



## Credit Transfer

Courses taken at a recognised and/or accredited institution of higher education *before* enrolling at LUC The Hague can be transferred if their level is comparable to the course level at LUC The Hague. Credits needed to meet the basic admissions criteria and credits that are part of an already completed degree, cannot be considered for transfer. Transferred credits are registered as electives. (Students enrolled at LUC for the first time before 1 August 2014 may request inclusion of transferred credits in the core components of LUC's curriculum, eg., major, minor, or global citizenship.) Transferred credits appear on the student's transcript with the original course title and university, (a conversion of) the original course load, and (a conversion of) the original level and grade. The maximum number of external credits (credit transfers, exemptions, and external courses) students are allowed to include in their study programme is 30 ECTS.

## Exemption

Courses taken at a recognised and/or accredited institution of higher education *before* enrolling at LUC The Hague can be used to replace specific courses in the LUC curriculum (compulsory first year courses, courses in the major, minor, global citizenship component). Students must show that the course in question is equivalent to the course or component of the LUC course. Exemptions appear on the student's transcript with the title of the course or component of the LUC curriculum and the LUC course load. No grade is recorded (the code 'VR' [vrijstelling] is used).

### Procedure

Students enrolled at LUC for the first time before 1 August 2014 may apply for a credit transfer at any time. All other students must apply for a credit transfer before the end of the first semester of enrolment at LUC (**at the end of week 8 of block 2**). Students may only apply once. For each course they wish to transfer they must include the course syllabus (stating at least the number of ECTS, required literature, assessments and date of the course) and a certified copy of the transcript or certificate. All documents provided in any language other than English, German, French or Dutch should be accompanied by an official translation in English. The Board will evaluate each course individually.

The Board aims to communicate its decision within 15 working days after the application is received.

### Study programme

Transferring credits has a big impact on a student's study programme. Students should consult the Study Advisor to discuss the consequences of a credit transfer. The Study Advisor will be able to help them determine whether a credit transfer is advisable and assist them with creating a coherent study programme. For students enrolled for the first time before 1 August 2014 it may be possible to include transferred credits in the core programme components of the LUC curriculum (eg., major, minor, global citizenship). Such tagging requests can be submitted to the Board of Examiners at any time during the student's studies.

Please submit the completed form including all necessary supporting materials to:

[BoE@luc.leidenuniv.nl](mailto:BoE@luc.leidenuniv.nl)



**A. Personal information**

Last name:  Student ID:   
 First name(s):  First enrolled at LUC:   
 Email:  Major:

**B. Education (Previous Institution)**

University:  
 Programme:  
 Country: City: Dates of attendance: to

**C. List below the official names of the external course(s) and don't forget to include a syllabus or course outline:**

Course title	Orig. Level	Orig. Credits	If exemption, LUC course	Syllabus included
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**D. Motivation or additional remarks**

Briefly describe the reason for credit transfer and/or course exemption (as discussed with Study Advisor):

**E. Supporting documentation**

**To be filled out by the Study Advisor.** Further comments / recommendation:

I have attached the following:

Proof of completion of the course(s): a certified transcript stating grades and credits earned.

**Please note that the Board of Examiners only considers complete requests that include all necessary supporting documentation.**

Name:  Signature:   
 Date: