



**HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES  
ORGANISATIONAL AND OPERATIONAL REGULATIONS**

**III. STUDENTS' REQUIREMENTS**

**III.1. STUDY AND EXAM REGULATIONS**

**Appendix 9**

**III.1.2F. FORMAL AND CONTENT REQUIREMENTS FOR PRIOR  
WORK EXPERIENCE REPORTS REQUIRED FOR CREDIT  
TRANSFER**

**1 August 2025**

## **Formal and content requirements for prior work experience reports required for credit transfer**

The purpose of the written report required by the institute's Study and Credit Transfer Committee (SCT Committee) for the recognition of requirements fulfilled on the basis of prior work experience is to demonstrate the knowledge and skills acquired. In this context, it is recommended to detail:

1. **Relevant work experience:** What position did you hold, what tasks did you perform, and how long did you work in this field?
2. **Key professional knowledge and skills:** What specific professional knowledge did you acquire in this job that is relevant to the subject?
3. **Connection to the knowledge to be recognized:** Describe how your existing experience and knowledge relate to the competencies required by the studies.
4. **Self-reflection:** Evaluate your own development and the impact of your experience in the given field on your professional competencies.

### **Content guidelines**

The main purpose of the report is to show the institute's TKB how the student has mastered the academic requirements through their work. The following sections will help you to structure your summary logically.

The report should be a minimum of 2 and a maximum of 5 pages in length, not including the title page.

### **Title page**

- The report shall be prepared by Title page according to the Annex no 1.

### **Introduction (1-2 paragraphs)**

- Briefly describe your prior work experience and why it is relevant to the subject (Practice/Internship) or course requirements.
- Describe the areas in which you gained experience and the skills you acquired while working.
- Briefly describe the employer (company, institution) or your own business/primary production activity where you gained your work experience.

### **Job descriptions (2-3 paragraphs)**

- Describe the position(s) held, areas of responsibility, and tasks in which you applied knowledge covering the subject (Practice/Internship) matter. For each position, indicate the start and end dates.
- Mention specific activities that demonstrate the practical application of what you have learned.

### **Detailed description of the competencies and knowledge you gained (3-4 paragraphs)**

- List the competencies and knowledge that meet the subject (Practice/Internship) requirements and that you have acquired through your prior work.
- Use specific examples to illustrate the situations in which you have applied this knowledge and how it has contributed to your professional development.

**Summary and self-reflection (1-2 paragraph)**

- Summarize how the knowledge you have acquired has helped your professional advancement.
- Briefly discuss how you assess your own development and the acquisition of the given knowledge in light of the study requirements.

**Formal requirements**

The report must be well-structured and easy to read. The document must be attached to the application in PDF format.

**1. Font and font size**

- Font: Times New Roman.
- Font size: 12 points.

**2. Line spacing and margins**

- Line spacing: single line spacing.
- Margins: 2.5 cm margins on all sides.

**3. Length**

- The report should be 2 pages long, but if possible, do not exceed 5 pages. Strive for concise, to-the-point wording.

**Clause**

This appendix shall enter into force on 1 August 2025.

Gödöllő, 23 July 2025

Approved by:

Dr. István Szabó  
Vice-Rector for Education and International Relations

# Report for recognition of prior work experience

Prepared by:

Name

NEPTUN code

Study programme

Training site