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Budapest Metropolitan University

# REGULATION ON THE RECOGNITION OF PRIOR FORMAL, NON-FORMAL AND INFORMAL LEARNING

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Acting pursuant to the provisions of Act CCIV of 2011 on National Higher Education, Government Decree 87/2015 (9 Apr.) on the Implementation of Certain Provisions of the National Higher Education Act and Government Decree 423/2012 (29 Dec.) on the Admission Procedures to Higher Education, Sections 237–238 of the Organisational and Operational Procedures (OOP), which constitute Volume I of the Organisational and Operational Regulations (OOR) of the Budapest Metropolitan University as well as Sections 103–118 of the Student Requirements System constituting Volume II of the Organisational and Operational Regulations of the Budapest Metropolitan University, the Senate of the Budapest Metropolitan University hereby establishes the order of recognising knowledge acquired through formal, non-formal and informal learning (hereinafter: Regulation) as part of the Student Requirements System, as set out below.

## **I. GENERAL PROVISIONS**

### **The objective of the Regulation**

#### **Section 1**

(1) The Budapest Metropolitan University (hereinafter: University) recognises that knowledge, competences and learning outcomes may be acquired in different learning environments, in formal, non-formal and informal ways.

(2) The purpose of this Regulation is to establish a uniform procedure

- a) for recognising previously acquired formal academic achievements,
- b) for recognising competences acquired in non-formal and informal ways and
- c) for the preliminary credit transfer procedure,

supporting the flexible study path of students and applicants, the implementation of the principle of lifelong learning and the quality requirements of the University's training programmes.

### **The scope of this Regulation**

#### **Section 2**

(1) The personal scope of the Regulation extends to:

- a) all applicants who, in the course of an admission procedure or a transfer procedure to any higher education programme offered by the University – including higher educational vocational training programmes, bachelor's programmes, master's programmes, postgraduate specialist training programmes and non-degree studies – request the recognition of prior learning achievements and the verification of the credits or qualifications required for admission or transfer within the framework of the preliminary credit transfer procedure;
- b) all students who have a student status at the University and request the recognition of previously completed formal learning achievements, the recognition of competences acquired through non-formal or informal learning, or the preliminary recognition (credit assessment) of expected learning requirements in connection with partial studies completed at another higher education institution (guest student status) or student mobility (partial studies) as well as request a preliminary statement from the University;
- c) university bodies, committees, and organisational units that perform decision-making, decision-preparation, review or administrative tasks in the credit recognition and validation procedure as well as employees participating in the procedure.



(2) The material scope of this Regulation covers the recognition of learning outcomes and competences acquired through formal, non-formal and informal learning as academic achievements as well as the preliminary recognition of academic requirements to be completed in connection with student mobility or partial studies, with the exception that theses, diploma works and final examinations cannot be recognised under this Regulation.

(3) This Regulation shall apply to all procedures initiated upon the request of a requester as defined in points (a)–(b) of paragraph (1) (hereinafter: Requester) and resulting in credit recognition, course recognition, competence recognition / validation, exemption, preliminary credit transfer procedure, preliminary credit recognition (credit assessment) related to partial studies (guest student status) or student mobility (partial studies) or the determination of compliance with admission or transfer requirements in the admission or transfer procedure.

### **Explanatory provisions Section 3**

(1) For the purposes of this Regulation:

**Student:** a natural person who has student status at the University.

**Formal learning:** learning that takes place within an organised, institutional framework, which is related to an academic requirement and its completion and results can be proven by a diploma, certificate, attestation, credit certificate or other credible document.

**Informal learning:** unstructured, non-institutionalised learning through an individual's work and life experience and everyday activities.

**Applicant:** a natural person who has submitted an application for admission to a higher educational programme announced by the University – including non-degree studies – or for transfer to the University in the manner and procedure specified in the relevant legislation and the University's internal regulations.

**Requester:** a Student or Applicant who submits a request in order to carry out the procedure under this Regulation and, in their request, requests credit recognition (including preliminary credit recognition related to partial studies or student mobility, the University's preliminary statement), course recognition, competence recognition or, in the case of an Applicant, the determination of the fulfilment of the admission/acceptance conditions, based on their learning outcomes/competences acquired through formal, non-formal or informal learning or previously completed academic achievements.

**Credit recognition:** the evaluation of the Requester's previously completed formal academic achievements by comparing the learning outcomes with the expected learning outcomes of the study unit to be matched, then awarding the credits and administering the completion of the equivalent subjects.

**Recognition of competences (validation):** the procedure of recognising the learning outcomes and competences of the Requester acquired through non-formal or informal learning as study requirements for curricular unit(s), during which

- a) the Requester's learning outcomes previously acquired through non-formal or informal learning are identified and documented,
- b) these learning outcomes are assessed against the learning outcomes assigned to the relevant curricular unit(s) and
- c) as a result of the assessment, the learning outcomes are recognised as the completion of a study unit(s) with credit value, or rejected.

**Employee:** a natural person who has an employment relationship with the University.



**Non-formal learning:** A structured and organised learning process that takes place outside the formal education system and concludes with the award of a certificate or attestation.

**Learning outcome:** A set of competences – expressed in terms of knowledge, skills, attitudes and autonomy–responsibility – acquired by the Requester as the result of a learning process, and which can be compared with the learning outcomes assigned to a given programme, study unit or entry requirement.

**Course recognition:** the recognition, within another degree programme/programme, of curricular unit(s) previously completed by the Student at the University. This is a specific form of credit recognition applying to studies completed within the University, and involves the transfer of the completion record in the study administration system.

### **The principles of recognition Section 4**

(1) **Requester-centred approach:** The procedure is initiated at the request of the Requester. The procedure is conducted – within the framework of legal and institutional requirements – taking into account the needs and the individual learning path of the Requester as indicated in their request.

(2) **Fair and transparent procedure:** The procedure is accessible to all Requesters under the same conditions; it operates according to clear, public and unambiguous rules, with impartial decision-making, with the enforcement of the requirements of equal treatment and free from discrimination.

(3) **Learning outcome-based assessment:** Recognition of prior learning is based on the comparison of learning outcomes. During the assessment, the form of the learning path and the related content inputs (especially the nature, level and scope of learning activities) can be considered from the perspective of interpreting and supporting learning outcomes.

(4) **Quality assurance:** The recognition of previously acquired knowledge integrated into the University's quality management system. When recognising previously acquired knowledge, the University ensures that the value and the professional standard of the recognised knowledge verifiably corresponds to the learning outcomes and requirements of the relevant programme/study unit.

(5) **Academic integrity:** Recognition cannot result in a reduction of training requirements, nor can it harm the professional standard of the University's training programmes or the labour market value and recognition of the METU degree.

(6) **Relevance:** Only those learning outcomes can be recognised that contribute to the programme's exit competences and correspond to the learning outcomes assigned to the given study unit(s), course group or entry requirement. Learning outcomes or learning achievements older than five years can only be recognised if they meet the professional exit expectations of the programme, and are still relevant today.

## **II. THE ORGANISATIONAL FRAMEWORK OF THE RECOGNITION PROCEDURE**

### **Bodies, organisational units and persons with tasks and powers in recognition procedures**

#### **Section 5**



(1) The following bodies and organisational units have tasks and/or powers in connection with recognition procedures at the University:

- a) The Credit Transfer Committee (CTC), a decision-making body acting at first instance in recognition procedures;
- b) The Student Legal Remedy Committee (SLRC), a decision-making body authorised to assess students' and applicants' legal remedy requests;
- c) The Directorate of Customer Services and Studies (DCSS), the organisational unit responsible for study administration related to the procedures initiated by Requesters with a student status; its task is in particular to receive and register requests and to transfer decisions in the study administration system;
- d) The Hungarian Admissions Office, an organisational unit responsible for the administrative support of preliminary credit transfer procedures initiated by Requesters applying in a central admissions procedure (through the felvi.hu Hungarian admissions system); its duties include, in particular, receiving and registering requests, providing administrative support for the procedure and providing administrative support for communicating decisions;
- e) The International Admissions Office, an organisational unit responsible for the administrative support of preliminary credit transfer procedures in the cases of Requesters applying for programmes offered to foreign citizens in a foreign language (in the institutional admission procedure); its duties include, in particular, maintaining contact with Applicants, receiving and registering requests, forwarding documents necessary for decision-making to the CTC, providing administrative support for the procedure and providing administrative support for communicating decisions.
- f) The Neptun Office, the organisational unit responsible for the continuous operation of the study administration system (Neptun) ensuring the electronic administration of requests and the Preliminary Credit Transfer and Recognition Platform; its task is in particular to ensure the availability of Neptun and the Preliminary Credit Transfer and Recognition Platform, technical operation and support, entitlement management and providing the technical conditions for the electronic submission and tracking of requests.
- g) The Career Centre and Training Centre is an organisational unit that provides decision-preparatory professional assistance and administrative support in matters related to the recognition of work experience, professional practice and labour market competences at the request of the CTC.
- h) The Training Centre is an organisational unit responsible for the administrative support of procedures in the cases of Requesters applying for postgraduate specialist training programmes and non-degree studies; its duties include, in particular, maintaining contact with the Applicants, receiving and registering requests, forwarding the documents necessary for decision-making to the CTC, administrative support of the procedure and administrative support for communicating decisions.

(2) Depending on the nature of the case, the programme coordinator, the subject leader, the head of department or institute, the designated employee of the Career Centre and Training Centre as well as other instructors requested by the CTC may participate in preparing the decision of the CTC.

### **III. RECOGNITION PROCEDURES**

#### **Section 6**



- (1) Recognition of acquired knowledge (learning outcomes) may take place under the following procedures, based on this Regulation:
  - a) credit recognition (recognition of learning outcomes certified on the basis of formal learning based on subjects completed at another institution);
  - b) course recognition (recognition of learning outcomes certified based on formal learning completed at the University, recognising the course);
  - c) recognition of competence / validation (recognition of learning outcomes acquired through non-formal and informal learning);
  - d) preliminary credit transfer procedure (conditional recognition decision related to the admission/transfer procedure on the transferability of previously acquired academic achievements – and verified as expected to be acquired by the end of the current semester – and, if necessary, on the fulfilment of the admission/transfer conditions);
  - e) preliminary credit recognition procedure related to partial studies, or the procedure for making a preliminary declaration by the University in connection with student mobility (credit assessment).
- (2) Within the framework of the preliminary credit transfer procedure pursuant to point e) of paragraph (1), during the admission/transfer procedure, the CTC decides on the transferability of the study requirements already fulfilled by the Requester who does not have a student status and – based on the Requester's verification – expected to be fulfilled by the end of the current semester, and – where relevant – also decides on the existence of the credits and/or professional qualifications required in the admission/transfer conditions.
- (3) The credits recognised in the preliminary credit transfer procedure pursuant to paragraph (1) e) shall be considered recognised by the University without a separate request upon the establishment of the Requester's student status and the actual commencement of studies.
- (4) In the context of procedures related to student mobility, the CTC may decide on preliminary recognition before the start of mobility and may make a modified preliminary decision in the event of changes occurring during mobility. After completion, the previously recognised curricular units will be recorded through administrative transfer according to the procedure, based on the proof of completion.
- (5) During the procedures, it must be ensured that the Student completes at least one third of the credit value of the programme at the University in order to obtain the pre-degree certificate (absolutorium), even if previously acquired knowledge is recognised as credit value.

### **Credit recognition and course recognition**

#### **Section 7**

- (1) Within the framework of credit recognition, the CTC recognises the Requester's certified formal academic achievements completed at another institution as the completion of the curricular unit(s) according to the curriculum of the degree programme/educational programme.
- (2) Credit recognition may be especially connected to:
  - a) subject equivalency (recognition as completion of a specific subject/curricular unit),
  - b) module/subject group equivalency,
  - c) recognition as optional credit.
- (3) Within the framework of course recognition, the CTC credits the course completed at the University.



## **The recognition of competence (validation)**

### **Section 8**

- (1) Within the framework of competence recognition (validation), the CTC recognises the learning outcomes/competences acquired by the Requester through non-formal or informal learning as the completion of curricular unit(s), based on the verification and assessment of the learning outcomes.
- (2) The recognition of competence (validation) may be aimed in particular at:
  - a) recognising previous relevant professional experience as academic achievement;
  - b) recognition as completion of professional practice, provided that the work experience and the actual tasks are proven to meet the exit requirements of the training programme;
  - c) verifying compliance with the entry requirements during an admission or transfer procedure.
- (3) The maximum number of credits that may be recognised through competence recognition (validation) is as follows:
  - a) in higher educational vocational training programmes: 60 credits
  - b) in bachelor's (degree) programmes: 90 credits
  - c) in master's (degree) programmes: 60 credits.

## **IV. THE ORDER OF THE PROCEDURE**

### **Initiating the procedure, submitting the request**

#### **Section 9**

- (1) The procedures under this Regulation are initiated upon request.
- (2) The Requester may submit the request electronically, in Hungarian or English, via the submission channel specified in paragraph (3).
- (3) The request may only be submitted through the submission channel assigned to the given case type, as follows:
  - a) a student of the University may submit their request for recognition – including requests for credit assessment or preliminary credit recognition initiated in connection with the programme change procedure – exclusively on the electronic administration platform of the NEPTUN study administration system;
  - b) during the admission procedure for a higher educational programme launched by the University, the Requester applying in the central admission procedure (through the Hungarian admission system, on the felvi.hu platform) may submit their preliminary credit transfer request on the Preliminary Credit Transfer and Recognition Platform;
  - c) Requesters applying for programmes offered to foreign citizens in a foreign language (in the institutional admission procedure) may submit their admission/transfer application and related preliminary credit transfer request on the DreamApply platform or by sending a request to the official e-mail address of the University designated for this purpose;
  - d) Requesters applying for non-degree studies or postgraduate specialist training programmes may submit their request and related preliminary credit transfer request on the DreamApply platform or by sending a request to the official e-mail address of the University designated for this purpose;
  - e) Requesters not falling under point c) of this paragraph may submit their request for credit assessment or preliminary credit recognition during the transfer procedure



by sending a request to the official e-mail address of the University designated for this purpose.

- (4) For the purposes of calculating submission and procedural deadlines, the request shall be deemed to have been submitted when it has been recorded by the relevant submission platform, or in the case of submission by e-mail, in accordance with paragraph (5).
- (5) If submitted via e-mail, the request is considered submitted when it has been verifiably received at the University's designated official e-mail address.
- (6) The date of submitting the request is the date of receipt automatically recorded by the system, assigned to the request on the submission platform.
- (7) In the case of submission by e-mail, the date of submission is the verifiable date of receipt in the designated mailbox.
- (8) The Requester is responsible for the accuracy of the data provided in the request and the attached documents.
- (9) Attachments must be attached in such a way that their content is clearly identifiable, legible and retrievable.

### **The mandatory content elements of the request**

#### **Section 10**

- (1) The request shall contain at least the following, depending on the type of case:
  - a) the data necessary to identify the Requester (name, NEPTUN code in the case of a Student, e-mail address),
  - b) the name of the relevant programme/degree programme for which the Requester requests recognition and credit assessment;
  - c) the designation of the study unit(s) requested to be recognised.
- (2) The Requester is obliged to attach to the request all documents/evidence necessary to verify the learning outcomes.
- (3) Documents used to prove formal learning may include, in particular: a document/certificate, course record book extract, course syllabuses/course descriptions, credit certificate/course record book extract, diploma supplement or credible proof of academic achievements.
- (4) Evidence used to prove non-formal/informal learning may include, in particular: portfolio, employer certificate, job description, reference, product, project description, training/course certificate, professional interview summary, language exam certificate as well as a summary showing the correspondence between the learning outcomes and the requirements requested for recognition (e.g. equivalency table).

