



## Rules and instructions for credit transfer

Provisions on credit transfer are to be found in the Higher Education Ordinance (1993:100) and in the present document from the Faculty of Medicine, Lund University.

Extract from the Higher Education Ordinance (1993:100) Chapter 6. Courses and study programmes

**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*

*1. at a university or higher education institution 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 (Swedish Treaty Series 2001:46), or*

*2. at Nordiska högskolan för folkhälsovetenskap (NHV — The Nordic School of Public Health). Ordinance (2006:1053).*

**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. Ordinance (2006:1053).*

### Instructions

If you wish to transfer credits for previous theoretical and/or practical experience, send your application to the study advisor linked to the programme ([Contact study guidance](#)).

For the medical degree programme, send your application to the study programmes coordinator ([Contact Moodle](#)).

### Application

**Successfully completed courses:** Please note that only successfully completed courses (a whole course or part of a course) can be considered for credit transfer. Your application is to be supported by documentation such as the programme syllabus, course syllabi and LADOK transcripts/certificates

of enrolment for successfully completed courses. All copies of grade documents, certificates of enrolment and suchlike are to be certified.

If you are supporting your application with academic qualifications from abroad, you are to follow any country-specific requirements for documentation; see link for more information [Universityadmissions.se](https://www.universityadmissions.se)

*Professional experience:* Certificates, statements of employment or equivalent are to be attached if you refer to professional experience in your application.

*When must the application be submitted?*

For your application to be processed before the start of the study programme, we need to have received it in good time, preferably as soon as you have got your notification of admission from [Universityadmissions.se](https://www.universityadmissions.se). For the medical degree programme, the application for credit transfer must have been received no later than the last response day for those who are accepted in selection 1 and slightly later for those who are accepted in selection 2. The exact date is given in the instructions to the admitted students. This is to allow decisions to be taken on any move up to a more advanced semester. Applications received after the start of the semester will be processed on a continuous basis.

Once a complete application has been received, the processing time is approximately 5-8 weeks. Detailed information on credit transfer is provided in connection with admission.

Programme-specific application forms should be used for credit transfer:

<https://www.student.med.lu.se/stod-redskap/blanketter#Tillgodoräkande>

*Decision and possible appeal*

Applications are assessed by the student welfare committee (SSK). Decisions on credit transfer are communicated by SSK in the form of extracts from meeting minutes that are sent to you. Information on how to appeal is attached to decisions on credit transfer that do not fully grant your request. Decisions on credit transfer from education or professional activities can be appealed to the Higher Education Appeals Board (Chapter 12 Section 4 of the Higher Education Ordinance).

*What happens if a student changes their mind about applying for credit transfer?*

If you wish to withdraw your application for credit transfer before a decision has been taken, a decision will be issued stating that the case has been dropped. It is important that you contact the same person to whom you sent the original application documents. If a decision is already entered in Ladok, it cannot be withdrawn.

*The National Board of Student Aid (CSN)*

If you are granted credit transfer for previous studies or professional experience, bear in mind that student finance will be reduced in proportion with the credits transferred. It is your responsibility as a student to notify the National Board of Student Aid directly of any changes ([www.csn.se](https://www.csn.se)).