

Information concerning 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.

Credit transfer for exchange students after studies abroad

On their return from abroad, exchange students are to turn to their coordinators with grades to be transferred as credits at the Department of Sociology.

Recognition of qualifications from courses as proof of eligibility

Recognition of qualifications as proof of eligibility from various first and second-cycle courses studied at another higher education institution is handled by the study advisor.

Credit transfer

Before applying

Before you apply, you should make your own assessment of your knowledge and skills in relation to the requirements of the course you wish to have credited (the course/programme at the Department of Sociology where you are now enrolled as a

student). Make your own assessment on the basis of the course's learning outcomes. Do they correspond to your prior knowledge? The course syllabus's description of the content, required reading and assessment of student performance on the course is also valuable information for you before your application. If you consider that your knowledge and skills match the requirements of the course, you can proceed with your application.

The higher education institution's assessment of an application for credit transfer is based on qualifications from higher education (course certificate/degree certificate/study certificate or equivalent together with the relevant course syllabus and reading list).

You can apply for credit transfer once you have been admitted to a study programme and have accepted the place offered. The application can also be submitted after you have enrolled on the study programme. *Only students admitted to the Department of Sociology can be considered for credit transfer.* You are considered a student if you have been admitted and are engaged in studies at the department.

Instructions for completing the form

State previous course(s) or programme(s).

State course codes and higher education institution, or knowledge and skills acquired in some other way that you wish the assessment to be based on.

State the course component (one form per course).

State the course code and course component in the programme you are now studying at the Department of Sociology for which you now wish to have credits transferred.

Attach the documents certifying prior studies to your application, e.g. study certificates, grades or course certificates. Descriptive information about the studies in question is also required, in the form of a course syllabus and list of required reading, for example.

Your application is to be dated, signed and sent to:

Department of Sociology, Registrar
Lund University
Box 114
221 00 Lund

Please note that the department makes the assessment on the basis of the documentation you have provided through your application. Before you submit your application, think through what relevant information you wish the assessment to be based on. The documentation is to be certified copies of the original documents.

Remember that transferred credits may affect your right to student finance from CSN.



Date of arrival

Document number

Send application to:

Department of Sociology, Registrar, Lund University, Box 114, 221 00 Lund

You can also send the application to info@soc.lu.se. Please make sure that the signed copy is of good quality, i.e. legible.

Application for credit transfer for *completed course or course module*

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 have taken the following course/subcourse-s:

If it's concerning *subcourses*, please specify the name of the subcourse/code

Course code	Course name and/or subcourse/code	Education institute	Credits

I would like to transfer these credits to the following course/subcourse-s at the Department of Sociology.

If it's concerning *subcourses*, please specify the name of the subcourse/code

Course code	Course name and/or subcourse/code	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.

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

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 the Department of Sociology, Box 114, 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.