### **Decision-making**

#### **Section 11**

- (1) The CTC is entitled to decide in the first instance on the subject of the recognition request.
- (2) The CTC will issue a written decision within 21 days of the submission of the request.
- (3) The deadline does not include the time allowed for making corrections or conducting the additional assessment.



- (4) The date of receipt shall be determined in accordance with Section 9, paragraphs (4) to (7).
- (5) In order to prepare the decision, the CTC may – depending on the nature of the case – request a preliminary professional opinion and may involve in the decision-making procedure, in particular:
- the programme coordinator,
  - the subject leader,
  - the head of department or head of institute,
  - in the case of recognising work experience as a professional internship, the representative of the Career Centre,
  - other experts/instructors appointed by the CTC.
- (6) The opinion pursuant to paragraph (5) shall not be binding on the decision of the CTC.
- (7) If the equivalence of the learning outcomes cannot be clearly established based on the evidence submitted, the CTC may – upon the proposal of the person(s) involved in the decision-preparation procedure or ex officio – order an additional assessment, in particular:
- making corrections (supplementing documents, certificates, syllabus, portfolio),
  - structured professional interview,
  - report (oral/written),
  - a practical task or demonstration.
- (8) The results of the supplementary assessment must be documented in writing and treated by the CTC as decision-preparation material. In the lack of correction or additional assessment, the CTC will decide based on the available data.
- (9) The decision of the CTC may:
- grant the request,
  - partially grant the request,
  - reject the request.
- (10) The CTC shall record its decision in a resolution; in the event of a rejection or a decision granting partial approval, the resolution shall be accompanied by substantive justification.

#### **The fee of the procedure: Section 12**

- (1) In the event of fee-based case types among the procedures under this Regulation, the payment of the fee is a condition for the substantive assessment of the request.
- (2) The types of cases subject to fees and the amount of the fee are determined by the fees and charges of the Student Requirements System, which constitutes Volume II of the Organisational and Operational Regulations of the Budapest Metropolitan University (in particular: fee for credit transfer requests from another institution; validation procedure fee).

#### **The formal and content requirements of the resolution Section 13**

- (1) The decision of the CTC must contain:
- an introductory part (data necessary to identify the case and the Requester),
  - an operative part,
  - justification in the case of a negative or partially positive decision,
  - information on legal remedies in the event of a negative or partially positive decision,



- e) closing section.
- (2) The introductory part of the decision shall contain in particular:
- a) the designation of the CTC as the decision-maker,
  - b) the designation of the decision,
  - c) file number/case identification number,
  - d) the Requester's identification data (student: name, Neptun code; applicant: applicant ID and/or case ID),
  - e) the subject of the case.
- (3) The operative part must clearly state that:
- a) the CTC grants the request in full, grants it in part or rejects it;
  - b) in the case of a decision granting full or partial recognition, the content of the recognition (in particular the name, code, credit value of the recognised study unit, where applicable to the case type – the grade), in the case of a decision granting partial recognition and rejection, the unrecognised study unit (name, code of the study unit);
  - c) in the case of a fee-based procedure, the provision regarding the payment of the fee.
- (4) The reasons for the resolution shall include in particular:
- a) the established facts and the essential circumstances of establishing the facts;
  - b) the indication of the evidence and the documents taken into account and their evaluation;
  - c) the indication of professional opinions obtained during the preparation of the decision and the position of the CTC on them;
  - d) the criteria for consideration and the reasons for the decision (in the case of a partially positive decision or rejection, in particular by indicating the unverified learning outcomes/competences);
  - e) the indication of the legal and internal regulatory provisions serving as a basis for the decision.
- (5) The final part of the resolution shall contain:
- a) the name of the chairperson of the CTC as the issuer,
  - b) the date.

