



FACULTY OF MEDICINE

FILLED OUT BY THE FACULTY OFFICE

Reg. no

Date

Application for credit transfer – PhD education

Civic registration no (year of birth,-mo,-day,-no) Last name, first name

Mobile phone number

E-mail

Department

Courses from higher education institution

Title of course – in Swedish

Title of course – in English

Name of university/university college

Country (if not Sweden)

Date for passing the course

Number of credits (hp)

Educational level

third-cycle (PhD) level

second-cycle level (master)
or first-cycle (basic)

To support the application, please attach the following documentation (mandatory):

Description of course (course syllabus) + Proof of participation and result of examination (e.g. Ladok print).

The credit transfer corresponds to/replaces the following: (see the general syllabus)

Obligatory course, namely:

Credits (hp)

Elective course:

Credits (hp)

Signature of PhD student

Date

.....
Signature of PhD student (in writing)

Sign and scan the form and email it to phdcourses@med.lu.se.

Lund University processes your personal data in accordance with the Data Protection Ordinance, GDPR.
[Processing of personal data at Lund University.](#)

Credit transfer in PhD education

What is a credit transfer?

A credit transfer means that one of the credit-bearing course or knowledge requirements listed in the general syllabus is replaced, either by something completed prior to admission to doctoral studies or by courses offered by a provider other than Lund University.

Credit transfer of courses from previous studies

Courses that are part of the PhD student's basic eligibility cannot be credited towards the PhD education. Therefore, only PhD students who had more than 240 credits in total, including at least 60 credits at the advanced level, at the time of admission to PhD studies can transfer credits from previous studies.

It is often advantageous to take courses during the PhD education rather than transferring credits from previous studies. Wait to submit a credit transfer application until you are certain that you want or need to transfer the specific course.

Course names and designations on the degree certificate

All approved credit transfers will be listed on the degree certificate upon completion of the education, based on how they are designated in this form. It is therefore important that the designations and course names are correct, both in Swedish and in English.

Supporting documents/attachments

It is the responsibility of the PhD student to submit sufficient documentation to allow an assessment of relevance, level, and scope. If possible, the current course syllabus should always be attached. For courses without a syllabus, the course content must be verified through other documentation. *If sufficient documentation is not provided, a decision on credit transfer cannot be made.*

Approval or rejection

The study coordinator decides on credit transfers. The assessment is based on the general and individual study plans. The study coordinator may approve the entire application, approve/reject parts of it, or reject the entire application. The decision can be appealed.

If no box is checked, the entire application is approved. To reject an application, one of the rejection boxes on the form must be checked.

More information regarding credit transfers

[Credit transfers | Intramed](#)