Transfer Request

(Please fill out the form electronically.)

**Student’s name**:…………………………….…..……………………….…………….

Place and date of birth:………………………….………….…………………………………………..

Phone number/Email:……....…...………………………………………………………………………

**I would like to transfer from**

………………………………………………..………………………….. (institution’s name)

………………………………………………. program

………………………………………………. mode of study (full-time/part-time)

………………………………………………. means of financing (by the state/ paying tuition fees)

………………………………………………. study program (BSc/MSc,)

………………………………………………. year

Studies financed by Stipendium Hungaricum Scholarship: Yes / No

Last active semester: Attempted credit points…..….. Achieved credit points:….….. Scholarship key:……....
Total number of credit points achieved on the program:……………..

**to the University of Debrecen, Faculty of Engineering**

………………………………………………. program

………………………………………………. mode of study (full-time/part-time)

………………………………………………. means of financing (by the state/ paying tuition fees)

………………………………………………. study program (BSc/MSc)

………. / ………. (academic year) …………………. semester.

**Annexes:**………………………………………………………………………………

The Undersigned states that he/she accepts the following:

1. Rules and Regulations of the Faculty of Engineering, University of Debrecen,
2. the Education Committee of the Faculty rejects incomplete and overdue requests.

(Rules and Regulations can be found at https://eng.unideb.hu/en/node/266 and in the Faculty Library.)

Date: ……….. (day) ………………………….. (month) ……………. (year)

 …………………………………………….

 **Signature**

**Department’s decision**

I as Head of.....................................................................................................................(Department’s name) **support/do not support** (please underline)the transfer.

The department suggests the following study program: BSc/MSc

**Academic year**: ……………………………. **Semester**:..................

**Reason (in case the transfer is not approved)**: …………………………………………………………………………………………………....................................................................................................................................................................................

Date: Debrecen, ................(day)..............................(month)..........................(year)

 …………………………………………….

 **Head of Department’s signature**

# Faculty Education Committee’s Decision

**Date of decision:**…………(day) ……………………..(month)………..(year)

**Decision approved by:** ………………………………………(Chairman of the Faculty Education Committee)

Students can appeal against the Faculty's Education Committee’s decision taken in the first instance – except for the evaluation relating to the accomplishment of study requirements - within 15 days of the receipt of the notification. The appeal shall be addressed to the Rector of the University of Debrecen and submitted to the Faculty Education Office.

If students transfer from other faculties or institutions (or change programs within the Faculty of Engineering), the Credit Transfer Committee decides on the recognition of credit points based on their previous studies. To obtain a degree certificate, students must accomplish 40% of the total credit points of the selected program in the Faculty of Engineering. In case of second or further study programs (degree courses), a maximum of 60% of the credit points can be recognized from the previous program.