**Eötvös Loránd University – Faculty of Humanities**

**Doctoral School of Linguistics**

**PhD Programme in Language Pedagogy and English Applied Linguistics**

**Credit Claims Form: conference papers, publications, research work, teaching in tertiary education**

Student’s name:

Neptun code:

Credits claimed for – year: 202… term: autumn / spring Form submitted – please select: Before registration / Before acceptance

|  |  |
| --- | --- |
| To be filled in by the student (Further lines may be inserted.) | Acceptance of credits |
|  | Code of the unit | Title of the unit | Credits | Certification of completion (e.g., bibliographic data of publications and papers, code and title of courses taught and name of institution; attachment of supervisor’s certificate, etc.)If claiming credits for a publication, please indicate clearly if it appeared in a peer-reviewed forum, and if it is single authored or not. | Accepted by the program director or the director of studies |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

Budapest , 202…

These are the steps to follow:

1., To decide how many credits these are worth, and which code to choose for them, please decide and fill in the Credit Claims Form electronically with your supervisor at the beginning of the registration period at the beginning of the term. When the form is completed but a week before the end of the registration period the latest, send it to the Director of Studies by email, who will get back to you and confirm the codes that you can register the activities under. Save the file as: CCregYOURSURNAMEyearterm.docx . E.g., CCregSMITH21A. Please ask your supervisor to send a line to the DoS in order to confirm the proposed credit choices in the Credit Claims Form at the same time as you send it for approval before registration.

2., Before the end of the term, i.e., by 20 January and 20 June, send the form with the necessary proof of having completed the given tasks to the Director of Studies, who will award the credits and enter them into Neptun. Save the file as: CCaccYOURSURNAMEyearterm.docx . E.g., CCaccSMITH21A

3., If you have claimed credits for compulsory publications before, please provide the bibliographic data of these items below and indicate if they appeared in a peer-reviewed forum, and if it is single authored or not. Remember that out of the 3 compulsory publications **at least 2 must be in English, 2 must appear in peer-reviewed publications, and 1 must be single authored**.

Credits claimed for publications in earlier semesters – please list: