



HÖGSKOLAN
I HALMSTAD

Instructions to the application for credit transfer at the doctoral level

This is a translation of the guideline *Instruktioner till ansökan om tillgodoräknande av utbildningsmoment på forskarnivå*. Keep in mind that this is just a translation. It is the document in Swedish which is established by the Committee for doctoral education. Date when established: 2014-10-30. Reg. no.: L 2014/149.

Background

According to The Guidelines for examination at the doctoral level at Halmstad University: "The doctoral student's principal supervisor makes the final decision on the credit value of the course. The principal supervisor also makes decisions on the credits of other courses, for example, those undertaken at another university that a doctoral student has passed and which should be credited in the education."

Instructions

The credit transfer is carried out at the request of the doctoral student. The doctoral student submits their application to the research administrator at the relevant School who registers the application. The application is then sent to the principal supervisor who decides on credit transfer, including the credit value. Proof of completion of the course as well as the course syllabus or other description of the course/training modules should be attached to the application. The decision that is made by the principal supervisor is promptly communicated both to the Director of Studies and to the ForskarLadok administrator at the department who registers the decision and reports in ForskarLadok.

The decision can be appealed to the University Appeals Board/Överklagandenämnden för högskolan. The appeal must be in writing. In the letter you should specify the decision being appealed (refer to the reference number). The appeal shall be addressed to the University Appeals Board/Överklagandenämnden för högskolan, but sent to Halmstad University. The letter should be submitted to the Registrar at Halmstad University, Box 823, 301 18 Halmstad, within three weeks from the date you received the decision.

Application

1. Credit transfer when the doctoral student transfers from another university to Halmstad University

When it comes to the transfer of doctoral students from another university, the following wording shall be used:

By the doctoral student: In connection with the transfer from [insert university] in [enter research subject] to Halmstad University in [specify field] [insert the doctoral student's name] is requesting that the training modules that are reported in ForskarLadok are credited for the education in Halmstad. Attached are the excerpts from ForskarLadok.

By the principal supervisor: I, the principal supervisor, [insert name] decides to include the training modules with the specified credits as indicated in the following list: [here follows a list with the modules to be credited]

2. Credit transfer of individual elements

When it comes to the credit transfer of individual elements, a special form shall be used, see the form *Application and decision for credit transfer of educational components in doctoral education*.