### **Communicating the resolution**

#### **Section 14**

- (1) The CTC shall communicate its resolution to the Requester electronically.
- (2) In the case of a student, the resolution is communicated in the NEPTUN study administration system in such a way that the resolution becomes available to the Requester in NEPTUN, and the system sends a notification of this in a system message. The date of notification of the resolution in NEPTUN is the delivery date automatically recorded by the system, assigned to the resolution.
- (3) In the case of a Requester who does not have a student status, the resolution will be communicated via e-mail to the e-mail address provided in the request. The date of notification of the resolution is the verifiable date of sending the e-mail (according to the sending log/electronic delivery receipt).
- (4) The Requester is obliged to ensure that the contact details provided (especially the e-mail address) are correct and up-to-date. The Requester is obliged to immediately notify the University of any change in the contact details. The consequences arising from failure to do so shall be borne by the Requester.



### **Legal remedy Section 15**

- (1) The Requester may appeal against the first-instance decision (resolution) of the CTC within 15 days of notification, or – in the absence thereof – of becoming aware of it, in accordance with points 482–494 of the Student Requirements System.
- (2) The appeal must be addressed to the Student Legal Remedy Committee and submitted by the Student via the electronic study administration system, in an electronic request, and by the Applicant on the form provided for this purpose.
- (3) The Student Legal Remedy Committee cannot exercise equitable discretion in its procedure, it only examines the legality of the contested decision.

### **The registration of resolutions Section 16**

- (1) The University shall keep a record of the resolutions of the CTC in order to ensure the traceability, implementation and verification of decisions and to support the administration of legal remedies.
- (2) The decision must be entered into the register simultaneously with the adoption of the resolution, but no later than within 3 working days of its communication.
- (3) As part of the register, an electronic copy of the resolution and the relevant documents on the merits of the case serving as the basis for the decision shall be stored in the case file (request).
- (4) The register can be kept:
  - a) in the NEPTUN study administration system, and/or
  - b) in the event of cases not handled in NEPTUN (in particular: requests received via the Preliminary Credit Transfer and Recognition Platform, via e-mail) on the designated electronic platform or document management storage space, using a uniform case identifier.
- (5) Based on the register, the University prepares statements (e.g. case volume, turnaround time, decision rates) for the purpose of quality assurance and management decision support.

### **V. QUALITY ASSURANCE Section 17**

- (1) The recognition of previously acquired learning outcomes and competences, the preliminary recognition of study requirements to be fulfilled in connection with partial studies and student mobility and the procedures for making the University's preliminary declaration are documented processes integrated into the University's quality management system.
- (2) The University provides regular training to employees, board members and committee members participating in the procedure, with particular attention to the methodology of learning outcome-based recognition, uniform documentation and decision justification as well as academic integrity requirements.
- (3) The CTC prepares an annual report on the number, type, proportions and outcome of recognition requests at the end of each academic year. The report is discussed by the University's Quality Management Committee, which incorporates the experiences into the organised training of employees participating in the procedures and into the development of the procedure.



## **VI. DATA PROCESSING**

### **Section 18**

- (1) The University's Privacy Notice for applicants, students and programme participants shall govern the processing of the Requester's personal data during the recognition procedures. The University provides the Requester with access to information related to data processing upon submission of the request, and for this purpose it publishes the relevant, effective privacy notice on the University's website.
- (2) The University draws the attention of the parties concerned to the fact that the University will retain the documents attached to the request for the period specified in law and in the University's Document Management Policy after the final conclusion of the procedure.
- (3) The University restricts access to personal data through authorisation management and appropriate data security measures.

## **VII. FINAL PROVISIONS**

### **Section 19**

- (1) This Regulation has been adopted by the Senate of the Budapest Metropolitan University with its resolution no. 11/2026 (02.06) adopted on 6 February 2026, and its provisions shall apply from 7 February 2026.

Budapest, 6 February 2026

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Prof. Dr. Tamás Gergely Kucsera