

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 and approved by 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).

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.

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

All transfer of credit requests are subject to the approval of the respective program director and the head of the academic unit.

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, or, in case of bachelor's programs, the Dean of Undergraduate Studies. The credits of the first degree must have

been earned not more than four years prior to the year of enrollment into the second degree. Double-counting of credits is not allowed between bachelor's and master's programs. Master's students are exempt from re-taking the mandatory courses they took during their CEU bachelor's studies, but they still have to make up the necessary credits through other courses.

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. If the credits were earned at a non-US institution that does not use the ECTS, an explanation of the credit system used by the institution must be attached.*
- 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, except if the course was completed in the framework of an exchange / mobility program or a joint degree program, in which case only a minimum passing grade is needed.*
- 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 enrollment 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.*

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

- 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 and recognition of prior and experiential learning

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) *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.*
- 5) *The head of the academic unit approves the credit transfer.*

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

may be awarded for experiential learning (e.g., work experience, internships, volunteering) if all of the following conditions are met:

- 1) *The credits fall within the maximum overall transfer credit limit stipulated in this Policy.*
- 2) *The credit transfer request indicates which specific course(s) of the degree program the experiential learning credits would replace.*
- 3) *The credit transfer request clearly demonstrates how the content of the experiential learning is substantially equivalent to the learning outcomes of the specific course(s) indicated, e.g., by demonstrating an overlap between a job description attached to the credit transfer request and course learning outcomes.*
- 4) *The head of the academic unit approves the credit transfer.*

Exemptions

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 individual exemptions from this Policy based on the recommendation of the head of the department or program.

Application Procedure

- Applications for transfer of academic credit must be submitted by the applicant to the Student Records Office via eVision (sits.ceu.edu) before the beginning of the registration period.
- Applicants should 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, the following documents must be attached to the application: an original, official transcript (or official certified copy), showing the relevant courses and grades achieved; a course outline published by the other educational institution; a description of the credit system in case of a non-US institution that does not apply the ECTS.
- 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.
- In case original documents (e.g., course outlines) are not in English, the original document and an English translation must be submitted. The translation does not need to be official.
- All transfer of credit requests are subject to the approval 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.

Notification

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