

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

Who should apply?

Upon admission to DTU's BEng, BSc, and MSc programmes, students are obliged to apply for credit transfer for passed programme elements (courses etc.) from all previous non-completed study programmes at the same level. This may, for example, be the case if an applicant to a BSc programme has previously been admitted to another BSc programme without having completed this.

The above applies to all previous study programmes, also those not related to science or technology.

Who should not apply?

If the programme you've been enrolled in was at a lower level than your current programme at DTU, credit transfer is not possible.

If you have previously completed a study programme at the same level, credit transfer is not mandatory. Should you wish to transfer credits you can do this now or later on in your studies, as long as you still have room in your study plan.

Credit transfer for study activities completed more than five years before admission will not be granted. In special cases, however, the Head of Studies can decide to make an exemption from this rule.

Students cannot be granted transfer of credits from the qualifying programme/exam.

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'.

Which documents should I upload together with the application?

In DTU's credit transfer system, you must upload course descriptions for each of 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.

Your Head of studies is responsible for assessing your application

The Head of studies of your study programme assesses whether or not you can 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.

Since a credit transfer can't be withdrawn it is usually recommended that you wait until you know your study plan before deciding.

If you want to transfer some, or all, of the elective credits, please make a new application for pre-commencement credit transfer (with the relevant courses only) and refer to your first application.

You can apply for the voluntary credit transfer as long as you still have room in your study plan.

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.

I still have some questions regarding pre-commencement credit transfer

If you have questions in relation to your application for credit transfer, please contact the Office for Study Programmes and Student Affairs at merit@adm.dtu.dk.