

(Degree Administrators notes)

Arrival: 201__ - ____ - ____

Degree Office, 01.02.2013

**Mittuniversitetet**
MID SWEDEN UNIVERSITY**APPLICATION FOR DEGREE CERTIFICATE**

- for international students

For postgraduate degrees, please use another application form.

Personal details and address

Family name	Given name	Date of birth
Address (to which the certificate is to be sent) <i>Street and number/Post box:</i>		
<i>Post code and Village/Town/Region:</i>		
<i>Country:</i>		
E-mail address	Telephone number	

Read the information on the opposite side before you fill in the rest of the application**The application concerns****Choose prefix**

If you think you fulfil the requirements for a prefix - tick one box below. Please read about the prefixes on the opposite side before you tick the box.

- Ekonomie
- Filosofie
- Politices
- Teknologie

Choose degree

- Högskoleexamen 120 hp
Higher Education Diploma
- Kandidatexamen 180 hp
Degree of Bachelor of Arts/Science
- Magisterexamen 60 hp
Degree of Master of Arts/Science (60 credits)
- Masterexamen 120 hp
Degree of Master of Arts/Science (120 credits)

Major subject (not the name of the programme): _____

For information about major subjects, visit Degree requirements / Subject List on www.miun.se/degree**Documents to be enclosed (all copies must be attested/verified)**

- ✓ Copy of birth certificate, driving licence or passport (we will spell your name as in these documents).
- ✓ Copies of degree certificate, course certificates or similar of previous university studies (in original language and in English).
- ✓ If you apply for a degree title with prefix or need courses from your previous studies to be included in your degree you should enclose a description of the study system at the university where you got your previous studies (for example: The length of a normal academic year of full time studies expressed in weeks and/or hours and the different levels of the university courses). Copies of syllabi and lists of literature (in English) can be requested by the Degree Officer if needed.
- ✓ If you would like the title of your independent degree project (C-level or master level) to appear on the degree certificate you should enclose a copy of the front-page of the project. The title and your name must be printed clearly.

Signature

Date	Applicant's signature
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Degree Administrators notes

Additions	Degree code	DS code	Progr	Ping
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The application continues on next page →

General information

- ✓ The degree certificate is written in both Swedish and English.
- ✓ You can submit the application when you have received final grades for all courses that are required for the degree.
- ✓ Once your application is complete, the Degree Office has one month to process your application before you will get the certificate.
- ✓ The application is complete when you have enclosed all the requested and certified copies, signed the application and fulfilled the requirements stated in the local degree ordinance at Mid Sweden University.
- ✓ Only completed courses at higher education level can be included in the degree certificate. For example, courses in the Swedish language for exchange students are not part of the higher education and will therefore not be included.
- ✓ All degrees that fall under the new system of qualifications, i.e. those issued to students admitted after 1 July 2007, are exact degrees. This implies that no degree may contain more credits than what has been stated in the degree requirements. If you have too many credits, we will ask you to exclude one or several courses. For courses that may not be included in degree certificate, course certificates may be requested from the relevant department secretary.
- ✓ If the studies mainly have been pursued within a programme, the name of the programme will be mentioned in the certificate.
- ✓ The diploma supplement, a document attached to the degree certificate, describes your degree and the Swedish higher education system in English.

Degree requirements

- ✓ Högskoleexamen, the Higher Education Diploma (with indication of a major subject or a specialization), may be obtained after having fulfilled course requirements of 120 credits (two years of full-time studies). A minimum of 60 credits is required in the major subject or a study programme of 120 credits, including an independent degree project of at least 7,5 credits.
- ✓ Kandidatexamen, the Degree of Bachelor (often with prefix and always with a major subject), may be obtained after having fulfilled course requirements of 180 credits (three years of full-time studies). A minimum of 90 credits is required in the major subject, where at least 30 credits must be at C-level including an independent degree project of at least 15 credits. Requirements for prefix, see below.
- ✓ Magisterexamen, the Degree of Master, 60 credits (often with prefix and always with a major subject), may be obtained after having fulfilled course requirements of at least 60 credits (one year of full-time studies). A minimum of 30 credits is required in the major subject, including an independent degree project of at least 15 credits. The main field studies must be taken at AV-level (second cycle). Only 15 credits can be taken at GR-level (first cycle). Requirements for prefix, see below.
- ✓ Masterexamen, the Degree of Master, 120 credits (often with prefix and always with a major subject), may be obtained after having fulfilled course requirements of at least 120 credits (two years of full-time studies). A minimum of 60 credits is required in the major subject, including an independent degree project of at least 30 credits. The main field studies must be taken at AV-level (second cycle). Only 30 credits can be taken at GR-level (first cycle). Requirements for prefix, see below.

Requirements for prefix

The degree title for Kandidatexamen (Degree of Bachelor), Magisterexamen (Degree of Master, 60 credits) and Masterexamen (Degree of Master, 120 credits) can have a prefix. The prefix is only given in the Swedish degree title and has no counterpart in the English translation. The prefix requires a minimum of 30 credits in a subsidiary subject. The Degree Office, together with your Department at Mid Sweden University, will make an assessment (a calculation of credits achieved) of your studies to see if you got an approved subsidiary subject. A prefix does not indicate a higher degree, but only shows that the major subject has been combined with another subject. See the combinations below.

Filosofie	The major subject is within the faculty of Humanities, Social Sciences and Natural Sciences and 30 credits within a subsidiary subject.
Ekonomie	The major subject is Business Administration or Economics and 30 credits in one of these two subjects that is not the major subject.
Politices	The major subject is Economics, Statistics or Political Science and 30 credits in one of these three subjects that is not the major subject.
Teknologie	The major subject is within the faculty of Engineering and 30 credits in mathematical subjects.

Contact

Further information is found on www.miun.se/degree or by contacting the Degree Office by e-mail: examen@miun.se (always mention your civic registration number or date of birth)

Send the application to

MID SWEDEN UNIVERSITY, Examensenheten, 831 25 Östersund, SWEDEN (We do not accept applications by e-mail)