



Credit recognition rules for the subjects
of the SZTE Klebelsberg Library and Archives
(XA0021-ConLibInfSkill)

1. § 49 of the Act on National Tertiary Education

- a. (5) Credit may only be given once for successfully acquiring any given body of knowledge. Based on the prescribed exit requirements of a given subject (module), credits may exclusively be acknowledged by the comparison of the knowledge serving as a basis of the credit. The credit must be acknowledged if at least 75% of the knowledge compared corresponds to the set requisites, or if it is for an elective subject. The committee set up for this purpose by the institution of higher education (hereinafter: Credit Transfer Committee / CTC) shall compare the knowledge concerned.
- b. (6) The Credit Transfer Committee shall be authorised to acknowledge work experience and knowledge acquired through prior non-formal, informal learning — in accordance with specifications stipulated within the scope of the present act and related government decrees — as the completion of an academic requirement. The case by case decision of the CTC shall be valid for five years to applications for the same credit.

2. Academic and Examination Regulations (AER) definitions

- a. **Credit recognition** (credit transfer): the process, as set out in the Policy, whereby a previously completed subject or knowledge acquired through non-formal, informal learning of the curricular learning obligations, of one or more subjects, is taken into account and is recognised as a full or partial exemption with credit, with or without conditions.



- b. A specific form of credit recognition is **validation**. Validation is the recognition of non-credited prior learning (non-formal, informal learning, work experience, non-university education) in the form of a credit-bearing curriculum unit.
3. At the University of Szeged, the basic information and rules for credit recognition are set out in the Academic and Examination Regulations (accessible at: <https://u-szeged.hu/english/rules-regulations>)
 - a. 10.: Exemption from certain study commitments in the light of previous studies
 - b. ANNEX 3: Operational Rules of Credit Transfer Committees
4. Submission of credit recognition applications
 - a. “The Faculty Credit Transfer Committee may, upon request, recognise prior learning as fulfilling certain curricular requirements by awarding credit for the fulfilment of these requirements. Recognition may not be refused by the committee if there is at least 75% compliance between the knowledge materials. The sources of the knowledge credited may be previously completed individual subjects, individual modules, whole training programmes, or knowledge acquired in other ways, while the credit recognition may be for individual subjects, groups of subjects, individual modules, or other learning requirements.” (AER 10.1)
 - b. Credit recognition (credit transfer) applications are submitted in Modulo, or on paper using the credit recognition application form.
 - i. An application for credit recognition based on previous studies can be submitted electronically in Modulo: *Interfaculty forms* → *Linked credit transfer form* or *Regular credit transfer form*
 - ii. Credit recognition (in the form of validation) may be requested on the basis of non-academic competences, informal knowledge, learning outcomes or (librarian) work experience, in which case a separate credit recognition application form must be submitted.



- c. For the current submission period, please check the on-line schedule: <http://web5.etr.u-szeged.hu:8080/naptar/index.jsp?lang=english>
5. Evaluation of applications for credit recognition
 - a. At the SZTE Klebelsberg Library and Archives, applications for credit recognition are assessed by the subject supervisor and the course coordinator. If necessary, others may be involved in the decision.
 - b. Applications are assessed on an ongoing basis. The processing deadline is 10 days from the date of receipt of the request.
6. Rules for credit recognition for subjects at the SZTE Klebelsberg Library and Archives
 - a. Completion of a course that is part of the training is not acceptable as an elective (AER, Annex 3, 4.3).
 - b. In case of completion of the same course offered by the SZTE Klebelsberg Library and Archives of the University of Szeged, the statute of limitations for the learning outcomes achieved is 5 years.
 - c. In the case of completion of course(s) not offered by the SZTE Klebelsberg Library and Archives, certified certificate(s) of completion are required for the subject to be substituted AND a description of the completed subject(s), including the learning outcomes and competences gained. The syllabus must also be attached if it is not included in the course description.
 - i. For courses taken at the University of Szeged, proof of completion is provided in Modulo by selecting the appropriate course. This requires the attachment of a certified course description and, if necessary, syllabus.
 - ii. For courses taken outside the University of Szeged, certified certificates must be submitted of the course completion as well as of the subject description, and, if necessary, syllabus.
 - iii. A certified document is one signed and stamped by the Faculty Academic Office or signed by the instructor and stamped by the department/institution.
 - iv. For non-Hungarian language courses, certified certificates must be submitted in English.



e. Recognition of professional degrees (library and information science):

- i. Annexes to be submitted:
 - a copy of the degree,
 - certificate of completion of the subjects for which the degree was awarded,
 - a certified description of the subjects agreed in advance and, if necessary, the syllabus.
- ii. See previous point for details on certification.
- iii. The application will be accepted if you have obtained
 - Master of Arts (MA) degree within 5 years and the learning outcomes or syllabus compliance is at least 75%;
 - Bachelor's degree (BA) no more than 3 years ago and the learning outcomes or syllabus compliance is at least 75%;
 - a degree of any level more than 5 years ago but have been working in a relevant field or have ceased to be employed in such a field less than 3 years ago.

f. The learning outcomes or subject match between the subject to be replaced and the subject completed must be at least 75%. Reasoning entered in Neptun may be:

- i. Based on the completed course, the subject to be substituted is considered completed.
- ii. The completed course is accepted for an elective subject.
- iii. The knowledge previously acquired and demonstrated is sufficient to meet the course' requirements.

7. Recognition of qualifications or skills gained outside university education

- a. Validation may be requested on the basis of knowledge acquired through informal learning, (library) work experience, and through learning leading to a vocational or professional qualification.
- b. Recognition may be requested on a credit recognition application form.
 - i. The application must be accompanied by at least one of the following:
 - Official certificate from the employer stating the job title, the period of work experience, and the duties of the job.



- Document certifying the knowledge acquired through informal learning or the qualifications and competences AND certified course description(s) covering the content of the training, including the learning outcomes and competences acquired. If it is not included in the course description, a syllabus must also be attached.
- ii. Where necessary, oral consultation and/or a written test may be used to check the knowledge demonstrated or represented.
- iii. Knowledge acquired in this way may be recognised if you
 - are currently working in a relevant field of work; or
 - have been out of such employment for less than 3 years; or
 - have acquired the qualification or certificate of professional competence or qualification through informal learning less than 3 years ago and the learning outcomes or syllabus compliance is at least 75%; or
 - passed the knowledge test.

8. Class and credit value

- a. “The credit point for the subject to be replaced is the credit point for the relevant subject in the curriculum of the given degree programme, and the grade for the subject completed is taken as the grade; not having a five-level assessment or if more than one subject is taken, the grade is determined by the Credit Transfer Committee.” (AER 10.3)
- b. “[T]he value of the credits recognised is determined by the credit value of the subject for which the student is applying for.” (AER, Annex 3, 4.4)
- c. In case of subject compliance:
 - i. As a general rule, the mark of the subject completed shall be accepted.
 - ii. If the completion is a combination of several previous performances or cannot be rated to a five-grade scale, the mark will be determined by the subject supervisor and/or course coordinator.
 - iii. The credit value is that of the course being substituted.
- d. In the case of validation requested on the basis of knowledge acquired through informal learning, (library) work experience, or knowledge acquired through learning leading to a vocational or professional qualification:



- i. The mark is determined by the subject leader and the course coordinator, taking into account the acquired knowledge and work experience; or the mark of the test checking the previously acquired knowledge shall be accepted.
- ii. The credit value is that of the subject being substituted.

Szeged, 1st July 2025

SZTE Klebelsberg Library and Archives