

Annex 1. To the Student Rights, Rules, and Academic Regulations

CEU Credit Transfer Regulations

Transfer of academic credits is the transfer of credits earned at a recognized university or institution of higher education to CEU. CEU visiting and non-degree students who are later accepted to a CEU degree program can also transfer credits earned at CEU during their non-degree studies to their degree program.

Unless a special credit transfer agreement/regulation applies, students studying for a degree at CEU may apply for a transfer of the specified maximum amount of credits based on their degree level:

- Bachelor's students – up to 15 US credits (30 ECTS credits). Additionally, students taking a year abroad module as part of their degree program may apply for transfer of a year's worth of credits (30 US/60 ECTS).
- Master's students in one-year programs – up to 8 US credits (16 ECTS credits).
- Master's students in two-year program - up to 15 US credits (30 ECTS credits).
- Doctoral students – up to 15 US course credits (30 ECTS course credits). Different limits may be established by departmental doctoral regulations for non-coursework program components.

As a general rule, transferred credits must not have been used to satisfy degree requirements for any other degree. However, this rule, as well as the limit of transferred credits, may be modified by (a) special cooperation agreements between CEU and other universities; (b) specific program regulations (if permitted by respective program accreditation); or (c) for undergraduate students upon approval of the Dean of Undergraduate Studies.

Special credit transfer regulations and procedures apply to credit transfer between CEU NY and KEE, and between CEU NY and CEU PU, as described in respective cooperation agreements.

In Erasmus programs, credits earned at the partner institutions are transferred as described in the respective cooperation agreement. In this case, students should consult the Erasmus coordinator and their department prior to their departure for the completion of the relevant learning agreement document.

All credit transfer cooperation agreements are listed on the CEU website at <https://www.ceu.edu/partnerships/cooperation>.

All transfer of credit requests that are not regulated in special cooperation agreements are subject to the approval of the Dean of Undergraduate Studies (in case of bachelors' programs), the Pro-Rector for Teaching and Learning (in case of masters' programs), or the Pro-Rector for Faculty and Research (in case of doctoral programs) upon a recommendation by the head of the relevant department or program.

When credit transfer occurs within two or more CEU degree programs, it is referred to as 'double-counting'. Double counting of academic credits means awarding credit for same courses in different CEU degree programs. Double counting differs from credit transfer in that double counted credits apply towards the completion of multiple degrees at CEU. Credits may be double counted in case of an overlap in graduation requirements in degree programs that a student is concurrently or subsequently enrolled in. Double counting of credits should be approved by the Head of the Department and the Pro-Rector for Teaching and Learning. The credits of the first degree must have been earned not more than four years prior to the year of enrolment into the second degree.

Transfer of credit is subject to the following criteria:

For all degree levels:

- 1) *The credits must have been granted by a regionally accredited US institution, a recognized university listed by the Database of External Quality Assurance Results (DEQAR)¹, or, in case of institutions that are not based in the US or in the European Higher Education Area, by an institution accredited by the officially recognised quality assurance and accreditation agency in the country where it is based*
- 2) *The student must have earned a grade of B (C or D in ECTS grading system) or a “pass” grade if the course has been taken for pass/fail*
- 3) *Credits can be transferred for a course of good quality that is deemed relevant to the degree program towards which the credits will be applied*
- 4) *The credits must not have been used to satisfy the requirements for any other degree, except for instances regulated in this policy*
- 5) *Courses delivered in distance education, accelerated or standard modes of delivery can be considered for credit transfer*
- 6) *As a rule, transferred credits should form a part of registered degree program curriculum. Credits earned in non-degree programs (e.g., summer schools) may be considered for credit transfer if they meet the **additional** conditions outlined in the section ‘Transfer of non-degree credit’.*

Additional criteria for transfer of credit at bachelor’s level:

- 1) *The credits must have been earned not more than four years prior to enrolment at CEU*
- 2) *Courses must be in subjects similar to those offered by CEU programs subject to approval of the program director*
- 3) *Credits may not duplicate credits the student has earned or will earn at CEU, nor can they duplicate other transferred credits*
- 4) *Foreign language courses can be considered for credit transfer subject to approval of the program director*

Additional criteria for transfer of credit at master’s and doctoral level:

- 1) *The credits must have been earned not more than six years prior to the year when the CEU degree will be conferred*
- 2) *The course must be at a graduate level (i.e. part of registered the curriculum of a graduate (master’s /doctoral) level program)*

Transfer of non-degree credits

A maximum of:

- 2 US credits (4 ECTS credits) for one-year master’s programs
- 4 US credits (8 ECTS credits) for two-year master’s and doctoral programs
- 8 US credits (16 ECTS credits) for bachelor’s programs

can be transferred to a CEU degree from non-degree programs (e.g. summer schools) if they meet the following **additional** conditions:

¹ <https://www.eqar.eu/qa-results/search/by-institution/>

- 1) *The credits fall within the maximum overall transfer credit limit stipulated in this policy*
- 2) *The credits are not used to satisfy mandatory degree requirements*
- 3) *The number of classroom hours per credit is in line with the CEU credit hour assignment policy (1 credit = 600 minutes for master's and doctoral programs and 1 credit = 720 minutes for bachelor's programs). With the approval of the head of the department or program, missing classroom hours may be supplemented by supervised independent study equivalent to no more than 0.5 credits*
- 4) *Course learning outcomes are equivalent to a comparable CEU course and assessment of learning outcomes is of equivalent rigor. This should be confirmed by the head of the relevant department or program in a recommendation letter submitted to the Dean of Undergraduate Studies (in case of bachelors' programs), the Pro-Rector for Teaching and Learning (in case of masters' programs), or the Pro-Rector for Faculty and Research (in case of doctoral programs) (see the section on Application Procedure).*

Exemptions

In exceptional and justifiable cases, individual departments/programs may establish additional criteria for the transfer of doctoral level credit, subject to approval of the respective doctoral committee. Such criteria must be announced on the program website.

The Dean of Undergraduate Studies (in case of bachelors' programs), the Pro-Rector for Teaching and Learning (in case of masters' programs), or the Pro-Rector for Faculty and Research (in case of doctoral programs) may grant requests for exemptions from this policy based on the recommendation of the head of the department or program (for example, a department could request that a student in an one-year master's program be granted more than eight transfer credits).

Application Procedure

- Applications for transfer of academic credit must be submitted to the Student Records Office before the beginning of the registration period.
- Applicants are encouraged to contact the department/program coordinator/ head to determine which of their previous studies and other learning experiences are likely to be relevant
- If seeking credit transfer from another educational institution, an original, official transcript (or official certified copy) needs to be attached, showing the courses and grades achieved.
- A course outline published by the other educational institution also needs to be attached.
- Applicants are responsible for providing all relevant documentation, for example, an official transcript of results, copy of the course structure and outline or syllabus of the course.
- Undocumented applications for academic credit will not be considered.
- All transfer of credit requests are subject to the approval the Dean of Undergraduate Studies (in case of bachelors' programs), the Pro-Rector for Teaching and Learning (in case of masters' programs), or the Pro-Rector for Faculty and Research (in case of doctoral programs) upon a recommendation by the head of the relevant department or program.
- Applicants for academic credit transfer may be required to attend an interview or to undergo additional assessment as the head of the respective academic unit may determine.

The *Application for Transfer of Credit* form can be downloaded from <https://documents.ceu.edu/> and <https://sro.ceu.edu/Credit Transfer/>

Notification

Applicants are notified in writing by the Student Records Office about the outcome of their credit transfer application within 15 working days.

CENTRAL EUROPEAN UNIVERSITY-PRIVATE UNIVERSITY

Application for Transfer of Credit

Important considerations. Please read carefully!

- Before applying for credit transfer, please read carefully the *CEU Transfer of Credit Policy*.
- Contact your academic unit prior to submitting the application to determine which of your previous studies and other learning experiences are likely to be relevant.
- If you seek to transfer credit from another educational institution, attach an original, official transcript (or official certified copy), showing the courses and grades achieved.
- Attach a course outline published by the educational institution from which the credit is being transferred. Remember, we welcome as much detail as you can provide to help us evaluate your request.
- You will be notified in writing by the Student Records Office about the results of your transfer of credit request. It takes one to two weeks to process your application. Thanks—and best wishes for success.

Student Information		
▪ Mr. _____		
▪ Ms. _____		
Last name	First	Middle initial
Academic unit _____ Degree Program _____ Academic Year _____		

Course-Related Information			
Transfer Institution Name: _____			
Department	Transfer Course Title	Grade	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's Signature _____

Date: _____
(dd/mm/yy)

Application for Transfer of Credit – Please Turn Over

Office Use Only:

Please review this request and the attached material to make specific transfer credit recommendations. Please use the space below for your recommendations and comments.

Mandatory: please indicate if the grade(s) of the transferred courses should be included in the student's GPA.

I recommend ▪ approval ▪ denial Head of Department signature

I recommend ▪ approval ▪ denial Pro-Rector or Dean of Undergraduate Studies signature
