

Important information about filling out Form Nr 6, Application for Credit Transfer for Course/Examination

Students admitted to the University of Borås who have completed and passed previous university studies in the same subject/field are entitled to apply for credit for these studies at the University of Borås. 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 or work experience 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 credit transfer

1. When can the application for credit transfer take place?

When you have been accepted to the university and registered to an educational programme at the University of Borås, i.e. you are a student, you have the right to apply for credit transfer. It is important that you make this application well in advance of the beginning of the course in question.

2. Prior to application

The university's evaluation of your earlier studies and/or work experience that can be the basis for the granting of credit is always based on the objectives and content of the course for which you are seeking credit.

Therefore, before you apply for credit transfer eligibility, take an inventory of your knowledge and skills in relation to the course objectives for the course for which you are seeking credit.

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

If you consider that your knowledge and skills from earlier studies and/or work experience are largely in congruence with the course's objectives and requirements, go further with your application.

3. Fill out the application

- Provide your personal information and contact information. Always provide your student email account.
- Indicate the course you are to study for which you desire the evaluation of credit transfer eligibility. Mark the specific course objectives of the syllabus that you wish to claim credits for (or for the entire course).

- Indicate which previous studies (one or more) you wish to have compared to determine eligibility for credit transfer. Indicate which course objectives in the course syllabi you believe are equivalent to the content in the course/course objectives that you wish to claim credit for.
- Don't forget to complete the application with your signature and the date.

4. What should be attached to the application?

The University of Borås's evaluation of eligibility for credit transfer is based on:

- Qualifications from previous studies: syllabus, course literature, and any other information on the studies
- Qualifications from another educational programme; grades, certificates, and information about the educational programme (must be attached if to be used for eligibility)
- Written description of your knowledge and skills in relation to the course objectives that you have gained in other ways, for example through work experience

In the cases of evaluation of corresponding knowledge gained through work experience and other experience-based learning, it is especially important to attach a clear written description.

This description need to specify what you have done, over what period of time, and what knowledge and skills you have acquired in relation to the objectives of the course you wish to have credited. Documentation that may be relevant and appropriate may be certificates of employment, job descriptions, letters of recommendation, and references to former workplaces/managers.

Important!

Check that the application form is correctly filled-out and that all relevant documentation and certifications to be evaluated are attached. **In cases of incomplete applications, the processing time for decision-making will be longer.**

Be aware that some copied documents, e.g. certificates of employment, must be certified copies and therefore attested by someone with proper authority (with signature and telephone number) that can confirm that the copy corresponds to the original documents/certificates. Documents that require this certification but which are not certified copies cannot be taken account of in the evaluation of eligibility for credit transfer.

Be aware that the credit transfer of university credits can affect your right to student aid from CSN. For more information, please visit www.csn.se



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