**APPLICATION**

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| Last name  | First name | Personal number (yy-mm-dd-xxxx) |
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| E-mail  | Department |

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| *Choose between 1, 2 or 3 below (Please note; only one application per form):* |
| **1. Credit transfer for courses from Swedish or European higher education institution** (ref: 6 chapter. 6§ HF)

|  |  |
| --- | --- |
| 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 [ ]  doctoral level | [ ]  advancerad level (master)[ ]  basic level | [ ]  The course is not part of the  entry requirements to PhD-studies |
| To support the application, please attach the following documentation: * Course syllabus or similar
* Proof of participation and grade awarded (*e.g*. Ladok print)
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| **2. Credit transfer for other education** (Ref: 6 chapter, 7 § HF)(for example; course at the hospital, course from outside Europe)

|  |  |
| --- | --- |
| TItle of course - in Swedish | TItle of course - in English |
| Name of course organiser | Country (if not Sweden) |
| Date for passing the course | [ ]  The course is not part of the  entry requirements to PhD-studies |
| To support the application, please attach the following documentation: * A description of the content and nature of the course/knowledge (syllabus or similar)
* Proof of participation and passing the course/education
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| **3. Credit transfer for knowledge and skills acquired through work experience** (Ref: 6 chapter, 7§ HF)

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| To support the application, please attach the following documentation: * Description of the knowledge/skills you want to be credited for, and how you have achieved it
* Proof of the above (*e.g*; work certificate, grades, assessments of employer etc)
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| **The credit transfer correspond to/replaces the following:** *(please see the general syllabus for doctoral education) studieplanen)* |
| [ ]  mandatory/general science course:   | Credits (hp) | (KI course code): |
| [ ]  project/subject specific course | Credits (hp) | (KI course code) |
| [ ]  other;  | Credits (hp) |  |
| Date | Signature of doctoral student |

***Hand in the form to the administrator for doctoral education at the department where the doctoral student is registered.***  |

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| **DECISION**  |
| Completed by the study director at the department:

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| [ ]  Approval of the entire application[ ]  Approval of parts of the application, while the rest is rejected (for making an appeal, see below)  Number of credits (hp) awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Rejection of the entire application (for making an appeal, see below)  |
| Motivation for rejection:  |

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| Notes by the administrator:

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| Tillgodoräknandet motsvarar/ersätter (att rapportera i Ladok):Välj antingen 1, 2 eller 3 |
| 1. Fritext: | Benämning svenska  |
|   | Benämning engelska  | Antal hp |
| 2. Kurskod: |
| 3. Antal poäng: |

 |
| **Signatures**  |
|  | Administrator  | Name in block letters |
| Decision date  | Decision maker | Name in block letters  |

Making an appeal

Credit transfer decisions may be appealed. Such appeals are to be made in writing and sent to the Karolinska Institutet registrar (Registrator, 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 means that one of the credit-bearing courses and knowledge requirements of the general syllabus[[1]](#footnote-1) is replaced by credits earned previously or outside KI. Please see KI web for more information.[[2]](#footnote-2)

**What credits may be transferred?**

Doctoral students are entitled to transfer the credits awarded for the following:

1. University-level programmes/courses studied at a Swedish or European higher education institution. [*Use section 1 in this application*.]
2. Other programmes/courses. For example courses offered by the county council (specialist competence courses), courses by a non-European university or other type of courses. [*Use section 2 in this application.*]
3. Knowledge and skills acquired in a vocational or professional capacity, provided that the student is able to provide documentation to corroborate the skills and knowledge cited in his/her application. [*Use section 3 in this application.*]
4. Other credit-bearing activities according to the general syllabus (i.e. participation in seminars and congresses, teaching or a temporary residency in another research group) if they are completed *prior to* admission to doctoral education at KI. [*Use section 2 or 3, and fill in and attach form 16*.]

**What the credit transfer replaces or correspond to**

The doctoral student needs to be aware of the general syllabus1 to be able to fill in this information. If the transfer correspond to a mandatory and/or general science course the name of that course/knowledge should be filled in. If there is a specific course in the KI catalogue that correspond to the transfer, it is good to fill in the course code (this helps to get all the information correct in Ladok and in the degree certificate).

**Titles and course names in the degree certificate**

Degree certificates list all approved credit transfers as stated on the credit transfer application forms. It is therefore important that titles and course names are reproduced correctly in both English and Swedish. Degree certificates are in Swedish but are accompanied by English translations.

**Credit transfer for course concluded prior to doctoral education**

Courses included in the entry requirements for doctoral education cannot be transferred into doctoral education. Hence, it is only doctoral students with more than 240 credits that can transfer anything from previous studies. Please read more at the KI web. Decisions on credit transfers for courses concluded prior to admission to doctoral education are best taken in connection with the admission seminar.

**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. For university courses a course syllabus has to be attached. 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 on the basis of the general syllabus as well as the individual study plan. The study director can either approve or reject, or approve part of the application. Credit transfer decisions may be appealed.

1. The general syllabus is published on KI web: *Doctoral education>Rules and general syllabus.* [↑](#footnote-ref-1)
2. Information regarding credit transfer: *Doctoral education>Credit transfers doctoral education* [↑](#footnote-ref-2)