

Guidance for submission of credit transfer requests in Neptun site

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Introduction

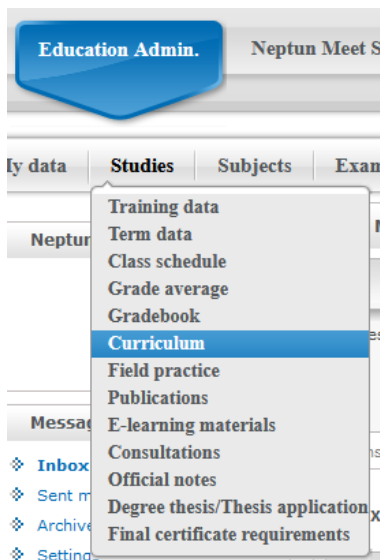
This description guides you through the steps of submission of credit transfer request in the Neptun site for students

BE AWARE that you can launch your request for compulsory/compulsory selective and optional subjects (courses) using different parts in your Neptun menu.


Always check if you have filled all data according to type of request and you have uploaded all necessary documents (authentic transcript, thematics of subject fulfilled etc.)

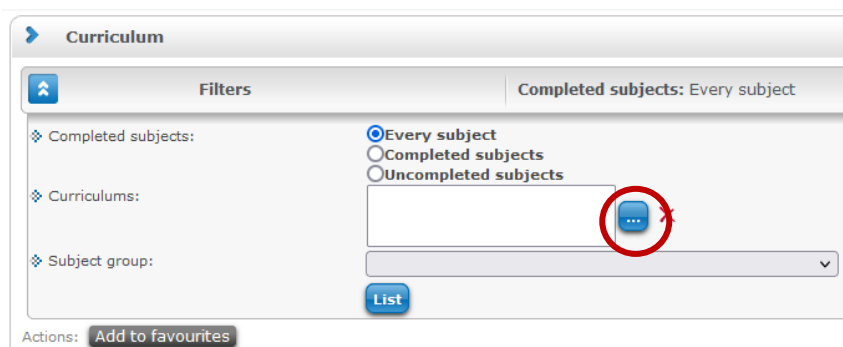
1. Compulsory or compulsory selective subjects (courses)

Choose the „Studies => Curriculum“ menu point in your Neptun site.



1.1. Select curriculum

Select your active curriculum. Click on button  to see your set of choice at the end of row „Curriculums“



Then click on check box of your relevant curriculum at the right side and click on 

You can indicate more active curriculums in case there are more curriculums in your study programme (e.g. in Psychology MA)

Curriculums




Actions: Choose curriculum Page size 20

Name	Select
klinikai és egészségpszichológia (nappali) 2019	<input checked="" type="checkbox"/>
pszichológia nappali (MA) 2019	<input type="checkbox"/>

Number of results: 1-2/2 (31 ms) Action: Choose curriculum

1.2. Select subject in your curriculum


Click on button  to list subjects or group of subjects of curriculum.


Curriculum



Filters Completed subjects:

- Completed subjects: Every subject Completed subjects Uncompleted subjects
- Curriculums: klinikai és egészségpszichológia (nappali) 2019
- Subject group: All




Actions: Add to favourites



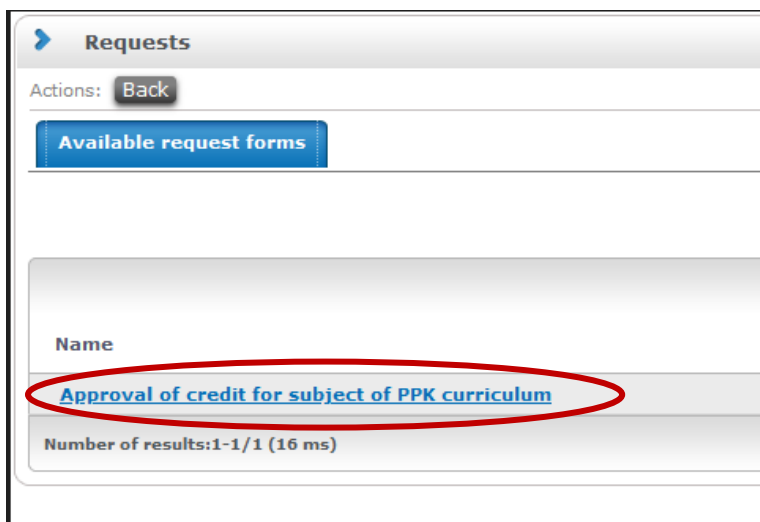
Be sure to choose the level of subjects, if necessary use icon  on **left side** to open list of subjects indicated with credit value. Credit approval cannot be submitted for a group of subjects.

Select the subject from the list for what you request credit transfer. Click on icon  on the right side and the sign  pops up in grey background. Move your mouse there and click on it when the text is highlighted.

(You can zoom out back to the level of group of subject using icon  on the left side.)

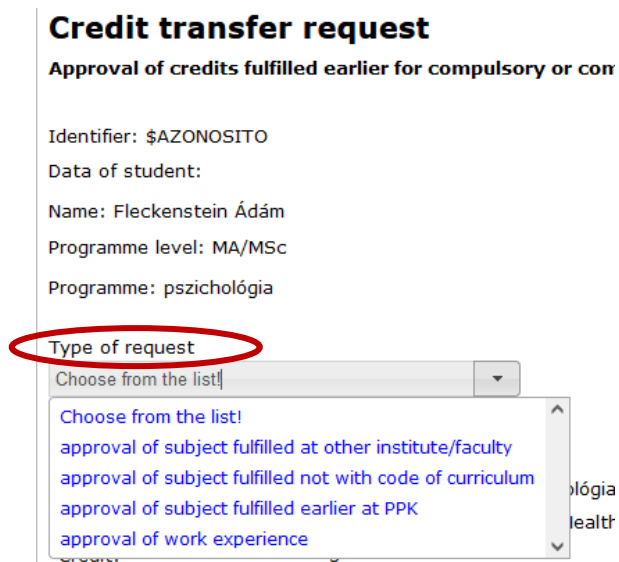
klinikai és egészségpszichológia (nappali) 2019	Compulsory	Ötfokozatú Good 1/26/2022		
klinikai és egészségpszichológia (nappali) 2019	Compulsory	Háromfokozatú Excellent 5/19/2022		

Click on item „Approval of credit for subject of PPK curriculum” from the list of



1.3 Select type of request


Open the scroll down menu "Type of request" then select the item that is relevant to your request. The selected type determines the circle of information you need to enter for of your request.

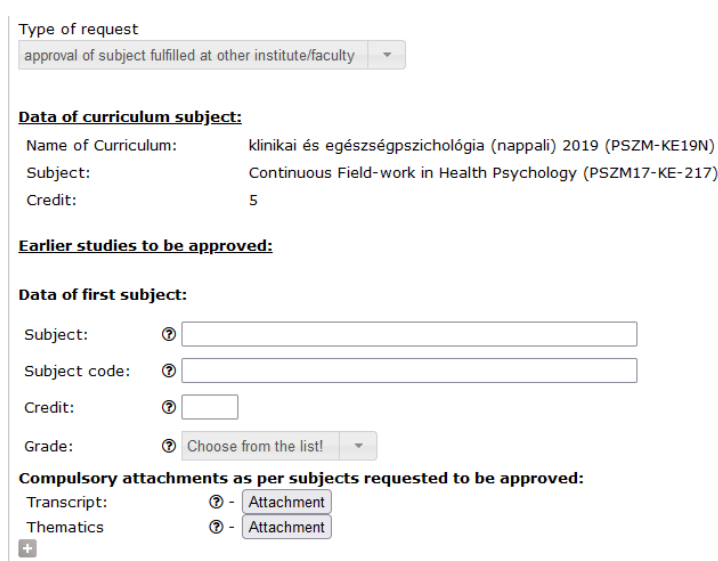


1.3.1 Subject (course) fulfilled at a different faculty/institute

If you have selected the type **approval of subject fulfilled at other institute/faculty** i.e. you have fulfilled the subject not at PPK (Faculty of Education and Psychology)

