



## Application for transfer of credits

### Applicant's personal information (\* = mandatory)

Send form by email to  
examen@his.se

Student ID-number * (yymmdd-xxxx)	
Given Name *	Family Name *
Address *	
Postal Code *	City *
Telephone-/Mobile *	E-mail *

**Note! Read instructions on page 4 before you fill out the form.**

### A1 I wish to transfer credits for the complete course at the University of Skövde

Course Code	Course Name	Credits

### A2 I wish to transfer credits for the following examination at the University of Skövde

Course Code	Course Name	Name of examination	Credits

### B I refer to the following knowledge and skills as reason for my transfer of credits

#### 1) Previous academic merits supported by syllabus and transcript of records

1	Course Code	Course Name		
	University/College/Other		Credits	If part of a course add examination
2	Course Code	Course Name		
	University/College/Other		Credits	If part of a course add examination
3	Course Code	Course Name		
	University/College/Other		Credits	If part of a course add examination

#### 2) Prior learning. Other studies and/or documented experiences supported by certificate of scope and content

1	Experience and skills
2	Experience and skills
3	Experience and skills

## Motivate why you wish to apply for transfer of credits

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Attached documents	Certified true copies are required for
Transcript      Syllabus and reading list      Description of knowledge/skills	Service certificate or other documents

### Signature of applicant

Date *	Signature
<i>Signature is not required when sent in by email.</i>	

### Remarks – for the School representatives only (ifylles av institutionen)

<input type="checkbox"/> Hel kurs bör tillstyrkas/Entire course should be approved	
<input type="checkbox"/> Följande examinationsmoment bör tillstyrkas/Following examinations should be approved	
Moment/Examination	Hp/Credits
_____	_____
_____	_____
_____	_____
<input type="checkbox"/> Alla kurser/reell kompetens som sökande angivit behövs som underlag/All courses/prior learning specified by applicant are needed as basis for decision	
<input type="checkbox"/> Kurser/reell kompetens som behövs som underlag anges genom att ange numret som står till vänster om kursen/reell kompetens/ Courses/prior learning needed as basis for decision are specified by using the number to the left of the course/prior learning	
_____	
<input type="checkbox"/> Hel kurs bör avslås (motivera)/Entire course should be denied (motivate)	
<input type="checkbox"/> Följande examinationsmoment bör avslås (motivera)/Following examinations should be denied (motivate)	
Moment/Examination	Hp/Credits
_____	_____
_____	_____
_____	_____
Motivering/Application should be denied with the following motivation:	
Datum/Date	Yttrande ämnesföreträdare/ämnesansvarig lärare/Signature (subject representative)
	Namnförtydligande/Name in print

### University use only

<input type="checkbox"/> Documented in Ladok <input type="checkbox"/> Applicant notified Sign _____
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**Beslut – ifylles av examenshandläggare/Decision – for Degree Evaluations Officers only**

Personnummer/Student ID-number * (ååmmdd-xxxx)(yymmdd-xxxx)	
Förnamn/Given Name *	Efternamn/Family Name *

<input type="checkbox"/> Ansökan om hel kurs beviljas i kursen/Application is approved for the course _____	
<input type="checkbox"/> Följande examinationsmoment beviljas i kursen/Following examinations are approved in the course _____	
Moment/Examination	Hp/Credits
_____	_____
_____	_____
_____	_____
<input type="checkbox"/> Ansökan avslås (separat skriftligt beslut)/Application is denied (separate written decision)	
<input type="checkbox"/> Ansökan avskrivs (separat skriftligt beslut)/Application is cancelled (separate written decision)	
Datum/Date	Underskrift beslutsfattare/Signature of decision maker
	Namnförtydligande/Name in print

**Beslut**

Beslut om tillgodoräknande fattas av examenshandläggarna, i enlighet med Högskolans besluts- och delegationsordning.

**Vid bifallsbeslut** meddelas studenten skriftligen samt att tillgodoräknanndet registreras i det nationella studiedokumentationssystemet Ladok.

**Vid avslag** delges beslutet skriftligen.

**Överklagande**

Beslutet kan överklagas hos Överklagandenämnden för högskolan (ÖNH). Överklagandet ska vara skriftligt. I skrivelsen anges det beslut som överklagas, den ändring av beslutet som önskas och de skäl som åberopas som stöd. Överklagandet adresseras till ÖNH men sänds till Högskolan i Skövde, Examen, Box 408, 541 28 Skövde, inom tre veckor från den dag då klaganden fått del av beslutet.

**Decision**

*The decision to transfer credits is made by the Degree Evaluations Office in accordance with the Delegation of Authority of the University of Skövde.*

**If approved**, the decision is documented by registration of the transfer of credits into the national study administration system, Ladok. The Degree Evaluations Office will notify the applicant by mail.

**If denied**, the decision is sent by post to the applicant.

**Appeal**

*You may appeal this decision to the Higher Education Appeals Board. The appeal must be in written form. In the appeal you should state the decision that you want to appeal, how you want it to be changed and your reasons for this. The appeal should be addressed to the Higher Education Appeals Board, but sent to the University of Skövde, Box 408, 541 28 Skövde. The appeal must be submitted to the University of Skövde within three weeks after you received the decision.*



## Important information about filling out the form

### Application for transfer of credits

#### Transfer of credits

Students admitted to the University of Skövde who have completed and passed previous university studies are eligible to apply for transfer of their university credits to the University of Skövde. This may also be the case for similar educational programmes or knowledge gained in other ways, e.g. through work experience. The University will make an evaluation as to whether the previous studies and/or prior learning are eligible for a credit transfer of course credits according to The Higher Education Ordinance, Chapter 6, § 6-8 (SFS 1993:100).

#### Instructions for applying for transfer of credits of course or examination

##### 1. When can an application take place?

When you have been accepted to the University and registered for a course/educational programme at the University of Skövde, i.e. you are a student, you have the right to apply for transfer of credits. It is important that you make this application well in advance of the beginning of the course you wish to replace with a transfer course.

##### 2. Prior to application

The basis for granting transfer of credit is always based on the objectives and content of the course for which you wish to replace. Therefore, before you apply for transfer of credits, make an inventory of your knowledge and skills in relation to the course objectives for the course which you wish to replace and are seeking credit for.

Read the syllabus and the course's objectives and content and review what course literature is used.

If you deem that your knowledge and skills from earlier studies and/or prior learning are largely in congruence with the course's objectives and requirements, continue with your application.

##### 3. Fill out the application

- Provide your personal information and contact information.
- Indicate the course you wish to replace when you transfer credits (A1).
- If you wish to transfer a part of the course, indicate which examinations you wish to replace or highlight the objectives in the course syllabus you consider to have the corresponding knowledge and skills (A2).
- Indicate which earlier studies and/or prior learning you consider are the basis for your transfer of credits (B).
- Motivate why you are applying for a transfer of credits.
- Remember to date and sign the application.

##### 4. What should be attached to the application?

The University of Skövde's evaluation of transfer of credits is based on

- Qualifications from prior university studies; the course syllabus which was in effect when the credits were earned, a list of course literature and a transcript from Ladok must be attached. Foreign official transcripts are to be attached in both the original language and Swedish/English.

or

- Qualifications from other education; grades/certificate together with information about the education must be attached.

or

- Knowledge and skills acquired through prior learning (e.g. through work experience) related to the objectives and learning outcomes of the course.

In order to be evaluated for prior learning it is especially important to attach an explicit written description of your prior learning.

This description needs to indicate what you have done, during which time period and which knowledge and skills were acquired in correspondence to the objectives of the course you wish to replace by transferring credits. Documentation can include relevant service certificate, work description, letter of recommendation, contact information to prior employer.

#### Important!

Verify that you have filled out the form Application for transfer of credits correctly and that relevant documentation and certificates are attached. Incomplete applications will take longer to process before a decision can be made.

Remember that certain copied documents need to be certified as true copies of the original.

Transfer of credits can effect your right to student aid from CSN. For more information see [www.csn.se](http://www.csn.se)