

Application for Credit Transfer



Mittuniversitetet
MID SWEDEN UNIVERSITY

Application arrived on:
Reg no:

See back/next page for instructions and information on how to make an appeal. Further information on credit transfer can be obtained from the Division of Student Services.

Personal data – to be filled in by the applicant

Swedish civic registration no.	surname, first name
e-mail	address
telephone/mobile number	postcode and town/city

Application – to be filled in by the applicant

I wish to claim prior learning credit for the following subject/course at Mid Sweden University:

name of subject or course ¹⁾	cycle ²⁾	credits ³⁾	course code ⁴⁾
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which is a part of the programme/course

Name of programme or course ⁵⁾

Details on claims for credit (if more than three qualifications (M1-3), please use Appendix A)

M1	university/college (country, if not Sweden) ⁶⁾					
	course title (original language) ⁷⁾	cycle ⁸⁾	credits ⁹⁾	grade ¹⁰⁾	grading system ¹¹⁾	date of certificate ¹²⁾
	course title (English translation) ¹³⁾					

M2	university/college (country, if not Sweden) ¹⁴⁾					
	course title (original language)	cycle	credits	grade	grading system	date of certificate
	course title (English translation)					

M3	previous professional experience ¹⁵⁾	employer ¹⁶⁾	duration ¹⁷⁾
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The above information is certified by

number of appendices ¹⁸⁾	location and date ²⁰⁾
number of pages ¹⁹⁾	signature of applicant ²¹⁾

Decision – to be filled in by the Department

<input type="checkbox"/> Credit for a complete subject/ complete course is awarded ²²⁾ For M1 _____ credits will be awarded. For M2 _____ credits will be awarded. For M3 _____ credits will be awarded.			examiner's signature ²⁵⁾
<input type="checkbox"/> Credit for a part of a subject/ course is awarded. ²³⁾ Credit for the following part of the subject/course is awarded: _____ For M1 _____ credits will be awarded. For M2 _____ credits will be awarded. For M3 _____ credits will be awarded. Remaining open tasks the applicant must provide to be awarded credit for the complete subject/course: _____			examiner's signature ²⁵⁾
<input type="checkbox"/> Application dismissed with the following motivation ²⁴⁾ _____			examiner's signature ²⁵⁾
date of decision	signature of the decision-maker	clarification of signature	registered in LADOK/signature ²⁶⁾

Instructions

Below, you will find detailed instructions on how to fill in the different fields, see Instructions – Application for Credit Transfer. This form is a claim for previous learning credit for one course. Please take your application to the departmental secretary of the department your claim refers to. See “Addresses” below.

Documents to include

When the credit transfer is based on previous qualifications, the following documents must be included:

- Course certificate or certificate of enrolment
- Course syllabus including required reading

When the credit transfer is based on other qualifications, the following documents must be included:

- Certificate of employment with details on duration
- Job description
- Reference to direct supervisor
- Decision/preliminary decision on prior learning (where appropriate)

Apart from these documents, the applicant must include other relevant certificates on demand to complete the application. If your documents are in other languages than Swedish, you must provide us with an official translation to Swedish as well as the original documents (exceptions can be made by the decision-maker). In the case of exchange students, there may be a mandatory examination of your independent project at Mid Sweden University, even if the project already has been presented and approved at the host university (this does not apply to the B-level).

Overlap

When the degrees are awarded, we make sure that your education does not overlap and the credits transferred may be changed accordingly. Overlap means that courses with the same content are listed with the number of credits that remain after the credits for the course with mutual content have been deducted. In other words, only unique credits are specified in the degree certificate.

Validity and appeal

The validity of the decision is guaranteed only at Mid Sweden University. Decisions on credit transfers may be appealed at the Higher Education Appeals Board (ÖNH). Any appeal has to be in writing and be directed to the Higher Education Appeals Board/ÖNH. This letter must state which decision you are appealing against, what change you desire and the reason for that. Please make sure the letter contains your signature, clarification of signature, your Swedish civic registration number, postal address and telephone number. Please include any other documents you find significant and send the appeal to the department that sent you the decision. The departmental secretary will forward your appeal to the decision-maker. Please note: the appeal must reach Mid Sweden University within three weeks of the date when you received the notification of the decision.