- Enter the name of fulfilled subject (course).
- Enter the code of subject (course). Write characters "N.A." if the subject fulfilled did not have a code.
- Enter the credit value of fulfilled subject (course).
- Enter the grade of fulfilled subject (course). In case the mark was not given from of a five-grade scale (1-5), the credit value transformation to the five-grade scale must be given by the Applicant.

In case there are more fulfilled subjects are to be listed to support the request, new block of data entry can be opened by clicking on icon  at the end of the block.




Type of request
approval of subject fulfilled at other institute/faculty


Data of curriculum subject:
Name of Curriculum: klinikai és egészségpszichológia (nappali) 2019 (PSZM-KE19N)
Subject: Continuous Field-work in Health Psychology (PSZM17-KE-217)
Credit: 5

Earlier studies to be approved:

Data of first subject:
Subject:
Subject code:
Credit:
Grade:

Compulsory attachments as per subjects requested to be approved:
Transcript:
Thematics:



If you move your mouse on icon , you can read more information about nature of data to be entered.

1.3.2 Fulfilment with not curriculum related subject code

If you have selected the type **approval of subject fulfilled not with code of curriculum**, i.e. you have already fulfilled the course of subject with a wrong code,

- Enter the name of fulfilled subject (course).
- Enter the code of subject (course).
- Enter the credit value of fulfilled subject (course).
- Enter the grade of fulfilled subject (course). In case the mark was not given from of a five-grade scale (1-5)

Type of request
 approval of subject fulfilled not with code of curriculum

Data of curriculum subject:
 Name of Curriculum: klinikai és egészségpszichológia (nappali) 2019 (PSZM-KE19N)
 Subject: Continuous Field-work in Health Psychology (PSZM17-KE-217)
 Credit: 5

Earlier studies to be approved:

Data of first subject:

Subject:

Subject code:

Credit:

Grade:

+

1.3.3 Subject fulfilled at the same faculty

If you have selected the type **approval of subject fulfilled earlier at PPK**, i.e. you have already fulfilled the course of subject at PPK

- Enter the name of fulfilled subject (course).
- Enter the code of subject (course).
- Enter the credit value of fulfilled subject (course).
- Enter the grade of fulfilled subject (course). In case the mark was not given from of a five-grade scale (1-5)

In case there are more fulfilled subjects are to be listed to support the request, new block of data entry can be opened by clicking on icon **+** at the end of the block.

Type of request
 approval of subject fulfilled earlier at PPK

Data of curriculum subject:
 Name of Curriculum: klinikai és egészségpszichológia (nappali) 2019 (PSZM-KE19N)
 Subject: Continuous Field-work in Health Psychology (PSZM17-KE-217)
 Credit: 5

Earlier studies to be approved:

Data of first subject:

Subject:

Subject code:

Credit:

Grade:

+

1.3.4 Work experience

If you have selected the type **approval of work experience**, attach the the document(s) certifying your work experience (see pont 1.4 in current document).

Type of request

approval of work experience

Data of curriculum subject:

Name of Curriculum: klinikai és egészségpszichológia (nappali) 2019 (PSZM-KE19N)
Subject: Continuous Field-work in Health Psychology (PSZM17-KE-217)
Credit: 5

Earlier studies to be approved:

Certifying work experience:

Proof of employment, description of position, work contract, contract of assignment, other document certifying work experience:

🔗 - Attachment

1.4 Attach document(s) of supplement

You need to certify your earlier fulfilments, mastered knowledge or work experience by **authentic** document(s) for the approval of credit transfer of request types discussed in section 1.3.1 and 1.3.4.

It must be noted here as well, that a document is judged as authentic if that is stamped with the official stamp of the issuing institute/company etc. and also signed by due staff.

