

Dnr SU

Send to the Student Counsellor at the Department of Statistics

Application for credit transfer		
Name		Civic Registration Number
Address		Home Telephone Number
Postcode and City		Mobile Telephone Number
E-mail		
I have completed the following programme/course(s) (attested in appendix, see instruction on next page)		
Course title	Credits	University/University college
I thereby consider myself to have acquired the knowledge and skills equivalent to the following course(s)/course unit(s):		
Course title		Credits
City and date		

Department of Statistics

Instruction

In addition to the information on the previous page the following information needs to be attached to the application in order for it to be complete and considered:

- Certified copies of course certificates, transcripts of records or equivalent where it is stated at which university and when you studied, level, scope of credits and grade.
- Syllabus for the course/s in question
- For the courses in question, a list of literature, and where appropriate, degree project, have to be attached.

Local guidelines at Stockholm University for transfer of credits

Rules concerning transfers in accordance with the Higher Education Ordinance

Regulations concerning transfer of course credits etc., can be found in Chapter 6 Section 6 of the Higher Education Ordinance (1993:100). The regulations apply to studies at a first, second and third-cycle level. In accordance with these regulations, a student has the right to, under certain conditions, have credits transferred from a higher education institution other than that which they currently attend. Assessments concerning whether or not credits may be transferred are the responsibility of each respective university. The student is defined, in accordance with Chapter 1 Section 4 of the Higher Education Ordinance, as a person who has been admitted to, and is undertaking, higher education studies.

Local guidelines for the application of the rules at Stockholm University

1. A transfer of education is only to be done for someone who is a student at Stockholm University and thus, is admitted to, and is undertaking, studies at the university. This rule is to be strictly applied and a person who is not admitted to, or is undertaking, higher education studies, shall not have the possibility to obtain ECTS credits.
2. Conducting higher education studies is defined as the student being registered to a course, and having obtained pass on a course consisting of at least 7,5 ECTS credits.
3. So called establishment of persons in the national student database (LADOK) for the sole purpose of enabling the entry of study results obtained outside of the university, may not be done.
4. The Vice-Chancellor has delegated decision-making authority to the faculty boards who in turn may delegate the authority within the faculty. These guidelines (Vice-Chancellor 20 May 2007, D-no. SU 451-1439-07 DocNr 1) come into effect on 1 July 2007 and replace previous provisions by the Vice-Chancellor concerning these matters (R 2004 06 10)

Department of Statistics