

Arrival date:	Dnr:
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APPLICATION

Last name Lastname	First name Firstname	Personnummer YYMMDD-NNNN
E-mail email address	Mobile phone number phone number	Department LIME, C7

Choose between 1, 2 or 3 below (Only one course per form)

Note, if the application includes courses from previous studies – read the instructions next page!

1. Courses from Swedish or European higher education institution

Title of course - in Swedish If applicable		Title of course - in English Course name	
Name of university/ university college Course giving university / likewise		Country (if not Sweden) If applicable	
Date for passing the course YYMMDD	Number of credits (hp) fill out	Educational level <input type="checkbox"/> third-cycle (PhD) level <input type="checkbox"/> 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)			

2. Other education

(for example course at the hospital or course from outside Europe)

Title of course - in Swedish If applicable		Title of course - in English Course name	
Name of course organiser Course giving organiser		Country (if not Sweden) If applicable	
Date for passing the course YYMMDD	Length of course (number of weeks or days) fill out		
To support the application, please attach the following documentation (mandatory): Description of the content and nature of the course (syllabus or similar) + Poof of participation and result of examination			

3. Knowledge and skills acquired through work experience

- ☐ I want to transfer knowledge acquired through work experience. To support the application, the following are attached
- Description of the knowledge/skills you want to be credited for, and how you have achieved it (mandatory)
 - Proof of the above (e.g. work certificate, grades, assessments of employer etc) (mandatory)

What this accreditation correspond to/replaces

The credit transfer correspond to/replaces the following: (see the general syllabus)			
<input type="checkbox"/> Obligatory course, namely:	Credits (hp)	(KI course code)	
<input type="checkbox"/> Project- and/or research-field specific course	Credits (hp)	(KI course code)	
<input type="checkbox"/> General science / generic course	Credits (hp)	(KI course code):	

Date	Signature of doctoral student (or EduSign)
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Submit the application to the administrator for doctoral education at the KI department.



DECISION

Dnr:

(If no box is ticked below: the application is approved)

☐ **Approval of the entire application**

Rejection

For rejecting the application: One of the boxes below must be filled in.

☐ **Rejection of entire application**

☐ **Partly rejection of the application**
(some of the credits are approved but not all)

Number of
approved credits: _____

Motivation why the application is rejected:

Signatures

(if none of the rejection boxes above is ticked, these signatures mean that the entire application is approved)

Date	Administrator	Name in block letters
Decision date	Study director	Name in block letters

(Sign here or use digital signatures - EduSign)

Rection decisions can be appealed.

Such appeals are to be made in writing and sent to the Karolinska Institutet registrar (Registrar, 171 77 Stockholm) within three weeks of the decision announcement. In the appeal it should be stated which decision it concerns and the desired changes. Karolinska Institutet can either change the decision completely, partly change the decision or insist on the earlier decision.

Credit transfer in doctoral education

What is credit transfer?

A credit transfer replaces a course or a knowledge requirements of the [general syllabus](#), either by something that was done before the start of the doctoral education at KI or by a course arranged by another course provider than KI. Courses at first and second cycle level must be transferred even if KI is the course provider.

[To report credit-bearing activities (seminars, conferences, teaching and visits at other research group) is not an application for credit transfer – use form 16.]

What can be transferred?

Doctoral students can apply for credit transfer of the following (according to HF, Chapter 6, § 6-7):

1. Courses at a Swedish or European higher education institution.
2. Other courses, including courses offered by Region Stockholm or by a non-European university
3. Knowledge and skills acquired in a vocational or professional capacity

It is only possible to transfer credits that is required for the doctoral/licentiate degree.

Credits from previous studies

This is *only* possible for those who had more credits at the start of the doctoral education than what was required for the general eligibility (*i.e.* more than 240 credits whereof 60 credits at advanced level).

It is usually an advantage to take courses during the doctoral education rather than transferring something from previous studies. Wait with the application for credit transfer until you are entirely sure that you won't take that course within your present doctoral education.

What the credit transfer replaces or correspond to

If there is a specific course in the KI course syllabus database that correspond to the transfer, a course code can be filled in. If not, leave this box empty.

Titles and course names in the degree certificate

All approved credit transfers as stated on this application form will be listed on the PhD degree certificate. It is therefore important that titles and course names are reproduced correctly in both English and Swedish.

Documents/attachments

It is the responsibility of the doctoral student to submit sufficient documentation so that an assessment of relevance, level and scope of the course is possible. If possible, always attach the course syllabus. For courses without a syllabus, the content of the course must be shown through other kind of documentation. Without sufficient documentation a decision cannot be made.

Approval or rejection

The departmental director of doctoral studies makes the decision on credit transfers. The assessment is made based on the general syllabus and the individual study plan. The study director can approve the entire application, approve/reject parts of it or reject the entire application. The decision may be appealed.

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

More information

Credit transfers: <https://staff.ki.se/credit-transfers-doctoral-education>

To the administrator: Instructions on how the credit transfer is registered in the Ladok is found in the Ladok manual "Tillgodoräknande".