You can upload documents in conventional formats as DOC, DOCx, PDF, JPG, JPEG, XLS, XLSX etc.

Before uploading a document, please check if everithing is clearly readable on it.

Attachment documents (transcript, course thematics etc.) can be uploaded after clicking button

Attachment

in the window of relevant request type.

Earlier studies to be approved:

Data of first subject:

Subject: ?

Subject code: ?

Credit: ?

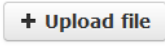

Grade: ? Choose from the list!

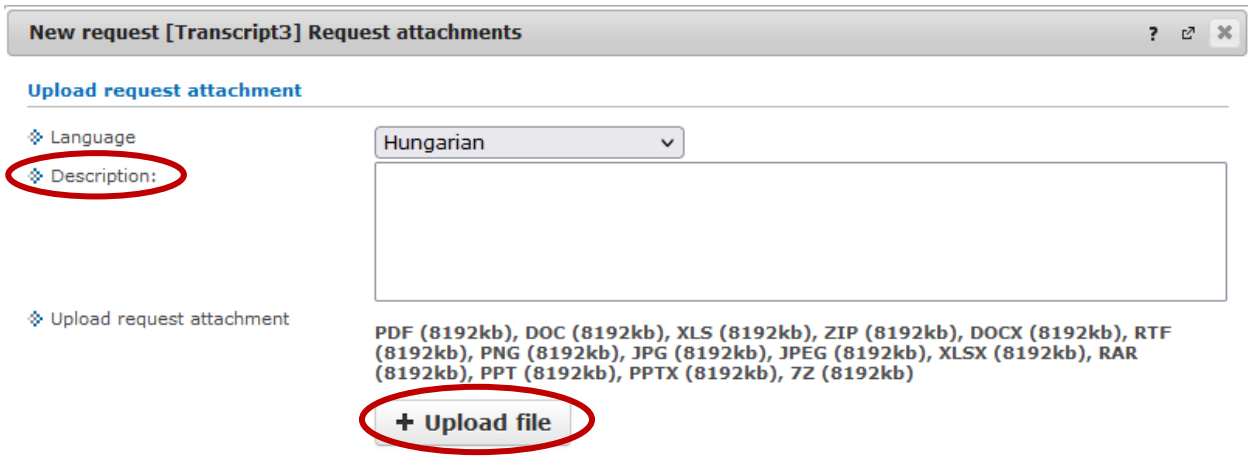
Compulsory attachments as per subjects requested to be approved:

Transcript: ? Attachment

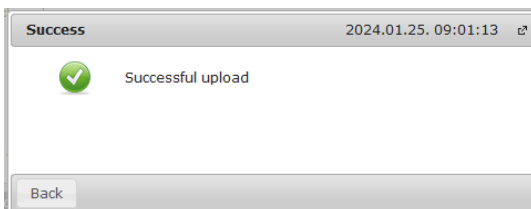
Thematics ? Attachment


+

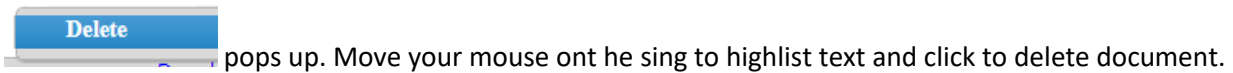
Click on button  in the window opened to upload documents. You can edit description or remarks in the block of  Description:



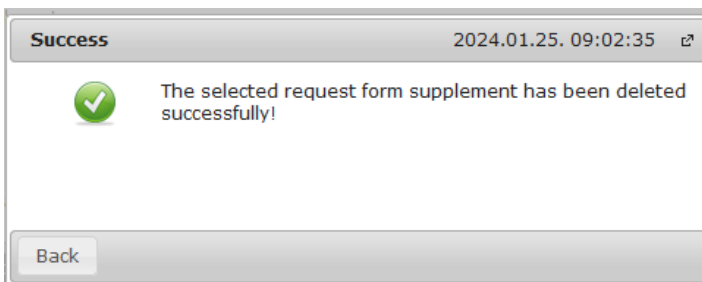
You get a feedback if the upload was successful.




