E024 Request for subject accreditation

Based on Section 55 of Article 16 of the BME Code of Studies, you have the right to accredit subjects completed at another university or other training program at BME.

The E024 Request for subject accreditation has to be submitted through the Neptun at Administration / Requests / Available request forms

Click on the request and follow the steps below:

Please fill out the 'Reason(s) of the request (in at most 500 characters)' box and press Next If something is not right, press Previous , and you will be brought back to the first page.

If all the data is correct, and you are satisfied with your reasoning, press Assign document at the bottom of the page. **You have to attach the Excel file** found here kth.bme.hu/en/general-information/downloadable-documents/, named **Excel file for request E024**, you have filled in already. **Without an attached, and correctly filled out table your request will be automatically rejected!**

Choose the language of the attachment, give it a name and press +Upload File

If you fulfilled the subject at another institution (not at BME), you have to attach the documents below by repeating the above steps. :
- official credit certificate (transcript) which proves that you fulfilled the subject(s)
- detailed description(s) of the fulfilled subject(s) or its website link
Without the necessary attachments, the request will be rejected!

If you have attached all the documents needed, press Close then Next. (If you are missing something, the submit request button will not be active! The Neptun can not examine the number and content of the attachments, so it is your responsibility.)
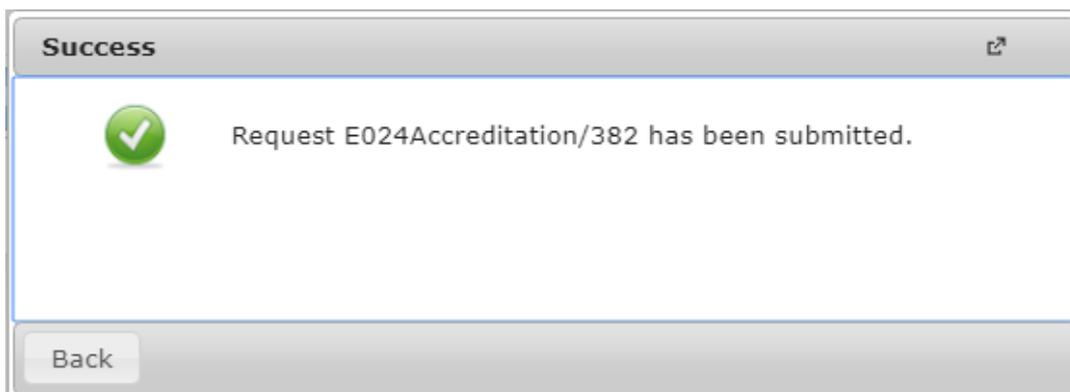
If you are finished with the request, you have filled it out and attached ALL the necessary documents, Press Submit request. After submission, you will receive a message.
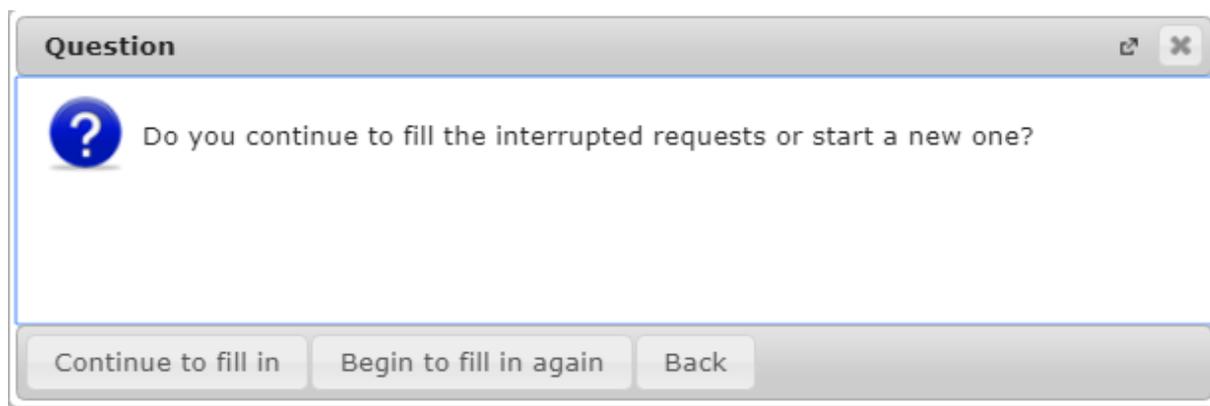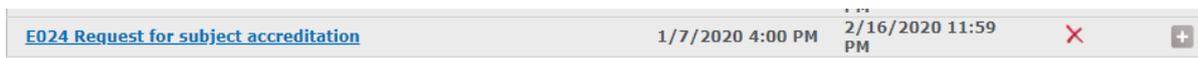
Here the system asks again about the attachments, if all is right in the list, press Close , and you will receive the message below.

Success

Request E024Accreditation/382 has been submitted.

Back

If you wish to attach another document, repeat the steps above.

You may suspend the request and come back to it later by pressing Suspend filling in . If you want to continue working on it, you have to go to Administration/Requests/Available request forms . Next to the request you can see **X** signaling, that you have a pending request. If you click on it, you may choose to start over, or continue with the one you started working on.

| E024 Request for subject accreditation | 1/7/2020 4:00 PM | 2/16/2020 11:59 PM | X | + |

Question

Do you continue to fill the interrupted requests or start a new one?

Continue to fill in   Begin to fill in again   Back

You can see your submitted requests at Administration/Requests/ Submitted request . By clicking on the name of the request you can see the request itself, and if you press the grey + next to it, you can see all the options possible.

The Status of the submitted request will change if there is a decision, and the subject will be registered by the CAO!