

Guidelines for credit transfer from previous first and second cycle studies

Background

Pursuant to the Higher Education Ordinance, students registered on a study programme at Lund University (LU) with qualifications from previous studies have the possibility of applying for credit transfer from these studies.

Higher Education Ordinance 1993:100

Chapter 6 Section 6 If a student at a higher education institution in Sweden has successfully completed a higher education course or study programme, she or he is entitled to transfer the credits awarded for a course or study programme at another higher education institution. This does not apply, however, if there is a substantial difference between these courses or study programmes.

The same applies for students who have successfully completed a course or study programme in Denmark, Finland, Iceland or Norway or a signatory to the Council of Europe's Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997 [...].

Chapter 6 Section 7 A student is entitled to transfer credits from a course or study programme other than that laid down in Section 6 if the nature and extent of the knowledge and skills cited by the student are such that they correspond on the whole to the course or study programme for which the credits are to be recognised. A student may also be given credit for corresponding knowledge and skills acquired in a vocational or professional capacity.

Information about the possibility of credit transfer

Information about the possibility of credit transfer is to be made available on each department's website, together with instructions for applying and details of the contact person and decision-makers for credit transfer. The information is also to state the main basis for decisions on credit transfer. An application form is to be available together with the instructions.

Decision-makers and procedure

Decisions on credit transfer may be delegated from the departmental board to the director of studies or equivalent. Cases are normally prepared by the study advisor/study programmes coordinator. Decisions on credit transfer cases are to be communicated to the applicant in writing.

Credit transfer for optional courses within a degree/programme can be considered in connection with the issue of a degree certificate. In that case, no separate credit transfer procedure is initiated alongside the degree certificate procedure¹.

Registration of grades

Grades from transferred credits for a course are not converted into a grading scale at LU. The grade from the examining higher education institution applies and documentation of credits transferred for higher education is to clearly state the grade obtained by the student from the examining higher education institution.

In cases where a student has had credits transferred for part of a course, the examiner for the whole course determines the value of the course components for which credits have been transferred, based on the course syllabus and the grading criteria.

Documentation and registration

Physical or digital documents (e.g. grades/transcripts) which have been received as part of a case are to be registered. In order to keep a coherent record of a case in which a decision has been taken in Ladok, a note is made in Ladok with the case number and an equivalent note in the document registration system.

If there are no physical or digital documents in a case, registration in Ladok is sufficient.

Appeals

Decisions on credit transfer can be appealed pursuant to Chapter 12 Section 2 of the Higher Education Ordinance. In case of decisions that go against the applicant, either entirely or partly, the department is to inform the applicant of how the decision can be appealed by attaching the text below to the decision. Submitted appeals are processed according to the [Guidelines for appeals at Lund University](#) and the [information from the Higher Education Appeals Board](#).

Decisions that go against the applicant can be appealed pursuant Chapter 12 Section 2 of the Higher Education Ordinance. The appeal is to be addressed to the Higher Education Appeals Board, and sent to [state postal address of the department], 221 00 Lund. The appeal is to have been received by the University within three weeks of the day you were informed of the decision. In the appeal, state the decision in question, how you consider it should be changed and why.

¹ Applications for credit transfer of optional courses that have nevertheless been sent to the department are to be processed there.

Appendix I

Support for the processing credit transfers: examples of procedures

If the credit transfer is approved

1. A case is opened when an application from a student is received. (For exchange studies, it is sufficient for the transcript to arrive from the partner university.)
2. A case is created in W3D3 and the documentation (e.g. application form, transcript and course syllabus) is registered. A reference to the decision registered in Ladok is included in W3D3.
3. The credit transfer is entered in Ladok with details of the grade assigned to the student by the examining higher education institution. Reference to the reg. no from W3D3 is made in Ladok.
4. The decision is taken in Ladok by the director of studies/equivalent.
5. The student is notified in writing that the decision has been entered in Ladok, and exchange students are informed that they are to retrieve their original transcript.

If the credit transfer is partially approved or rejected

1. An application from a student is received. (Exchange students: transcript from the partner university.)
2. A case is created in W3D3 and the documentation (e.g. application form, transcript and course syllabus) is registered. A reference to the decision registered in Ladok is included in W3D3.
3. Approved courses/modules (if applicable) are entered in Ladok with details of the grades assigned to the student by the examining higher education institution.
4. The decision is taken in Ladok by the director of studies/equivalent (if there are approved courses/modules).
5. The decision is emailed to the student, including justification and decision transcript from Ladok where applicable, as well as instructions on how to appeal.
6. The decision email sent to the student is registered in W3D3 together with other relevant documents.

Appeals

Any appeals are to be registered separately (appeal, statement and decision by the appeals board).



Date of arrival

Document number

Send application to: [relevant address to be stated.]

Application for credit transfer for completed course or course module

Form with fields: Name (first and last), Personal identity number, Street address, postcode and city, Phone, E-mail address, Study programme (or course) and year of admission

I hereby apply for a credit transfer and I wish to be exempted from taking the following course. For course module, please state course code, name and examination code.

Table with 3 columns: Course code, Course name, Credits

My application is based on the following course/courses that I have previously studied.

For course module, please state course code, name and examination code.

Table with 4 columns: Course code, Course name, University, Credits

Please note: A transcript (certified by the issuing university), syllabus and reading list must be attached for courses you are referring to. Additional information might be required upon request.

Form with fields: Date, Student's signature

To be filled in by the university: DECISION, Application approved, Application approved in part, Application rejected, Reasons for decision, see appendix, Signature, decision maker, Administrator, Printed name, Date

Rejected application may be appealed under Chapter 12, Section 2 § of the Higher Education Ordinance. The appeal must be submitted to the Higher Education Appeals Board and sent to [department address to be stated.], 221 00 Lund and received by the university within three weeks from the day that you have been informed of the decision. Specify the decision you wish to appeal, how you think the decision should be changed and why.