In case you would like to delete an uploaded document then click on icon  and the sign



You get a feedback if delete of selected document was successful.



Click on button  to leave window of document upload

New request [Transcript3] Request attachments

Upload request attachment

Language: English

Description:

Upload request attachment

PDF (8192kb), DOC (8192kb), XLS (8192kb), PNG (8192kb), JPG (8192kb), PPT (8192kb), PPTX (8192kb)

+ Upload file


Uploaded request attachments

Actions: Close Add existing document

Description	Request attachment type	Language	Filename
Application attachment		English	credit_application_form_valid_2022

Number of results: 1-1/1 (16 ms)

Back

Click on button  after uploading your documents.

1.5 Check data entered

Check selection of request type and data you have entered to your request.



After checking the data, finalize your submission by clicking the Submit request button.

1.6 Launch your request

Click on button  to launch your request

You get a feedback if the submission of your request was successful.

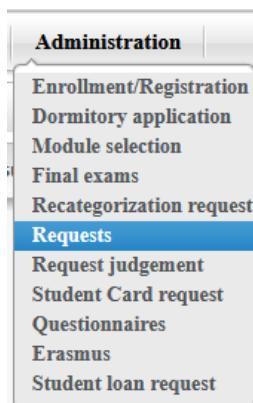
Success 2024.01.25. 09:14:57

 Request PPK-KB-MT/4 has been submitted.

Back

2. Optional subjects (courses)

Choose the "Administration => Requests" menu point in your Neptun site.



Select the option **Approval of credit for PPK optional subject** from the group of

Available request forms

in the popped up window.

2.1. Enter necessary information

Enter **number of credits** you request approval for.

As a credit of optional subject prescribed in the curriculum credit transfer request.

Mandatory attachments as per subjects in the request:

Transcript: - Attachment

2.2. Attach document(s) of supplement

Documents can be uploaded clicking on button **Attachment** on the data sheet of request.

Follow the description of section 1.4 of this guidance after you have entered into window of document upload.

To step forward click on button **Next**.


2.3. Check data entered

Check data you have entered before launching your request.

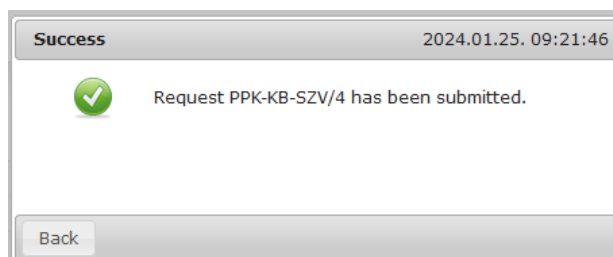


After checking the data, finalize your submission by clicking the **Submit request** button.

2.4 Launch your request

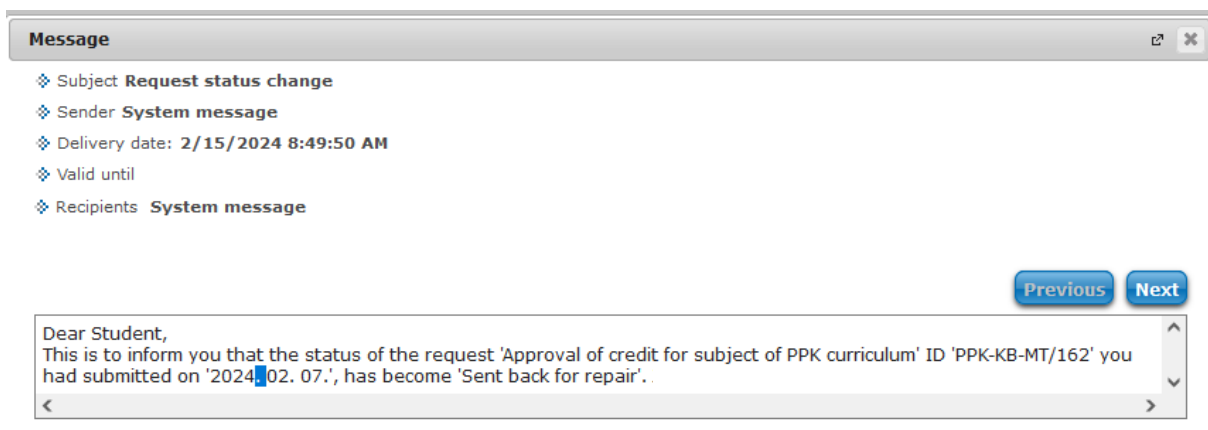
Scrolling down to the bottom of screen, click on button  to launch your request.

