



Application for transferring course credits
COURSES, SECOND CYCLE

Application received: _____

Application and **decision** about transferring course credits from the first cycle to **second cycle studies**.
 Application concerns one **compulsory** course or part of course per application.

Grey fields are filled out by the university.

The course is included in the degree that gave access to second cycle programme YES NO

NB! Customarily it is not possible to include courses from a previous degree in the first cycle in the second cycle degree.
 For more information contact the Student Counsellor.

Attachments

- Course syllabus including list of literature current at the time of doing the course.
- Copy of the degree certificate of the degree giving access to the programme.

Ref

TO BE FILLED IN

Name	Social security number (YYYY-MM-DD-NNNN)	
Postal address	Postal number and City	Country
E-mail	Telephone number	

I am registered at _____
Study programme *Registering year*

I want to transfer _____
Course code *Course name* *Credit points*

I have previously completed _____
Course code *Course name* *Credit points*

I completed the course at _____
University

Motivation _____

- I attest that this course has not been transferred previously.
- I consent to Luleå University of Technology's use of my personal data in accordance with GDPR. For more information please visit <https://www.ltu.se/student/Tjanster-och-service/Blanketter/Tillgodoraknande-1.155480?l=en>

Date and Signature

EXAMINER'S REMARK:

Date, examiner signature, printed name, title

By delegation of the vice-chancellor

DECISION OF THE DEPARTMENT

- Transference has been rejected
- Transference has been approved

Grade _____

Decision made by:

Signature _____

City and Date _____

Printed name and title _____



INFORMATION

Transferred course/part of course is not graded but will receive the mark of TG (credited) in the study administrative system, LADOK, and the diploma.

Turnaround

Luleå University of Technology will process the application for crediting promptly, according to the Administration Act (1986: 223), from the receipt of complete application.

APPEAL TO DISCIPLINARY COMMITTEE

If you want to appeal the decision, this must be done in writing. You must send the letter to the Appeals Board of the University.

The letter must be sent to:

Luleå University of Technology
Registrar
971 87 Luleå

Explain

- the decision referred to
- how you want the decision to change
- why you consider the decision to changes

In order for your appeal to be reviewed, your letter must have been submitted to the university within three weeks of the date on which you received the decision.

Sign the letter and enter the name, social security number, postal address and telephone number. If you hire a representative, they can instead sign the letter. In that case include power of attorney.

For more information go to www.ltu.se

Credit order at Luleå University of Technology, Re-beslut 9-15, dnr 3053-14.

Universitetets anteckningar
Reg i LADOK:
Exp beslut: