

# Regulations and procedure for credit transfer

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**Description:**

This governing document covers the national and local rules for credit transfer in first, second and third cycle education. The document also describes the various stages of the procedure and is aimed at both students and employees at the university.

*Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.*

## Table of Contents

1 Rules for credit transfer .....	4
1.1 The right to a credit transfer assessment .....	4
1.2 Definition of “student” .....	4
1.3 Credit transfer for higher education .....	4
1.4. Credits for other education and professional experience .....	5
1.5 Credit transfer for contract education .....	5
1.6. Processing time .....	6
1.7 The right to appeal .....	6
2 Procedure for credit transfer cases .....	7
2.1. Application for credit transfer .....	7
2.2. Documentation from applicants .....	7
2.2.1 Documentation of education .....	7
2.2.2 Documentation of professional experience .....	8
2.3 Request for additional documentation .....	8
2.4 Registration of the application .....	9
2.5 Assessment of the application .....	9
2.5.1 Assessment approach .....	9
2.5.2 Completed exchange studies .....	10
2.5.3 Conversion of foreign credits .....	10
2.6 Decision .....	10
2.6.1 Rectification/amendment of a credit transfer decision .....	11
2.6.2 Delegation of decisions .....	11
2.6.3 Delegation of decisions on credit transfer of foreign education .....	11
2.7 Documentation of decisions in Ladok .....	11
2.8 Archiving .....	12
2.9. Appeal proceedings .....	12
2.10 Advance notice - preliminary assessment .....	13
2.11 Learning Agreements in connection with exchange studies .....	13
2.12 Credit transfers and degrees .....	14
2.13 Information about the consequences of a credit transfer .....	14



## Introduction

This document contains the regulations and rules that apply **nationally** to credit transfer for previous education and professional experience at the first, second and third cycle level, as well as the **local** rules of Stockholm University that generally apply to credit transfer for previous education and professional experience at the first, second and third cycle level. The document also contains a procedure aimed at achieving legal certainty and equal processing of credit transfer cases at Stockholm University.

For the student, recognition of previous education or professional experience is important in order to be able to move forward in her/his studies, to have the opportunity to move between different universities within Sweden and abroad, and to achieve the goal of a qualification within the given time frame. In its assessments, Stockholm University should therefore apply a generous approach in accordance with European conventions and guidelines as well as national recommendations. This approach is based on the provisions of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (also known as the Lisbon Convention),<sup>1</sup> the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)<sup>2</sup> and the European Recognition Manual for Higher Education Institutions (EAR-HEI).<sup>3</sup>

The basic (national) regulations are found in the Higher Education Ordinance (1993:100), in the Ordinance (2002:760) on contract education at universities and higher education institutions, and in the Ordinance (2011:183) on professional training for vice-chancellors/ presidents and other staff with equivalent management functions in schools, pre-schools and after-school centres, as well as continuing professional development for vice-chancellors/ presidents and pre-school directors. Another law referenced in the document is the Administrative Procedure Act (2017:900). National governance also includes decisions from the Higher Education Appeals Board (ÖNH), the guidance of the Swedish Higher Education Authority (UKÄ) on the handling of credit transfer applications and the guidance on the handling of appeals.

Stockholm University's local rules for credit transfer are based on national laws and regulations as well as the decisions and guidance mentioned in the previous paragraph. The document also refers to several university and presidential decisions found in the university's Governing Documents - Rules and Regulations on the Staff website. Decision and delegation procedures, Regulations for education and examination at first-cycle and second-cycle level, Regulations for education and summative assessment at third-cycle level, Regler för uppdragsutbildning (Regulations for contract education) and Local guidelines for validation of prior learning. Further decisions and documents referred to include Procedure for the archive organisation and archive maintenance at Stockholm University, and the Handbook in Case Handling. At Stockholm University, the right to make decisions regarding credit transfer is delegated from the President to the Scientific area boards and the University Director. Further delegation of decision-making rights in the scientific areas is described in the decision and delegation procedures of each area. Further delegation from the University Director is specified in Stockholm University's Decision and delegation procedures.

<sup>1</sup> SÖ 2001:46 (2001) Convention on the Recognition of Qualifications concerning Higher Education in the European Region, Lisbon, 11 April 1997. Stockholm: The Ministry of Foreign Affairs.

<sup>2</sup> The Swedish Higher Education Authority (2015). Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). Translation of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), adopted at the Ministerial Conference in Yerevan, May 2015.

<sup>3</sup> Nuffic (2016) European Recognition Manual for Higher Education Institutions.

## 1 Rules for credit transfer

### 1.1 The right to a credit transfer assessment

#### *National rules*

The higher education institution must assess whether credits can be awarded for prior education or prior professional or vocational experience. Credits may only be awarded to someone who is a student, unless otherwise stated in a statute or ordinance. (Chapter 6, Section 8 of the Higher Education Ordinance)<sup>4</sup>

#### *Local rules*

A student at Stockholm University has the right to have an application assessed by the department responsible for the courses or the main field of study/subject to which the application relates. There should always be an individual assessment of the student's application for credit transfer.<sup>5</sup> An application may not be dismissed on the basis of previous assessments of a similar nature or on the fact that the credit transfer cannot be included in a future degree.<sup>6</sup> An application may also not be rejected on the grounds that the student is not admitted to the course or study programme in question.<sup>7</sup>

### 1.2 Definition of "student"

#### *National rules*

Unless otherwise stated, in this ordinance the term 'student' refers to a person who has been admitted to and is undertaking higher education, and 'third-cycle student' is a person who has been admitted to and is undertaking third-cycle education. (Chapter 1, Section 4 of the Higher Education Ordinance)

#### *Local rules*

Only those who are students or doctoral students at Stockholm University can be considered for credit transfer. This document uses the term "student" for all levels of education. At Stockholm University, incoming exchange students are also included in the definition of a student.<sup>8</sup>

### 1.3 Credit transfer for higher education

#### *National rules*

If a student at a higher education institution in Sweden has passed a course or study programme of higher education, they are entitled to transfer the awarded credits to a course or study programme at another higher education institution. This does not apply, however, if there is a substantial difference between these courses or study programmes.

<sup>4</sup> Throughout this document we use the unofficial translation of The Higher Education Ordinance (1993:100) made by the Swedish Council for Higher Education and found on their website (<https://www.uhr.se/en/start/laws-and-regulations/Laws-and-regulations/The-Higher-Education-Ordinance/>).

<sup>5</sup> Den öppna högskolan. Government Bill 2001/02:15, p. 54.

<sup>6</sup> The Higher Education Appeals Board. Decision 2014-05-16 (Ref. №. 241-248-14) and 2017-08-25 (Ref. №. 241-559-17).

<sup>7</sup> The Higher Education Appeals Board. Decision 2019-01-18 (Ref. №. 241-1312-18).

<sup>8</sup> There are different interpretations as to whether incoming exchange students can fall within the definition of a student according to the current wording of the Higher Education Ordinance. Regarding the right to apply for credit transfer, Stockholm University includes incoming exchange students in this definition, in accordance with the proposals in the so-called Internationalisation Inquiry (SOU 2018:78 Increased attractiveness for the knowledge nation Sweden, Chapter 9.5).



The same applies for students who have successfully completed a course or study programme:

1. at a university or higher education institution in Denmark, Finland, Iceland or Norway
2. at a university or other higher education institution of a signatory to the Council of Europe's Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region,
3. at a university or other higher education institution of a signatory to the UNESCO'S Global Convention on the Recognition of Qualifications concerning Higher Education from 25 November 2019, or
4. at Nordiska högskolan för folkhälsovetenskap (NHV - The Nordic School of Public Health). Ordinance (2023:32).

(Chapter 6, Section 6 of the Higher Education Ordinance)

## **1.4. Credits for other education and professional experience**

### *National rules*

A student is entitled to transfer credits from a course or study programme other than that stated in Section 6 if the nature and extent of the knowledge and skills cited by the student are such that they generally correspond to the course or study programme for which the credits are to be transferred. A student may also be given credit for the equivalent knowledge and skills acquired in a vocational or professional capacity. (Chapter 6, Section 7 of the Higher Education Ordinance)

### *Local rules*

At Stockholm University, non-European higher education must be assessed and recognised in the same way as for the education referred to in the Higher Education Ordinance (Chapter 6. Section 6).

For credit transfer for education other than higher education and professional experience, see the Local guidelines for validation of prior learning in Rules and Regulations on the Staff website.

## **1.5 Credit transfer for contract education**

### *National rules*

Participants in contract education may be given grades and diplomas or course certificates pursuant to the regulations for first and second-cycle higher education if the same quality requirements apply to the contract education as to corresponding programmes of study in higher education. This applies even if the participants lack the entry requirements for higher education. (Section 6 of the Ordinance on contract education at universities and higher education institutions)

Those who have completed contract education of the kind referred to in Section 6 are entitled to recognition of their credits in first and second-cycle higher education. (Section 7 of the Ordinance on contract education at universities and higher education institutions)

Those who have completed the professional training programme, the National School Leadership Training Programme at Stockholm University, are entitled to recognition of their credits earned within the training as higher education, in accordance with the provisions of the Higher Education Ordinance. (Chapter 2, Section 11 of the Ordinance on professional training for vice-



chancellors/presidents and other staff with equivalent management functions in schools, pre-schools and after-school centres)

### *Local rules*

See Regler för uppdragsutbildning (Regulations for contract education) in Rules and Regulations on the Staff website.

## **1.6. Processing time**

### *National rules*

A case must be dealt with as easily, quickly and cost-effectively as possible without neglecting legal certainty. (Section 9 of the Administrative Procedure Act)

### *Local rules*

The processing time varies on a case-by-case basis. The processing time should normally not exceed two months from the receipt of a complete application by the university.<sup>9</sup>

The application should be processed without delay where circumstances require it - for example, when the student's possibility of a renewed student loan is directly dependent on the credit transfer.

## **1.7 The right to appeal**

### *National rules*

A decision on the transfer of credits for courses and study programmes or professional or vocational activities may be appealed to the Higher Education Appeals Board. (Chapter 12, Section 2 of the Higher Education Ordinance) A decision may be appealed by the person to whom the decision relates, provided that it has not been in her/his favour. (Section 42 of the Administrative Procedure Act)

### *Local rules*

See the Handbook in Case Handling on the Staff website.

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<sup>9</sup> An application is considered complete once all the supporting documents required for an assessment have been submitted. See also 2.2 Documentation from applicants and 2.3 Completion of the application.



## 2 Procedure for credit transfer cases

A credit transfer case is initiated by a student through an application for credit transfer to Stockholm University. When the application for credit transfer is received by the university, the procedure must be followed in order to maintain legal certainty and equal treatment. The processing of a credit transfer case leads to an official decision, which can be appealed. The procedures described here are mainly based on the Higher Education Ordinance and the Administrative Procedure Act.

### 2.1. Application for credit transfer

At Stockholm University there are common templates for application forms with instructions for applying for credit transfer. Applications submitted in other ways must also be processed (e.g., orally or by e-mail). It is recommended that the student fill out an application form to ensure that the information needed for the case's processing is collected in a cohesive manner. Student Services is responsible for ensuring that templates for application forms are available via the university's website.

As a rule, the application is submitted to the department responsible for the course, unless another procedure has been established for a particular course or study programme. Applications regarding studies at doctoral level are submitted to the doctoral student's department. Applications for credit transfer for certain studies abroad are submitted to Student Services (see 2.6.3). Where several departments cooperate on joint courses or study programmes, information about the application must be communicated to the relevant departments as a matter of course.

When an application is submitted to Stockholm University, the following must be done before the case is considered further:

- 1) note arrival date
- 2) check that the application has reached the correct recipient; if not, refer the case to the correct recipient
- 3) register the application
- 4) check that the applicant has been admitted to and is studying at Stockholm University (see 1.2); if this is not the case, the application should be rejected and the case closed.

### 2.2. Documentation from applicants

The student is responsible for attaching sufficient documentation so that it is possible for the university to assess the case (see Section 19 of the Administrative Procedure Act). The university should help the student to make a complete application, primarily by providing clear information about what is needed in order for an application to be assessed (see Section 20 of the Administrative Procedure Act).

#### 2.2.1 Documentation of education

In order for an application for credit transfer for previous studies to be assessed, the applicant must be able to present documentation of credits and passing grades for the course or part of the course to which the application relates. The following documents must be attached to the application for credit transfer:

- Officially issued Transcript of Records or the equivalent in the original language and an authorized translation to English, if necessary. Paper copies should be certified. Digital copies

must be possible to verify electronically with the issuing higher education institution.

The transcript must include the following information: name of higher education institution, course name, period of study, level, number of credits, grades and grading scale. Additional information describing the educational system (credit system, degree requirements etc.) should also be submitted if available.

- Course syllabus or equivalent detailed course description from the term the course was taken. Information on the level and extent of the studies as well as forms of examination should be included. A reading list should be submitted if available.
- In the case of completed exchange studies, the signed agreement, known as the Learning Agreement, must be attached (if such an agreement has been established in connection with the exchange semester).
- Original documents must be provided upon request if it is considered necessary for an evaluation to be made.

If, for various reasons, students lack documentation, (e.g., refugees and or persons in refugee-like situations), the university should nevertheless assess the qualifications claimed by the student as far as is possible. Information and recommendations for the assessment of education without documents are provided, inter alia, by the Swedish Council for Higher Education (UHR) and in EAR-HEI.<sup>10</sup>

### 2.2.2 Documentation of professional experience

An applicant who wishes for a professional experience to be assessed for credits must describe in detail in the application the knowledge and skills acquired in the professional activity and describe how they correspond to the intended learning outcomes in the course syllabus. As far as possible, these descriptions must be supported by a certificate, diploma, license or similar documents. The assessment is carried out according to the method chosen by each department. The assessment should not be affected by how the knowledge has been acquired; rather, it should focus on the learning outcomes.<sup>11</sup> When it comes to employer's certificates as much and as detailed information as possible should be provided. The certificates should include information on:

- place of employment and name of employer, if applicable
- length of employment
- extent of employment (full-time, part-time etc.)
- employment tasks
- personal testimonies

### 2.3 Request for additional documentation

If a submitted application requires clarification or lacks the necessary documentation for a full investigation/assessment to be made, the student should be given the opportunity to submit further documentation.

<sup>10</sup> Nuffic (2016) The European Recognition Manual for Higher Education Institutions, Chapter 21.

<sup>11</sup> Cedefop (2015) European guidelines for validating non-formal and informal learning. Luxembourg: Publications Office. Cedefop reference series: № 104, p.17.



A request for additional documentation must contain clear information about what is missing. It must also include a final deadline for submission and information about what will happen in the case if the supplementary information is not received, i.e., that a decision will be made on the basis of the documents submitted in the case (see Section 23 of the Administrative Procedure Act).

The student should be given reasonable time to complete the application, taking into account the circumstances of the case. Reasonable time means the amount of time needed to produce or access the documentation necessary for an assessment.

## 2.4 Registration of the application

The application for credit transfer must be registered without delay at the department/office that is to decide on credit transfer, in accordance with the university's Decision and delegation procedures (see 2.6.2). The application and any attachments must be registered, even if the student has submitted her/his application in a format or manner other than a form.<sup>12</sup>

## 2.5 Assessment of the application

An individual assessment of the application must always be made. The assessment must be objective and must be handled on an individual basis. The assessment is made in relation to intended learning outcomes in the course or programme syllabus, or to the local qualification descriptor for studies in the main field of study or the qualitative targets in education at first and second cycle level. In the case of credit transfer for optional studies/complementary studies, an assessment is made of whether the claimed qualifications generally correspond to the higher education level within a particular subject. In third cycle education, the application is assessed based on the general syllabus and the qualitative targets.<sup>13</sup> The department/office handling the case is responsible for carrying out an adequate investigation (see Section 23 of the Administrative Procedure Act, as well as the Handbook in Case Handling).

### 2.5.1 Assessment approach

The assessment of an application for credit transfer must be based on the principles of generosity and flexibility established in the European guidelines for recognition, in particular in the Lisbon Convention. One of the basic principles, which is also enshrined in the Higher Education Ordinance (Chapter 6, Section 6), is that higher education should be recognised if there are no substantial differences between the previous education and the education for which the student wishes to receive credits. Other education and professional experience must also be approved if they largely correspond to the education for which the student wishes to receive credits. This is pursuant to the Higher Education Ordinance (Chapter 6, Section 7). If an application is rejected in whole or in part, it is the decision maker at Stockholm University who is responsible for demonstrating that there are substantial differences and for justifying them. The term substantial differences refers to differences that are so great that recognition would affect an individual's ability to "continue further education, conduct research or perform certain work".<sup>14</sup>

<sup>12</sup> Stockholm University's Handbook in Case Handling.

<sup>13</sup> Regulations for education and summative assessment at third-cycle level, in Rules and Regulations on the Staff website.

<sup>14</sup> SOU 2018:29 Validation in higher education - for credit award and lifelong learning, p.141.



### 2.5.2 Completed exchange studies

A student who has participated in exchange studies through one of the university's exchange agreements must apply for credit transfer after the end of the exchange period. If the student has completed her/his exchange studies with passing grades and in accordance with the established Learning Agreement, credit transfer for the studies should be granted.

### 2.5.3 Conversion of foreign credits

It is Stockholm University that decides how foreign credits should be converted in the event of a credit transfer. The university follows the recommended model for credit conversion as described in EAR-HEI.<sup>15</sup>

Under the European Credit Transfer System (ECTS), one year of full-time studies is equivalent to 60 ECTS. At Stockholm University, 1 ECTS is converted to 1 higher education credit (*högskolepoäng*, hp), unless there are special reasons for another assessment.

For further support in assessing foreign education, see information about credit transfer on the Staff website or contact the Degree Office at Student Services.

## 2.6 Decision

As a rule, decisions are made by the responsible department. There can only be one decision maker for a particular decision. Where the credit transfer concerns a course or programme offered by several departments, the departments involved must be informed of the decision.

An application for credit transfer may be granted in full, in part or denied. The student should be informed of the decision in writing, both in the case of a favourable decision and if the decision is made to reject the application. A credit transfer decision applies only at the higher education institution where the decision was taken.

Decisions must be documented and justified (Sections 31-32 of the Administrative Procedure Act). A justification for the decision must include a reference to the regulations on which the decision is based. The justification should be written so that the student can easily and clearly follow the decision-making process and understand the reasons for the decision. If the decision is fully in line with the student's wishes, the justification may be omitted.<sup>16</sup>

The decision must contain an appeal reference in accordance with the Administrative Procedure Act (Section 33). The appeal reference to be used at Stockholm University may be found in the university's Handbook in Case Handling.

At Stockholm University there are university-wide form templates for credit transfer decisions, with instructions about what the decision must include. Decisions should be written in Swedish and, if necessary, translated into English. Student Services is responsible for ensuring that decision templates are available via the university's website.

<sup>15</sup> Nuffic (2016) European Recognition Manual for Higher Education Institutions, pp. 52-56.

<sup>16</sup> UKÄ (2021:23) Högskolornas handläggning av tillgodoräknandeärenden – en vägledning (Guidance: The handling of credit transfer applications by higher education institutions), pp.32-33.



### 2.6.1 Rectification/amendment of a credit transfer decision

A decision that is in line with the student's application cannot normally be changed or deleted at the student's request. If you have any questions, please contact the Ladok system administration or the Degree Office at Student Services.

### 2.6.2 Delegation of decisions

At Stockholm University, the right to make decisions on credit transfer is delegated to the scientific area boards and the University Director. Further delegation of decision-making rights in the scientific areas is described in the decision-making and delegation procedures of each scientific area.

When assessing credit transfer of foreign qualifications, the right to make decisions is delegated both to the scientific area boards and to Student Services via the University Director (see 2.6.3).

When assessing credit transfer for students admitted to supplementary training for teachers with a foreign teaching qualification (ULV) and for the continuing professional development of teachers who lack a teaching qualification (VAL), the right to make decisions is delegated to the head of the Office of Human Science.

### 2.6.3 Delegation of decisions on credit transfer of foreign education

The departments handle cases relating to credit transfer for foreign education that supposedly corresponds to studies at first, second and third cycle level. This includes:

- Specific courses given by the department
- Complementary studies within the department's main field of study/subject area
- Programmes leading to a professional qualification
- Studies within the framework of the department's exchange agreements

Student Services handles cases where the credit transfer is intended to correspond to studies at the first cycle level and where the credit transfer cannot be handled by a department. This includes:

- Studies in one or more subjects that the student wants to be credited as corresponding to studies abroad/optional studies
- Studies in subjects not available at Stockholm University
- Studies within the framework of an exchange agreement, where the credit transfer cannot be handled by the department.

Student Services generally handles cases in which it can make it easier for the student to assemble her/his previous studies in a single application and receive a single, comprehensive decision regarding credit transfer. Student Services assesses the studies only in relation to their equivalence to Swedish higher education at the first cycle level. If necessary, Student Services consults with the relevant departments.

## 2.7 Documentation of decisions in Ladok

All decisions on credit transfer for education or professional experience must be reported in Ladok. The reporting must be made without unnecessary delay.



Different credit transfer decisions can be reported in different ways in Ladok. The reporting must be done according to instructions provided by the Ladok system administration. There is an overview of the most common types of credit transfer-available on the Staff website.

Information from the written decision (registration number, basis for credit transfer, credited as, decision makers) must be clearly stated when reporting in Ladok. The decision maker of the written decision must be the same person who certifies the decision in Ladok.

The basis for a credit transfer must be specified in as much detail as possible, in accordance with the documentation (e.g., higher education institution, original course titles, original scope, information about the applicant's employer and professional activities). If no clear specification is provided, this may complicate future credit transfer assessments, the issuing of degrees and the assessment of eligibility for further courses and study programmes.

Transferred courses or credits are not graded, as a credit transfer is not an examination but rather an administrative decision. For grading of a whole course where a credit transfer is granted for part of the course, please refer to Regulations for education and examination at first-cycle and second-cycle level in Rules and Regulations on the Staff website.

## 2.8 Archiving

The case is closed in W3D3. All documents relevant to the case are archived in accordance with applicable procedures.<sup>17</sup>

## 2.9. Appeal proceedings

An appeal against a credit transfer decision must be submitted to the registrar at Stockholm University. Student Services will then coordinate the handling of the case within the university.

According to the university's Decision and delegation procedures, when a credit transfer case is submitted to the Higher Education Appeals Board (ÖNH) it is the head of Student Services who writes a formal statement, regardless of who made the decision that has been appealed. According to the practice of the Parliamentary Ombudsman, the processing time should not normally exceed one week.<sup>18</sup>

The case must be dealt with immediately in the following steps:

1. The appeal is received and registered by the Stockholm University Registrar. The registrar forwards the appeal to Student Services/Degree Office for further handling. The Degree office then sends the appeal to the decision maker at the relevant department.
2. The decision maker checks whether the appealed decision was incorrect for any reason. If this is considered to be the case, the university is obliged to revise the decision under certain conditions (see the Handbook in Case Handling).

It will then be checked whether the appeal has been received within the stated time limit (within three weeks of the student being informed of the decision). An appeal that has been

<sup>17</sup> Stockholm University's Handbook in Case Handling.

<sup>18</sup> UKÄ (2018) Vägledning: Högskolornas handläggning av överklaganden (Guidance: The handling of appeals by higher education institutions).

submitted too late shall be dismissed. An appeal may not be dismissed for reasons other than late receipt (see Section 45 of the Administrative Procedure Act, as well as the Handbook in Case Handling).

3. If the decision maker changes the decision in accordance with the student's appeal, the new decision, together with the appeal and other documents in the case (application, decision, course syllabi, literature lists, etc.), is sent to Student Services/Degree Office within **5 working days**. Student Services then forwards the matter to ÖNH (see Section 46 of the Administrative Procedure Act).

or

If the decision maker stands by the original decision, the decision maker writes a statement containing a clear justification for why the previous decision has not been amended. The statement, appeal and other documents in the case (application, decision, course syllabi, literature lists, etc.) must be sent to Student Services/Degree Office within **5 working days**.

If the decision maker does not have time to formulate a statement within the time allowed, she/he must inform Student Services about this. Student Services will in this case forward the matter to ÖNH without a statement. The decision maker must then submit her/his statement of opinion to Student Services as soon as possible.

4. Once a statement has been received by Student Services, an administrator will refer the case to the head of Student Services. The appeal, the university's statement and other documents in the case are then submitted to ÖNH (see Section 46 of the Administrative Procedure Act).
5. ÖNH sends its decision to the Stockholm University Registrar, which closes the case and forwards it to Student Services. Student Services then forwards the decision to the department.

## 2.10 Advance notice - preliminary assessment

The university is not obliged to give advance notice regarding credit transfer (a written, preliminary assessment of how many credits and which courses/studies are eligible for credit transfer). If a department chooses to give advance notice nevertheless, this should be done with caution and be expressed as a preliminary decision. It is important to be aware of the fact that a positive decision can be binding. An advance notice should be documented in a way that it is clearly described what applies.<sup>19</sup> For questions contact Student Services.

## 2.11 Learning Agreements in connection with exchange studies

An important purpose of exchange studies is that they should be possible to include as part of the student's education/qualification. A written agreement, known as the Learning Agreement, on credit transfer for exchange studies (containing any conditions and a clear statement of the student's obligations and rights) must be provided to the exchange students prior to departure. If possible, university students who intend to study abroad outside an exchange agreement should also receive a Learning Agreement.

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<sup>19</sup> UKÄ (2021:23) Högskolornas handläggning av tillgodoräknandeärenden - en vägledning, p.39 (Guidance: The handling of credit transfer applications by higher education institutions).



As a general rule, the Learning Agreement must be signed by the body that will be deciding on credit transfer upon completion of the exchange studies. If decisions are to be taken in whole or in part by another body, this shall be agreed when the Learning Agreement is established.

A student who has participated in exchange studies must apply for credit transfer at the end of the exchange period. If the student has completed her/his exchange studies with passing grades and in accordance with the established Learning Agreement, credit transfer for the studies should be granted.

## 2.12 Credit transfers and degrees

In most cases, assessments in connection with credit transfer must take into consideration the qualification provisions of the degree for which the student intends to apply. However, an application for credit transfer must always be treated as a case in its own right, and a decision to reject an application cannot be justified on the grounds that the studies cannot be included in a particular qualification.

When a credit transfer decision is made, information must be provided about the fact that an assessment of substantive overlap may be made when the student applies for her/his qualification. This information must be included in the credit transfer decision.

### Courses within programmes leading to a professional qualification

If the original course has been taken as a freestanding course, within another programme or with an older course code, it must be credited within the specific programme that leads to the intended professional qualification.

### Part of a course

A module or part of an unfinished course can be included in a qualification if it can be assessed as clearly definable in the course syllabus and provided all other qualification requirements are fulfilled. If necessary, a module or part of a course can be assessed for credit transfer towards a specific course or a specific part of a course which is to be completed.<sup>20 21</sup>

## 2.13 Information about the consequences of a credit transfer

It is important that the student be informed that a credit transfer can have consequences for further studies. For example, a credit transfer may affect:

- studies in the main field of study or first/second cycle education programme
- the content of the individual study plan for third-cycle studies<sup>22</sup>
- the extent of the studies and thus the possibility of obtaining student grants and loans
- tuition fees for fee-paying students.

A credit transfer can also affect the content of a qualification, such as:

- if part of a course is transferred from one course to another, the consequence is that the credits cannot be counted twice in the same qualification

<sup>20</sup> Local System of Qualifications for Stockholm University on the Staff website.

<sup>21</sup> The Higher Education Appeals Board. Decision 2014-04-11 (Ref. №. 243-228-14), Decision 2015-08-21 (Ref. №. 243-583-15) and 2020-12-21 (Ref. №. 243-2606-20).

<sup>22</sup> Regulations for education and summative assessment at third-cycle level, in Rules and Regulations on the Staff website.