You get a feedback if the submission of your request was successful.

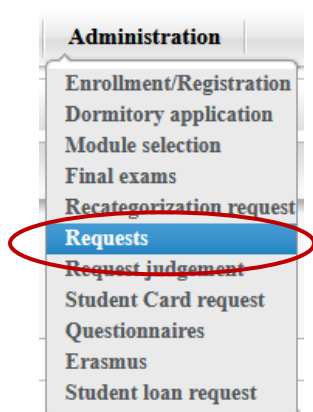


3. Correction of request

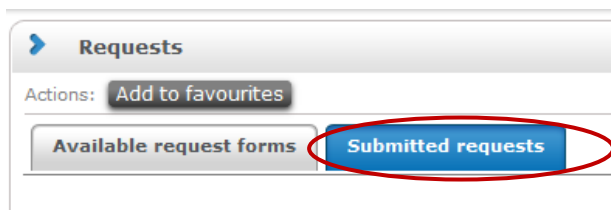
In case a submitted request needs to be corrected, you receive a notification through your Neptun site indicating a status „ Sent back for repair”. Double click to look into that message.




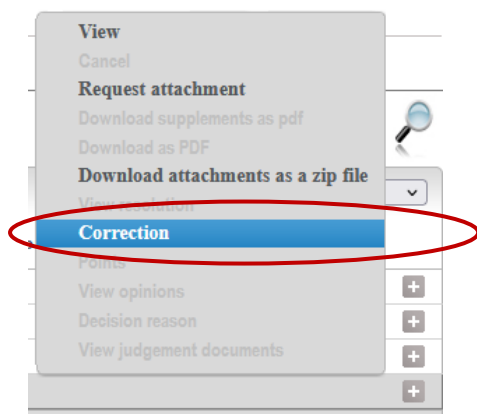
You can look your request if you click to menu Administration /Requests



Chose label „ Submitted requests” to find your request




Click the sign  on the right side of the row of request then click on „Correction”

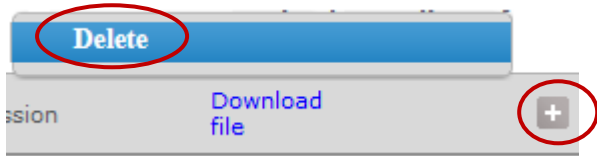


In this status you can edit your request registered with the original request ID i.e. you can

- modify the type of request
- delete documents attached earlier
- attach new documents

If you have been requested to correct your earlier submission, i.e. you did not attach an authenticated document to your request, you can delete old document(s) and can attach the new authenticated one(s). To do that, see **chapter 1.4**.

To delete a document, click sign  on the right side at the row of document and click on „Delete” in the popping up box.



You can submit the corrected request as described in chapter 1.5 and 1.6.

Request ID remains the same.

4. Rejected request

If your request is rejected, e.g. if you have selected the form of credit transfer request of optional course but you should have chosen the request form for a compulsory or compulsory selective course, then your request turns into a status „ Rejected for formal reason / Formai okból elutasítva.. „ or similar.

In that case you need to submit a new request, you cannot modify the already submitted one.