



LUNDS
UNIVERSITET

Institutionen för kommunikation och medier

Dnr.....

Application for credit transfer, part of or whole course)

Please complete the form and attach required documentation before submitting your application to the KOM department.

| | |
|---|----------------------------------|
| Name | Personal number |
| Address (street and number, area code and city) | Telephone number |
| Email address | Accepted to the course/programme |

I apply to transfer the following course(s)/part of course(s):

| Course code, name and module name if applicable | Number of credits | University |
|---|-------------------|------------|
| | | |
| | | |

Course(s)/part of course(s) at the Department of Communication and Media, Lund University to which the credits should be transferred:

| Course code, name and module name if applicable | Number of credits | University |
|---|-------------------|------------|
| | | |
| | | |

Transcript

The student is responsible for making sure the application is complete. To this application, always attach signed/stamped copies of transcripts/diplomas of the course(s) you want to transfer, as well as course syllabi and relevant reading list. Further documentation might need to be submitted upon request by the university. **Number of attached documents:** _____

I have read and agree with the policy for credit transfer in cases of differing grading systems. (Ses page 2.)

_____ Date

_____ Signature

Filled out by department:

Decision on credit transfer

Approved

Partly approved

Denied

Name in print

Name in print

Date and place

Date for Ladok input

Comments:

Observe

Transfer of single courses where grading systems differ are marked 'TG' (= 'tillgodoräknad') in Ladok, which means that the grade isn't 'translated'. For times when grades needs to be included, the student must use the original transcript of records.

Decisions that go against the applicant can be appealed pursuant Chapter 12 Section 2 of the Higher Education Ordinance. The appeal is to be addressed to the Higher Education Appeals Board, and sent to The Department of Communication and Media, Box 201, 221 00 Lund. The appeal is to have been received by the University within three weeks of the day you were informed of the decision. In the appeal, state the decision in question, how you consider it should be changed and why.