptional special cases the transfer can be possible under conditions other than the general rules.

Credit transfer

Credit transfer procedures for transferring students start in the additional credit transfer period detailed in the On-line schedule of the University of Szeged here:

<http://web5.etr.u-szeged.hu:8080/naptar/index.jsp?lang=english>

Credit transfer requests have to be submitted in the MODULO system. Students have to enclose the certified coloured copies (scanned in PDF) of the transcripts and the certified coloured copies (scanned also in PDF) of the syllabuses of the accomplished subjects.

II. TRANSFERRING-WITHIN THE FACULTY OF HEALTH SCIENCES AND SOCIAL STUDIES

Change of major, change of specialization:

In the case of a change of major, the student requests to be admitted to a bachelor's or master's degree in the same field of study. It is possible for the student to do so once in the course of their studies. The Academic Board decides on the change of major taking into account the professional opinion of the department providing the new course.

The application for a change of major must be submitted via the Modulo system, the documents proving the following must be attached to the application:

- existing student legal status
- the level of the two study programs should be the same
- the language of the two study programs should be the same
- in each closed semester the Grade-point Average is required to be above 3.5

A change of major during the semester cannot be allowed, it can only be allowed for a new semester. The deadline for submitting an application for a change of major is 15 January in the first semester and 30 June in the second semester.

An application for a change of major must be rejected if the applicant's score, calculated on the basis of the admission scoring rules, would not have reached the legal minimum required in the original year of admission.

6.1.2. Study-program-change and branch-change will take effect on the on the workday following the date of the permitting decision.

It was accepted by the Council of the Faculty of Health Sciences and Social Studies, USZ with the decision no 45//2022(07.06.)-ETSZK.TH.

Appendix No. 1: Request form for transferring (It is obligatory to fill in)

REQUEST FOR TRANSFERRING

To the Academic Board of the Faculty of Health Sciences and Social Studies

Name:

National student ID (oktatási azonosító):

Place and date of birth:

Mother's name:

Identity card No.:

Citizenship(s) (also the date of receiving):

Permanent address:

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Mailing address:

Phone number:

E-mail address:

The data of the institute where the applying student studies at present:

The name of the institute:

Faculty:

Study program:

Specialization:

Training: BSc / MSc (please give it by underlining)

Full-time training/ Part-time training (please give it by underlining)

Mailing address:

E-mail address:

Starting date of your studies (study year, semester):

Which year according to the study plan are you in at present?:.....

The grade-point average of your last active semester in the case of MSc program/

The grade-point averages of your last 2 active semesters in the case of BSc program
(minimum requirement: 3,51):

Financial form (please give it by underlining):

Tuition fee paying

Scholarship (Stipendium Hungaricum or other) recipient

The above named student requests for transferring to the Faculty of Health Sciences and Social Studies, University of Szeged

to the Basic training:

Specialization (study program):

Level of training: BSc / MSc (please give it by underlining)

Full-time training Part-time training (please give it by underlining).

Justification:

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Date

.....

Student's signature

Obligatory attachments (Please below indicate the documents attached to the request):

- ☐ A valid Student legal status confirmation form issued not earlier than 15 days before the submission. The confirmation form has to also certify that the student is not under a dismissal process and that a disciplinary procedure has not been taken against the student.
- ☐ A certified or an original copy of the student's transcript including the name, the credit point, the lesson number and the result/ grade of the accomplished courses and the averages of the semesters.
- ☐ A certified and detailed syllabus of each accomplished subject.
- ☐ A certificate about the financial form of the student's studies issued by the Registrars' Department of the sending institution.
- ☐ Other:

Mailing address: SZTE ETSZK NKT Secretariat of International Programs, 6726 Szeged, Temesvári krt. 31.

Checking by the Secretariat of International Programs

The required documents are attached: YES / NO

Missing documents:

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Date

signature of the clerk