

APPLICATION  
CREDIT TRANSFER FOR A COURSE

Degree programme \_\_\_\_\_

Credit transfer is applied for the following degree:

M.Sc. (Tech.)

Student

Family name	Given names	Student ID number
E-mail	Phone	
University in which the studies were completed (official name)		
Country of studies (if other than Finland)	Duration of studies abroad (dd.mm.yyyy-dd.mm.yyyy)	

Fill out the information below on studies completed at another university.

Course code	Course name and credits obtained	Study module in LUT degree structure	Credits approved in the LUT degree/ Student Services fill in
TOTAL NUMBER OF ECTS CREDITS APPROVED IN THE LUT DEGREE			

I apply \_\_\_\_\_ ECTS credits of \_\_\_\_\_ language based on the exchange study language.

Date \_\_\_\_\_ Student's signature \_\_\_\_\_

APPENDICES:

- \* Photocopies of certificates on completed courses (e.g. an official transcript of records and English translations, if needed)
- \* A course description from a study guide or equivalent (and an English translation, if needed)
- \* If the certificates or course description do not give ECTS credits for the course, an official report on how the credits are defined is required from the school in question.
- \* Personal study plan, including credit transfers applied for (tab suggested substitutes in WebOodi PSP).

PLEASE NOTE!

- \* At least 90 ECTS credits of the Bachelor's degree and at least 70 ECTS credits of the Master's degree must be completed at Lappeenranta University of Technology.
- \* Studies completed outside LUT are registered as passed (H)
- \* 1 ECTS credit = 26 h of work by the student.

The application including appendices is submitted to the LUT Student Services.

**STUDENT SERVICES FILL IN**

Statement by the teacher in charge (as applicable)

I am in favour of the application as such.

I am partly in favour of the application

I am not in favour of the application

Date

Signature of teacher

Decision of the head of degree programme

Approved

Approved with modifications (statement by teacher in charge)

Rejected

Date

Signature of the head of degree programme

Date

Signature of the study councillor

Decision given to the student on \_\_\_\_/\_\_\_\_/\_\_\_\_ by e-mail or otherwise, \_\_\_\_\_.

Student dissatisfied with the decision may request for correction as defined in University regulations on education and the completion of studies. Further information from Uni portal OR from the LUT Student Services.