



Date received:

Registration number :

1/2

Application for credit transfer for prior learning

You must be admitted to Lund University and enrolled in studies in order to apply for credit transfer for prior learning. Together with this application form, you need to send in a self-evaluation and witnessed copies/certificates proving your knowledge. Instructions for the self-evaluation can be found on the following page.

For your application to be approved, the knowledge and skills you have acquired must largely correspond to the studies you would otherwise have completed at Lund University.

If you wish to obtain credit transfers for more than one course, you must use a separate form for each course.

Contact info

First name and surname

Personal identity number

Address

Postcode and City

Email

Telephone number

Course/course component for which you are requesting a credit transfer for prior learning

State the course code/module code and course title.

Date and signature

Date

Signature

Instructions for self-evaluation of the learning outcomes for the course are on the following page.

Application to be sent to:

Lund University
Student Affairs
Degree Office/prior learning
Box 117
221 00 Lund

Email:

tillgodoraknande-reko@stu.lu.se

Lund University is a public authority, which means that the documents you send to us become official documents. This entails the right for anyone to request to view the documents pursuant to the principle of public access to official documents. When such requests are received, they are always subject to an assessment of whether the documents may contain confidential information pursuant to the Public Access to Information and Secrecy Act.

To process your application, we need to gather and process some personal information about you. Lund University is the personal data controller for this process and your personal information will be processed in compliance with the GDPR, which means that your personal data will be stored and managed in our case management system, to which only authorised people have access. Your personal data will be stored as part of an official document in compliance with the regulations of the National Archives of Sweden.

Instructions – Self-evaluation of the learning outcomes for the course

The self-evaluation is intended to help students reflect on their learning within the study programme, and on how their knowledge, skills and approach largely correspond to the course learning outcomes.

You are to state the course learning outcomes as expressed in the course syllabus and exhaustively describe and justify how you have acquired equivalent knowledge, skills and approaches. The evaluation is important for the assessment; you should therefore describe and exhaustively justify the achievement of each outcome. *Answer the following questions for each learning outcome on the course:*

- Describe when, where and how you obtained the knowledge, skills and approaches that correspond to the learning outcome.
- State specific situations and work duties that clarify your acquired knowledge, skills and approaches.
- Describe the methods and theories you used and justify why, stating the literature/research in which you find support for your reasoning and your actions.

Documents to be submitted together with this application:

- Self-evaluation
- Witness-certified copies/certificates proving your knowledge

Bear in mind:

- Your application is to be as complete and exhaustive as possible to facilitate its processing.
- If you submit an incomplete application, we will need to request complementary documentation, which will delay the processing of your application.
- If your application is approved, no grade is entered in Ladok; a T (which stands for credit Transfer) is entered.
- If your application is approved, your student finance may be affected as your period of study will be shortened accordingly.