

Send to:

Regstrar
Högskolan i Gävle
801 76 Gävle



For notes from the University of Gävle

Application for credit transfer of completed course/part of course

INFORMATION

The conditions for getting a credit transfer of completed course/part of course are ruled by the Higher Education Ordinance (1993:100), 6 chapter, 6 §, and the following:

- The applicant must be admitted and registered on the course or programme on University of Gävle.
- For credit transfer of complete course a final grade must be presented; for credit transfer for part of course a grade for that particularly part must be presented.
- The application must be complete.

An application is completed when the following criterias are met:

- A certified transcript – where higher education institution, course name, time of study, number of credits and grades appear – has been included in the application.
- A course syllabus, including bibliography, has been included in the application.
- All mandatory data on the application form has been completed.

University of Gävle will dismiss a non-complete application.

SÖKANDE

Family name (Mandatory data)	Personal identity number (Mandatory data)
Given name (Mandatory data)	E-mail address (Mandatory data)
Address	Postal code and city/town
Telephone number	Mobile phone number
Programme	

Completed course/part of course

Course code	Name of course/part of course	Credits	Higher education institution

Course/part of course at HIG I want my credits transferred to

Course code	Name of course/part of course	Credits	Higher education institution

Remember that a granted credit transfer can affect your student finance.

Place and date

Signature

Granted

Date of decision:

Rejected

Date of decision:

Rationale for rejection

Date of decision:

Basis for Ladok – Result data to be reported

Course code	Name of course/part of course	Credits	Date

Course code	Name of course/part of course	Credits	Date

Course code	Name of course/part of course	Credits	Date

Rapporteur
Signature

Position

Function/department/faculty

Decision maker
Signature

Position

Function/department/faculty

Appeal instructions:

If the application about credit transfer of completed course/part of course has not been granted you can make an appeal. The appeal must be in writing. In the appeal letter it must be clear what it is that is appealed and what changes are desired. The appeal letter is to be addressed to the Higher Education Appeals Board (ÖHN) at Högskolan i Gävle (HiG), 801 76 Gävle. It should arrive at University of Gävle within three weeks from the day you received the decision.

Execution date:

Student, original
Registrar, copy

The application is withdrawn by the student after consultation with Högskolan i Gävle

Date: