



DEPARTMENT OF LANGUAGES AND LITERATURES

Form updated
13 December 2022

APPLICATION FOR CREDIT TRANSFER

Name:		Personal identity number:	
Address:		Telephone:	
Postal code:	Location:	E-mail address:	

Application applies to (tick if the application is valid for part of a course or entire course):

Credit transfer corresponding to part of course

Credit transfer corresponding to entire course or courses

A transfer of credits from the following study results is requested

Course/ Course code	Exam/ Exam code	University/ Higher education institution	Credits / equivalent	Semester/ year

Requested course credit

Course/ Course code	Exam/ Exam code	University/ Higher education institution	Credits / equivalent	Semester/ year

If you run out of room in the tables above, you can continue on a separate sheet.

Signature:	Date:
Name in block letters:	Place:

Further instructions for this application form are on the following page.

SEND YOUR APPLICATION TO

Send your application with enclosures according to the instructions below by e-mail to utbildningshandlaggare@sprak.gu.se or send it instead to the Education Officer, Department of Languages and Literatures, University of Gothenburg, Box 200, 40530 Gothenburg, SWEDEN.

INSTRUCTIONS FOR APPLYING FOR CREDIT TRANSFER OF ENTIRE COURSE OR PART OF COURSE

The following is based on *Administrative procedures for credit transfers at the University of Gothenburg* (GU 2019/1975). Some local adjustments have been made.

In order for us to assess your prior knowledge in relation to our courses and examinations, you need to meet the following criteria:

You need first and foremost to be admitted and registered for a course at the University of Gothenburg.

The application is to include the following information:

- Full name and personal identity number as well as postal address, telephone number and current e-mail address.

The following must be attached to the application:

- Official Transcript of Records for previous studies stating:
 - The higher education institution
 - Course name
 - Dates
 - Subject area field
 - Level
 - Grading scale
 - Grade
 - Date of completion of studies

Certificates that you submit should be original paper documents or be in digital form according to the following:

- Checked through antagning.se and available in NyA, and be deemed authentic,
- Transcripts that have been submitted digitally by a known educational institution, in order for us to verify certificates via the Internet,
- Official Transcript of Records from a trusted person at the foreign educational institution that is sent via e-mail directly to us or passed on to us,
- Grades transmitted directly through you via the online service Emrex to Ladok from the foreign educational institution.

As a rule we can verify studies at Swedish university colleges and universities and exchange studies through the University of Gothenburg.

- You should also attach the course syllabus, reading list and any additional documentation to facilitate the assessment being made. The course syllabus and any reading list should be those that were valid when you studied the course(s). If no course syllabus or reading list is submitted, or if the material is obviously not from the period you studied the course(s), only your grades will be taken into consideration in the assessment.

This does not apply to exchange studies or if you have studied the courses you wish to credit at the Department of Literary Languages. In these cases, the Department generally has supporting documentation for the assessment or can produce it in the preparation of your case.

- If a Learning Agreement exists, this should also be attached to the application.

If the application for advanced standing refers to prior learning through professional experience, a detailed account of the relevant knowledge and skills acquired during this professional experience must be attached. This information must be supported by an original testimonial. The testimonial is to state the relevant duties, the percentage of full-time employment of the position held, and the period of employment. Other material that may be relevant to the decision should also be attached. If necessary, supplementary documents may be requested. An application is considered complete once all the necessary supporting documentation for a decision has been received.

ASSESSMENT

After you have submitted your application, the assessment will be made by the Department and a decision will be made as to whether or not credit transfer is possible. Exchange studies have generally been examined before or during exchange studies, however a further subject area assessment may be required when the grades from exchange studies are received. Note that the result for an exam or course component or a full course is entered as a credit transfer (TG) in Ladok for the course in question and not as a grade.

Important to note

- Not all courses can always be credited. In order for us to be able to decide whether the course can be credited, we need the information specified above.
- Please note that you cannot use both the course you are crediting and the course you are receiving credit for in a degree.
- If you are granted credit transfer to part of a course that you are not registered for, the credit transfer cannot be added to Ladok. You will then only receive the formal decision. The credit transfer can be added to Ladok provided that you are admitted to and register for the course, and that the version of the course you are studying corresponds to your decision on credit transfer. There are no guarantees that you can be admitted to the course later on.

DECISION AND HOW TO APPEAL

If you believe that the University's decision is incorrect, you can appeal against it.

Your appeal must be in writing and you must include in your letter the decision that you wish to appeal against, the change in the decision that you want, and why you want the decision to be changed. In addition, the letter must contain the registration number of your case, and your contact details (name, postal address, e-mail address, telephone number and mobile phone number).

Your letter should be addressed to the Higher Education Appeals Board, but shall be sent to Records Management (Registrar):

Registrar
Göteborgs universitet
Box 100
405 30 GÖTEBORG

The appeal can also be sent by email to registrator@gu.se.

Your appeal must be lodged with the Records Management (Registrar) within three weeks from the day you were notified of the decision.

The University determines whether the appeal has been received within this timeframe. If the appeal is received too late, it cannot be considered.

Provided that your appeal has been received in time, it will be sent together with an opinion from the Department where applicable to the Higher Education Appeals Board (Överklagandenämnden för högskolan, www.onh.se) which is a separate government agency. This agency will make the final decision.