



LUND
UNIVERSITY

Vice-Chancellor

DECISION

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21 May 2003

Reg no I B9 2572/2003

Fees for issuing duplicate degree certificates

Due to the increasing complexity of degree management, the amount of time spent issuing duplicates of degree certificates has also increased. The introduction of the Diploma Supplement and a growing need for evaluation of international studies means that each task now requires more time and, consequently, duplicate processing. As this type of task is not included in that which can be considered a student's basic rights in the framework of free higher education, the Fees Ordinance, SFS 1992:191, Section 15, allows authorities to charge fees for issuing public documents, such as degree certificates. Comparisons can also be drawn with the current process of the Official Transcript of Record, i.e. translation of degree certificates to English, which is subject to a fee.

Section 17 of the Fees Ordinance also regulates the level of the fee to the extent that it shall be equivalent to SEK 90 per commenced 15 minutes. For ease of use this amount should be standardised and also harmonised with the fee for an Official Transcript of Record, because the processing time for both documents is largely equivalent. There has been consultation on this issue with the Swedish National Financial Management Authority.

Decision

Issues of duplicates of degree certificates at Lund University shall be subject to a fee from 1 July 2003. The fee is set at SEK 250, incl VAT.

A decision on this matter has been taken by the undersigned Vice-Chancellor in the presence of deputy Head of University Administration Hans Modig. The head of the Division for Student Affairs, Kerstin Lindbom, and department director Erik Hedberg, who presented it, have participated in processing the proposal.

Göran Bexell

Erik Hedberg

Questions relating to this document will be answered by:
The Division for Student Affairs