

## 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](#)

The screenshot shows the Neptun system interface. At the top, there is a navigation bar with tabs: My data, Studies, Subjects, Exams, Finances, Information, and Administration. The Administration tab is selected, and a dropdown menu is open, showing options: Enrollment/Registration, Dormitory application, Select specialization, Final exams, Requests (highlighted in blue), Reserve dates, Request estimation, Student Card request, Questionnaires, and Switch studies. Below the navigation bar, there is a sidebar with various widgets: Neptun news, Neptun mobile, Messages (Inbox 1), Favourite functions, and Calendar. The main content area is titled 'Requests' and contains a table of request forms. The table has columns for Name, Valid from, Valid until, and Request filled. The 'E024 Request for subject accreditation' entry is circled in red. Other entries include E001 Appeal, E003 Request for Equity (Faculty Chance), E008 Request to repeated registration for a subject for improvement, E009 Request for extension for SH students, E010 Tuition fee, E018 Request to enrol for subjects / to drop subjects, E018 Request to enrol for subjects / to drop subjects (not of own fault), E018P Request to enrol for subjects / to drop subjects, E022 Request for Preferential Course Schedule, E030 Request for withdrawal of active status, and E031 Request for passive term.

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.

**E024 Request for subject accreditation**

Identifier: KTH- \$AZONOSITO

Name:

Neptun code:

Faculty:

Name of Training Programme:

Neptun code of Training Programme:

I hereby would like to apply for subject accreditation. I acknowledge that in case of any false, incorrect or incomplete information in the application form, the responsibility is mine. I furthermore note that the detailed decision regarding my request can be found in the attached Excel file.

Please fill out the **Excel file for request E024** that you can find on the following website: <https://frame.neptun.bme.hu/hallgatoi/login.aspx> after clicking the English flag. You have to attach this document to your request (not more than 2 days after submission). If you miss to attach the document, your request will be automatically rejected because it cannot be assessed without that.

You can find a description in the Excel file about how to fill out the attachment.

In addition, you have to attach the following documents as well:

If you fulfilled the subject at another institution (not at BME):

- official credit certificate (transcript) which proves that you fulfilled the subject(s)
- detailed description(s) of the fulfilled subject(s) or its website link

If you fulfilled the subject at BME:

website link(s) of the fulfilled subject(s)

Reason(s) of the request (in at most 500 characters)

XXXXXXXXXX

Information on the attachments!

Beside the compulsory Excel file please prefer to submit all your attachments in 1 piece of pdf file. Attachments can be submitted to the request within **48 hours** after its submission considering the following file types and limits: .pdf(500K) .doc(500K) .xls(500K) .jpg(500K) .tif(500K).

[Previous](#) [Next](#) [Submit request](#) [Suspend filling in](#) [Assign document](#) [Back](#)

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/](http://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!**

New request [ ] Request attachments ? ↗ ✕

[Upload request attachment](#)

 You can attach documents to the request until 2020.01.19 11:20!

Language: English

Description: Excel

Upload request attachment: PDF (500kb), DOC (500kb), XLS (500kb), DOCX (500kb), PNG (500kb), JPG (500kb), JPEG (500kb), XLSX (500kb)

**+ Upload file**

Uploaded request attachments    

Actions: **Close** **Add existing document** 1 Page size 20

Description	Request attachment type	Language	Filename	Checked	Download file	Deadline of deletion
Excel	Kérvénymelléklet	English	Excel file for request E024.xlsx.xlsx		<a href="#">Download file</a>	1/19/2020 11:20 AM

Number of results:0-0/0 (47 ms) Actions: **Close** **Add existing document**

**Back**

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.)

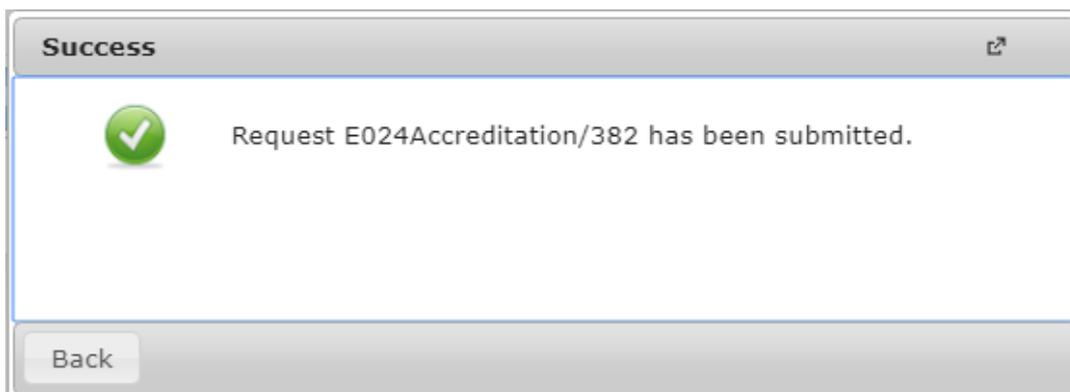
If you are finished with the request, you have filled it out and attached ALL the necessary documents, **Press **Submit** request**. After submission, you will receive a message.

**Success** ↗

 Request E024Accreditation/382 has been submitted. You can now attach files.

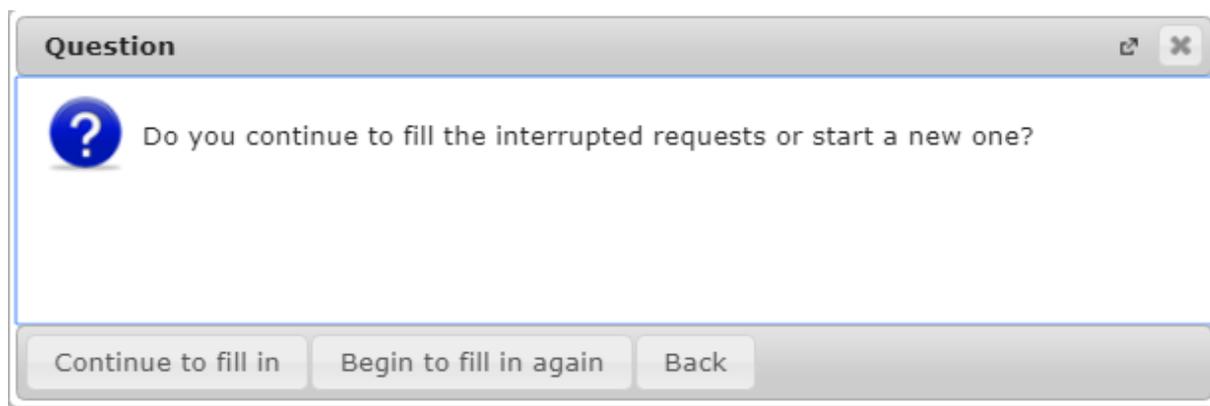
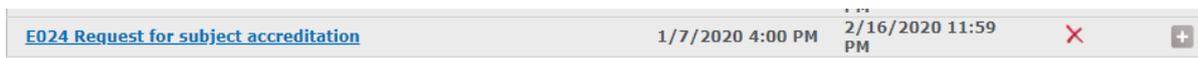
**Back**

Here the system asks again about the attachments, if all is right in the list, press **Close**, and you will receive the message below.



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.



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!