



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity



MINISTRY OF EDUCATION AND SPORTS
LOGOS INSTITUTE OF FOREIGN LANGUAGES

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No: **0446** /LIFL

Date : **26 Aug 2026.**

REGULATION ON CREDIT TRANSFER

(Revised 2026)

- Pursuant to: the Decision of the Minister of Education and Sports on the Organization and Operation of the Logos Institute of Foreign Languages, No. 689/MOES, dated 15 February 2022.
- Pursuant to: the Decision of the Minister of Education and Sports on Credit Transfer for Higher Education Institutions, No. 5538/MOES, dated 15 August 2024.

The Rector of the Logos Institute of Foreign Languages hereby issues this Regulation:

Article 1. Purpose

This Regulation sets out the principles, rules, forms, conditions, steps, and procedures relating to credit transfer, change of major, and the admission of students transferring from other educational institutions, in order to ensure consistency in this work, to enable students to transfer credits, and to promote educational cooperation and academic exchange, as well as regional and international linkages.

Article 2. Principles of Credit Transfer

Credit transfer from one major to another, or the acceptance of credit transfer from another educational institution, for the Associate, Bachelor's, and Bachelor's (continuing) degree programs of LIFL, must comply with the following principles:

- 2.1 Ensure the quality of credit transfer in accordance with the standards set out in each teaching and learning curriculum;
- 2.2 Ensure accuracy, fairness, transparency, and verifiability;
- 2.3 Ensure support for lifelong learning.

Article 3. Scope of Application

This Regulation applies to credit transfers for students within LIFL, as well as students from educational institutions within the country and abroad.

Article 4. Forms of Credit Transfer

Credit transfer at LIFL comprises three (3) forms, as follows:

4.1 Credit transfer for students and curricula within LIFL:

Credit transfer for students and curricula within LIFL involves the assessment and recognition of the academic results of courses that a student has completed under one curriculum or major within LIFL (such as in the case of a change of major, change of curriculum, or new re-registration), for recognition under a new curriculum or major within the same institution that has the same or similar content and quality, based on a comparison of the number of credits, study load, course content, and other conditions in accordance with LIFL's regulations.

4.2 Credit transfer from domestic educational institutions:

Credit transfer from domestic educational institutions involves the assessment and recognition of the academic results of courses that a student has completed under a curriculum within the country, for the purpose of transferring to continue studies under a LIFL curriculum that has the same or similar content and quality, based on a comparison of the number of credits, study load, course content, and other conditions, in accordance with the national curriculum standards set by the Ministry of Education and Sports and the regulations of each educational institution.

4.3 Credit transfer from foreign educational institutions:

Credit transfer from foreign educational institutions involves the assessment and recognition of the academic results of courses that a student has completed under a curriculum abroad, for the purpose of continuing studies under a LIFL curriculum that has the same or similar content and quality, based on a comparison of the number of credits, study load, course content, and other conditions, in accordance with the regulations of each educational institution.

Article 5. Conditions for Accepting Credit Transfer

5.1 Conditions for students and curricula within LIFL:

- Must currently hold active student status (not have withdrawn from studies) and have studied for at least one (1) semester;
- The subjects must be at the same curriculum level, with content that is the same or at least 70% similar, and with a grade equal to or higher than 2.0 (C) or above;
- Subjects that have already been completed and for which a diploma has already been issued cannot be transferred.

5.2 Conditions for students from other domestic educational institutions:

- Must currently hold active student status (not have withdrawn from studies) and have studied for at least one (1) academic year (2 semesters);
- The subjects must be at the same curriculum level, with content that is the same or at least 70% similar, and with a grade equal to or higher than 2.50 (C+) or above;
- Subjects that have already been completed and for which a diploma has already been issued cannot be transferred.

5.3 Conditions for students from foreign educational institutions:

- Must be a student from a foreign educational institution that has signed a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) with LIFL, or from an institution whose legitimacy can be verified;
- Must currently hold active student status (not have withdrawn from studies) and have studied for at least one (1) academic year (2 semesters);
- The subjects must be at the same curriculum level, with content that is the same or at least 70% similar, and with a grade equal to or higher than 2.50 (C+) or above;
- Any subject that does not correspond to a subject in the LIFL curriculum, or that cannot be transferred, shall be given a grade of “0” or “F”, and the student must re-register to raise the grade in accordance with the regulations;
- Subjects that have already been completed and for which a diploma has already been issued cannot be transferred.

Article 6. Steps and Procedures for Requesting Credit Transfer

A student wishing to transfer credits must follow the steps below:

- 6.1 Complete all required documents and submit them to the LIFL department to which the student wishes to transfer credits;
- 6.2 Pass a placement assessment in accordance with the conditions set by LIFL;
- 6.3 The transfer shall be reviewed by the Head of department, the Head of the Academic Affairs Division, and the Rector of the Institute (the review period shall be 3–5 working days);
- 6.4 Once the credit transfer request has been approved, the student must register as an LIFL student in accordance with the regulations;
- 6.5 Documents required for a credit transfer request include: the LIFL Credit Transfer Request Form, a certificate confirming student status, and a transcript of academic results (Transcript). Students coming from foreign educational institutions must provide additional supporting documents as required on a case-by-case basis.

Article 7. Class-Year Equivalency for Credit-Transfer Students

- 7.1 Transfer of 4–6 Subjects shall be equivalent to Year 1, Semester 2 (for students within LIFL only);
- 7.2 Transfer of 8–12 Subjects shall be equivalent to Year 2, Semester 1;
- 7.3 Transfer of 16–18 Subjects shall be equivalent to Year 2, Semester 2;
- 7.4 Transfer of 20–24 Subjects shall be equivalent to Year 3, Semester 1;
- 7.5 Transfer of 28–30 Subjects shall be equivalent to Year 3, Semester 2;
- 7.6 Transfer of 32–36 Subjects shall be equivalent to Year 4, Semester 1.

Article 8. Credit Transfer Fees

For each subject for which credit transfer has been approved, the student must pay a credit transfer fee and a subject assessment fee, as follows:

- 8.1 Students within LIFL: 30,000 kip per subject;
- 8.2 Students from other domestic educational institutions: 50,000 kip per subject;
- 8.3 Students from foreign educational institutions: 100,000 kip per subject.

Article 9. Implementation

The Academic Affairs Division is assigned to coordinate with the various departments of LIFL to monitor the implementation of this Regulation, and to report to the Institute's Board for acknowledgment and approval in accordance with applicable procedures.

Article 10. Entry into Force

This Regulation shall enter into force on the date of signing. All relevant parties shall be informed of this Regulation and shall jointly implement it strictly. Any provisions that are inconsistent with this Regulation are hereby repealed.

Rector of the Institute

(Seal and Signature)

PhD. Jilsul CHUNG