

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 Neptun at [Administration/Requests/Available request forms](#)

The screenshot shows the Neptun system interface. The top navigation bar includes 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Administration' menu is open, showing options like 'Enrollment/Registration', 'Dormitory application', 'Module selection', 'Final exams', 'Requests', 'Request judgement', 'Student Card request', 'Questionnaires', and 'Switch studies'. The 'Requests' menu item is highlighted. Below the navigation, there is a 'Requests' section with 'Available request forms' and 'Submitted' tabs. A table lists various request forms, with 'E024 Request for subject accreditation' circled in red. The table has columns for 'Name', 'Valid from', 'Valid until', and 'Request filled'.

Name	Valid from	Valid until	Request filled
E001 Appeal	8/1/2010 6:00:00 AM	12/31/2023 11:59:00 PM	
E003 Request for Equity (Faculty Chance)	6/11/2015 12:00:00 PM	12/31/2023 11:59:00 PM	
E022 Request for Late Arrival / Preferential Course Schedule	9/14/2020 11:00:00 AM	12/31/2023 11:59:00 PM	
E024 Request for subject accreditation	1/26/2023 6:00:00 AM	7/7/2023 11:59:00 PM	

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 then press [Previous](#), and you will be brought back to the first page.

The screenshot shows the 'E024 Request for subject accreditation' form. The form includes a header with the title and identifier 'KTH- \$AZONOSITO'. Below the header, there are input fields for 'Name', 'Neptun code', 'Faculty', 'Name of Training Programme', and 'Neptun code of Training Programme'. A red arrow points to the 'Name' field with the text 'Data automatically filled by Neptun'. Below the input fields, there is a section titled 'Please note, that there are two kinds of accreditation for students starting their studies in the 2020/21/1 term or after:'. This section contains two numbered points: '1. Pre-BME-studies accreditation' and '2. Parallel-BME-studies accreditation'. Below this, there is a paragraph stating '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.' This is followed by a paragraph about the 'Excel file for request E024' and a list of documents to attach. At the bottom, there is a large text box labeled 'Reason(s) of the request (in at most 500 characters)' with a red arrow pointing to it and the text 'You have to fill out'. At the very bottom, there are several buttons: 'Previous', 'Next', 'Submit request', 'Suspend filling in', 'Assign document', and 'Back'.

If all the data is correct and you are satisfied with your reasoning then press **Assign document** at the bottom of the page. **You have to attach the Excel file** available here: [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 2023.04.23 11:35!

Language: English

Description: Excel

Upload request attachment: PDF (2000kb), DOC (500kb), XLS (500kb), DOCX (500kb), PNG (500kb), JPG (500kb), JPEG (500kb), XLSX (500kb)

+ Upload file

Uploaded request attachments

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

Description	Request attachment type	Language	Filename	Checked	Download file	Deadline of deletion
Excel	Kérvénymelléklet	English	h hallgatók.xlsx		Download file	4/23/2023 11:35:32 AM

Number of results: 0-0/0 (16 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) then 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 then the submit request button will not be active! Neptun cannot examine the number and content of the attachments, so it is your responsibility.)

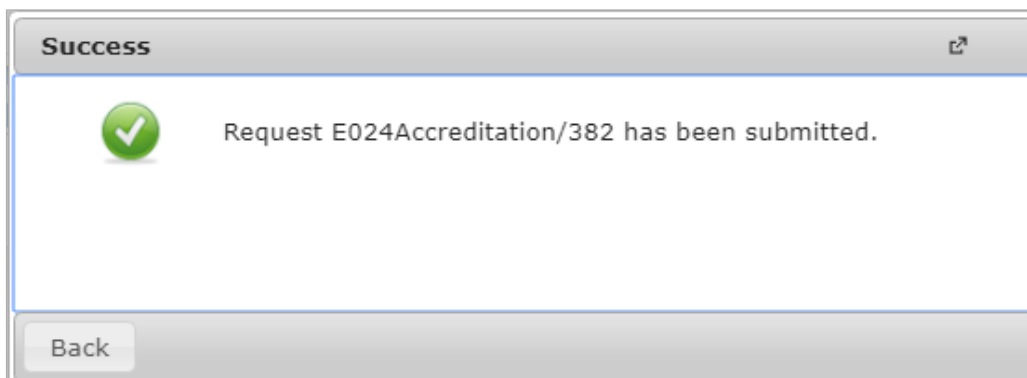
If you are finished with the request, you have filled it out and attached ALL the necessary documents then **Press Submit** request. After submission, you will receive a message.

Success

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

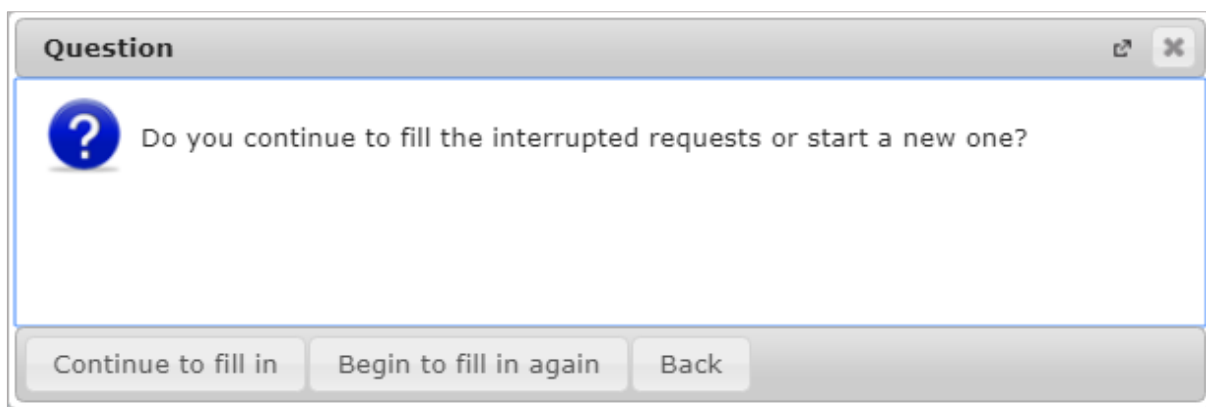
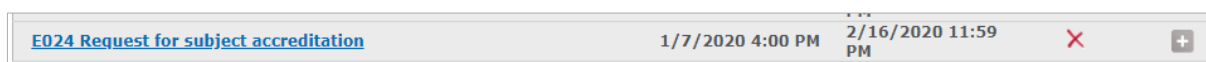
Back

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



If you wish to attach another document then 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 then you have to go to **Administration/Requests/Available request forms**. Next to the request you can see **X** mark that you have a pending request. If you click on it then you may choose to start again 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 then 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!