

## Submission of Credit transfer request in Neptun

### Deadline for application:

**The deadline is listed in Neptun at the beginning of every semester: the date listed at Administration / Requests / Available requests / Valid until**

**Requests are to be submitted in Neptun through Administration/Requests/Available request forms.**

- Submitted requests are available in Neptun through Administration/Requests/Submitted requests.

- Maximum 10 compulsory and 5 elective subjects can be submitted with one request. If more subjects need to be accepted for credit transfer, a new request needs to be submitted!

- After submission the requests will remain in an "in-progress" status until the decision is made.

- If the request is incomplete, or the Credit Transfer Committee/the administrator deems that there is more information or documents needed for the decision, the Committee/administrator may request further information or documents.

- The decisions are announced in Neptun at Administration/Requests/Submitted requests.

- The decisions in Neptun may have an accepted, a rejected or partially accepted status.

- The official hard copy of the decision is available at your respective study administrator, but the decision will also be available in Neptun.

If your previously completed subjects are from a university in one of the below listed countries, please convert the grade for each subject to the Hungarian grading scale (1-5 or no grade) according to the grade conversion chart below. The grade conversion chart is not comprehensive, the grading system used in the given country or institution may overwrite it. In case of questions regarding the conversion of grades, or if the country where you completed your previous studies is not listed below, please contact the administrator of the Credit Transfer Committee before filling in the request (Kovács Edit, e-mail: kovacs.edit@zeneakademia.hu).

### Grade conversion chart for credit transfer

	5 (jeles) Excellent EXCELLENT - outstanding performance with only minor errors	4 (jó) Good VERY GOOD - above the average standard but with some errors	3 (közepes) Fair GOOD - generally sound work with number of notable errors	2 (elégleges) Sufficient SATISFACTORY - fair but with significant shortcomings	1 (elégtelen) Fail SUFFICIENT - performance meets the minimum criteria	Nem teljesített Not completed FAIL - some more work required before the credit can be awarded
Olaszország (Italy)	30/30, 30 lode	29-26/30	26-24/30	23-21/30	20-18/30	<18
Ausztria (Austria)	1	2	2,5	3	4	>4
Belgium (Belgium)	20-17/20	16-14/20	13-12/20	11/20	10/20	<10
Dánia (Denmark)	12	11-10	9-7	6-4	3-2	<2
Észtország (Estonia)	5	4	3	2	1	<1
Franciaország (France) - 1	20-15/20	14-13,5/20	13,4-12/20	11-10/20	9-8/20	<8
Franciaország (France) - 2	exceptionel	excellent	tres bien	bien	assez bien/passable	
Németország (Germany) - 1	1	2	2,5	3	4	>4
Németország (Germany) - 2	5	4,5	4	3,5	3	<3
Németország (Germany) - 3	sehr gut	sehr gut	gut	befriedigend	ausreichend	nicht best
Görögország (Greece)	10-9	8	7	6	5	<5
Írország (Ireland) - 1	A	B	B	C	C	D
Írország (Ireland) - 2	100-70/100%	100-70/100%	100-70/100%	100-70/100%	100-70/100%	<40
Litvánia (Lithuania)	10	9	8	6-7	5	<5
Lettország (Latvia) - 1	160-200/200%	155-140/200%	140-130/200%	120-110/200%	100/200%	<99%
Lettország (Latvia) - 2	10-9	8	7	6	5	<5
Norvégia N.O. (Norway N.O.)	A	B	C	D	E	fail
Norvégia V.O. (Norway V.O.)	1	2	2,5	3	4	>4
Hollandia (Netherlands)	10-9	8	7	6	5,5	<5,5
Lengyelország (Poland) -1	5	4,5	4	3,5	3	<3
Lengyelország (Poland) -2	A	B	C	D	E	F
Portugália (Portugal)	20-18/20	17-16/20	15-14/20	13-12/20	11-10/20	<10
Csehország (Czech Republic) - 1	A	B	C	D	E	F
Csehország (Czech Republic) - 2	1	1,5	2	2,5	3	>3
Románia (Romania)	10	9	8	7	6-5	<5
Spanyolország (Spain) - 1	10+/10	9/10	8-7/10	6/10	5/10	<5
Spanyolország (Spain) - 2	matricula de honor	sobrasaliente	notable	aprobado	aprobado	suspeso
Spanyolország (Spain) - 3	4	3	2	1	1	<1
Spanyolország (Spain) - 4	A+	B	C	D	E	F
Svédország (Sweden)	A	B	C	D	E	fail
Svájc (Switzerland)	6	5,5	5	4,5	4	<4
Törökország N.O. 1 (Turkey N.O. 1)	4	3,5	3	2,5	2	1
Törökország N.O. 2 (Turkey N.O. 2)	A	B	B	C	C	D
Törökország V.O. 3 (Turkey V.O. 3)	100-90/100%	80/100%	70/100%	60/100%	50/100%	<50%
Nagy-Britannia (Great Britain) - 1	A	B	B	C	C	D
Nagy-Britannia (Great Britain) - 2	20-18/20	17-15/20	14-13/20	12-11/20	10-9/20	<9
Nagy-Britannia (Great Britain) - 3	100-70/100%	60/100%	50/100%	40/100%	40/100%	<40%
Magyarország (Hungary)	5	5	4	3	2	1
Szlovénia (Slovenia)	10	9-8	7	6,5	6	5
Szlovákia (Slovakia) - 1	A	B	C	D	D	F
Szlovákia (Slovakia) - 2	100/100%	80/100%	70/100%	65/100%	60/100%	<60%