Guidelines for applications for credit transfer from previous study programmes (pre-commencement credit transfer)

Who should apply?
If you have stated in connection with your application at www.optagelse.dk that you have passed courses/subjects from previously non-completed study programmes at the same level as your current programme, you are responsible for applying for credit transfer for all your passed courses/subjects.

This also applies to study programmes not related to science or technology.

Who should not apply?
If you have been enrolled on a non-completed study programme at a lower level than your current programme, you should not apply. If you have previously completed a study programme at the same level, you should also not apply.

You can apply at www.merit.dtu.dk
You can apply for credit transfer via DTU's credit transfer system. To access the credit transfer system, you need a valid user name and password. You can read more about how to get a user name and password for DTU's IT systems at 'New at DTU'.

The system confuses me—I'm not studying abroad
The system has not been developed for applications for pre-commencement credit transfer. Nevertheless, we have decided to use it as this is the system that works best. Just try to fill out the application—we can always adjust it later if necessary. The most important thing is that you have uploaded the correct documents.

The system asks me to upload a study plan
The system has been developed for students already enrolled at DTU. We do not expect you to be able to prepare a study plan already at this point. Therefore, you can simply upload a blank document. Remember that it must be a PDF file.

Which documents should I upload together with the application?
In DTU's credit transfer system, you must upload course descriptions for the courses you have taken previously. In addition, you must upload documentation stating that you have passed the courses.

If you have studied at a foreign educational institution, you must upload documentation of the annual workload and the number of credits, units, etc. acquired for each course.

The system asks me to choose the courses to which I wish to transfer credits from my previous courses
You can use the system to apply for a credit transfer for elective courses. You are not expected to be familiar with the structure of the study programme already at this point. The head of studies will check whether you have any passed courses for which credit transfer to both the mandatory and the elective part of the programme can be granted.

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Your head of studies is responsible for assessing your application
The head of studies on your study programme estimates whether you may be granted credit transfer. If your previously passed courses are deemed to be compatible with the mandatory courses on your current programme, you will be granted a credit transfer.

You decide whether you want to transfer credits to elective courses
If the head of studies deems that previously passed courses are compatible with the elective courses on your current programme, you can decide whether you want to transfer your credits. If you want to transfer credits, you must apply again before taking the elective part of your study programme.

You will receive the decision via your DTU email
Your application will be processed as quickly as possible. If we have questions regarding your application, we will contact you via your DTU email. You will also receive the decision on your application via your DTU email. You can read more about how to access your DTU email here.

I still have some questions regarding pre-commencement credit transfer
If you have any questions in connection with your application for a credit transfer, please contact the person in charge of credit transfers at the Office for Study Programmes and Student Affairs at merit@adm.dtu.dk.