Addresses

Mittuniversitetet Department of xx 871 88 HÄRNÖSAND 851 70 SUNDSVALL 831 25 ÖSTERSUND	xx is to be changed to one of the following: Human Sciences / Health Sciences / Information Technology and Media / Natural Sciences, Engineering and Mathematics / Social Sciences / Social Work / Engineering and Sustainable Development / Education	Överklagandenämnden för högskolan (Higher Education Appeals Board) Box 7249 103 89 STOCKHOLM (SWEDEN)
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Instructions – Application for Credit Transfer

Application arrived on

The departmental secretary fills in the date (for instance 2009-01-15) and registers the document.

Personal data – to be filled in by the applicant

Please state your Swedish civic registration number (ID), telephone number, e-mail and the address to which you want the decision to be sent.

Application – to be filled in by the applicant

- 1) Please specify which subject (for instance Business Administration) *or* course (for instance Marketing) you claim previous learning credit for.
- 2) Please specify the cycle of the subject or course; first, second, or third.
- 3) Please specify how many credits you wish to transfer.
- 4) Please specify the course code (not the application code) of the course you wish to apply credit for (for instance PE046G).
- 5) Please specify which programme the subject or course is part of *or* the programme you wish to transfer credits to (for instance Programme of Ecotechnology and Sustainable Development).
- 6) Please specify the name of the credit giving institute (M1). In the case of a foreign institute, please also specify the country (for instance Uppsala University *or* Universität Bremen, Germany).
- 7) Please specify the course title in the original language.
- 8) Please specify which cycle the course is equivalent to; first, second, or third.
- 9) Please specify how many credits the course is equivalent to. 40 weeks of full-time studies equal 60 credits.
- 10) Please specify the grade you were given.
- 11) Please specify the grading system of the course (for instance ECTS). If you are uncertain, please refer to the enclosed course syllabus.
- 12) Please specify the date of the grade.
- 13) Please specify the course title in English.
- 14) Numbers 6-13 are repeated and you have the possibility to specify a second qualification (M2) to claim a previous learning credit for the course specified in field 1). If you wish to claim credit for more than two courses, please use Appendix A.
- 15) Please specify details on your professional experience, such as main tasks, location and duration to claim a qualification credit for the course specified in field 1). If you wish to claim further qualifications, please use Appendix A.
- 16) Please specify the employer of your professional experience (for instance Siemens *or* Municipality of Östersund).
- 17) Please specify the duration of your professional experience (for instance 060801-080530, year-month-day).
- 18) Please specify the number of appendices you include in your application. Be sure to include Appendix A if you filled it out.
- 19) Please specify the number of pages the appendices in field 18 amount to.
- 20) Please specify the correct location and date of the application.
- 21) The application must be signed by the applicant to be handled.

Decision – to be filled in by the Department

- 22) If credit is awarded for the complete subject/course claimed in field 1), tick the box and specify the qualification the credit transfer is based on. This is essential for the applicant as well as the Degree Office, since the points which have not been transferred can be claimed for another degree later on.
- 23) If only part of the subject/course credit the applicant claims in field 1) is awarded, tick this box and specify the qualification the credit transfer is based on. This is essential for the applicant as well as the Degree Office, since the points which have not been transferred can be claimed for another degree later on. Please specify the remaining open tasks the applicant must provide to be awarded the credits applied for in field 1) (this is important in view of an appeal).
- 24) If the subject/course applied for in field 1) is dismissed, please tick this box and specify here or in an enclosed document why the claim for credit transfer is dismissed (this is important in view of an appeal).
- 25) Examiner's signature (may differ from one department to another).
- 26) The departmental secretary fills in the date of the registration in Ladok and signs the form.

Application for Credit Transfer

Appendix A

Personal data

Swedish civic registration no.	surname, first name
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Further details on claims for credit

M4	university/college (country, if not Sweden)					
	course title (original language)	cycle	credits	grade	grading system	date of certificate
	course title (English translation)					

M5	university/college (country, if not Sweden)					
	course title (original language)	cycle	credits	grade	grading system	date of certificate
	course title (English translation)					

M6	university/college (country, if not Sweden)					
	course title (original language)	cycle	credits	grade	grading system	date of certificate
	course title (English translation)					

M7	university/college (country, if not Sweden)					
	course title (original language)	cycle	credits	grade	grading system	date of certificate
	course title (English translation)					

M8	University/college (country, if not Sweden)					
	course title (original language)	cycle	credits	grade	grading system	date of certificate
	course title (English translation)					

M9	university/college (country, if not Sweden)					
	course title (original language)	cycle	credits	grade	grading system	date of certificate
	course title (English translation)					

M10	previous professional experience	employer	duration
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M11	previous professional experience	employer	duration
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M12	previous professional experience	employer	duration
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M13	previous professional experience	employer	duration
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M14	previous professional experience	employer	duration
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