



Dnr _____

Application for credit transfer for course/examination

To be filled in by the student * = mandatory information

Personal identity number (YYMMDD-XXXX) *		The form should be sent to: Högskolan i Borås, Student Reception, 501 90 Borås or handed in to: Student Reception, B3	
Last name *			
First name *		Telephone- / Mobile number	
Address			
Postal code		City	
E-mail (student account SXXXXXX) *		E-mail (alt.)	
		@student.hb.se	
Programme, specialisation if any *			

NOTE! Read the instructions before filling in the form. Credit transfer points are not eligible for CSN grants and loans for studies. A: I apply to have the following course credited (i.e. completely or partially not need to take the course) *

Course code	Course	University credits

B: I invoke the following knowledge and skills as a basis for credit transfer *

1) From previous higher education /crediting according to the Higher Education Ordinance, Chapter 6) certified by syllabus and transcript of records

Course code	University credits	University

2) From other education and/or activities (crediting according to the Higher Education Ordinance, Chapter 6, articles 7-8) certified by certificates of content and scope

Acquired knowledge and skills	Place acquired

Attached documents *	Certified copies are required for
<input type="checkbox"/> Transcript or records <input type="checkbox"/> Syllabus/Literature list	<input type="checkbox"/> Certificates of employment or other documents

City, date, and student's signature *

Rules

Students admitted to the University of Borås who have completed higher education with a passing grade have the right to apply for credit transfer for higher education at the University of Borås. This can be other equivalent education or knowledge acquired in another way, e.g. through professional experience.

The university will determine whether previous education or professional activities can be accepted for credit. For detailed information on the rules on credit transfer, refer to the Higher Education Ordinance Chapter 6, §6-8 (SFS 1993:100).

Note! Documents sent to the university are to be considered official documents and may be disclosed if requested. Alternatively, certificates may be shown to administrators at the university. After the decision has been made, the documents are archived. An official note with reference to a certificate presented is then made, which is the basis for the decision.

Process

- Student applies for credit transfer.
- Student Reception receives the application and sends it to the Registrar's Office to receive a registration number.
- Director of Studies or equivalent examines the application and makes a decision.
- Approved decisions are reported in Ladok.
- Upon receiving a full application, the student is notified of a decision no later than three weeks after the application was turned in unless otherwise specified. Applications are processed in order after arrival date. When validating prior learning (e.g. professional experience) for crediting, the processing time may be longer.
- The case is registered.

Information about the processing of personal data

The information you provide about yourself in connection with your application will be processed by the university staff responsible for processing such cases in order to do so. The data will be stored within the EU/EEA and preserved.

The University of Borås is the controller of personal data for the processing, which takes place according to article 6(1)(e) of the General Data Protection Regulation (General Interest).

Read more about how the University of Borås processes your data and what rights you have on the university's website, <http://www.hb.se/dataskydd>.

DECISION Filled in by the university

Granted. Credit transfer for the entire course according to the application is granted. Course code: _____

Rejection. Credit transfer for the entire course according to the application is rejected. The decision can be appealed, see below.

	Examination code	Credits
<input type="checkbox"/> Granted. Credit transfer for part of the course is granted in regards to the following examination element. Specify which course(s) or part of the course or examination are the basis for the decision. Provide course code/examination code.	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<input type="checkbox"/> Rejection. Credit transfer for the part of the course is rejected in regards to the following examination element. The decision can be appealed, see below.	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Reasons for the decision (mandatory upon rejection): _____

Date, the decision maker's signature

Handwritten name and title

Approval registered in Ladok (date/sign.): _____

Decision communicated to student (date/sign.): _____

Appeal. You can appeal to the Board of Appeals of the university. The appeal must be made in writing. In your appeal, indicate which decision you are appealing, the decision change you are requesting, and why the change is being requested. The appeal is to be brought before the Board of Appeals for the university, but sent to the Registrar's Office at University of Borås, 501 90 Borås, Sweden. The letter must have been received at the University of Borås within three weeks of the date you received the decision. For more information, please contact Student Reception at the University of Borås, tel: + 46 (0)33-435 40

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

Credit transfer

Students admitted to the University of Borås who have completed previous higher education with a passing grade have the right to apply for credit transfer for higher education at the University of Borås. This may also apply to other equivalent education or knowledge acquired in other ways e.g. through professional experience. The university will make a determination as to whether previous education or professional experience can be used as a basis for credit transfer in accordance with the Higher Education Ordinance Chapter 6, §6-8 (SFS 1993:100).

Instructions for the Application for Credit Transfer for Course/Examination

1. When can the application for credit transfer be made?

When you are admitted and registered for an educational programme at the University in Borås, i.e. a student, you have the right to apply for credit transfer. It is important that you apply for credit transfer well in advance of the start of the course in question.

2. Before the application

The university's assessment of whether your previous education and/or professional experience can be used as a basis for credit transfer is always based on the objectives and content of the course that you wish to receive credit for. Therefore, before applying for credit, you should inventory your knowledge and skills in relation to the course objectives that the course covers and for which you wish receive credit transfer.

Read the syllabus, its objectives, content, as well as what course literature is included.

If you consider that your knowledge and skills based on previous education and/or professional experience are essentially consistent with the course's objectives and what the course requires, go further with your application.

3. Fill out the application

- Fill in your personal data and contact details. Always provide your student email account.
- Enter the course you are going to study and for which you wish to receive credit. Select the course objectives in the syllabus for which you are invoking credit or the entire course.
- Specify which previous educational programme(s) you wish to have compared in order to receive credit. Identify the course objectives in previous course syllabi that you consider to correspond to the content in the course objectives that you are invoking for credit.
- Remember to sign the application with your signature and the date.

4. What should be attached to the application?

The University of Borås's assessment of credit transfer is based on:

- Qualifications from previous higher education: relevant syllabus, literature list and possibly other education information e.g. course manual, study certificate from LADOK must be attached. The English course title should appear in the syllabus. The relevant syllabus with marked course objectives to be invoked for credit.
- Qualifications from other education: grades, certificates together with education information is to be attached if such is invoked.
- Written description of your knowledge and skills in relation to the objectives of the course that you have received in other ways, e.g. through professional experience.

Prior to the assessment of the corresponding knowledge through professional experience and other experiential learning, it is particularly important that a clear written description is attached.

This description needs to indicate what you have done, during which time period, and the knowledge and skills you have acquired in relation to the objectives of the course for which you wish to receive credit. Documentation that may be relevant and appropriate can be a certificate of employment, job description, letter of recommendation, previous employer/manager reference.

Important to remember!

Check that the application form is correctly filled in and that the relevant documentation and certificates you wish to be taken into account are attached. **If an application is not complete, the processing time to a decision will be longer.**

Keep in mind that some copied documents, for example, certificates of employment must be certified, i.e. a copy must be certified by a legal adult's signature and telephone number confirming that the copy conforms to the original document/certificate. Documents requiring certification but which are not certified cannot be used in the assessment of credit transfer.

Keep in mind that credits that are transferred may affect your right to CSN grants and loans for studies. For more information, see www.csn.se



UNIVERSITY OF BORÅS