



Policy document for transfer of credits at first and second cycles

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1. General

Students should not need to study an equivalent programme or course twice. The possibility of obtaining transfer of credits for previous studies and equivalent knowledge and skills acquired in a professional context is regulated in the Higher Education Ordinance and applies to basic, advanced and postgraduate levels.¹

The goal at Umeå University is that applications for transfer of credits shall be processed as soon as possible, and that a decision must be taken within 60 days from the date of a complete application with all necessary documentation being received by the university. The length of processing time for a case may be extended if the case was not complete from the start.

After the application for transfer of credits has been received, Umeå University will examine whether the previous education or activities can be accepted for transfer of credits. The application for transfer of credits is processed by Student Services. Umeå University will show a generous approach to transfer of credits.² Student Services, faculties and departments (equivalent) all have a responsibility to ensure that Umeå University provides good, clear information about the possibility of transfer of credits for previous studies, and knowledge and skills acquired in a professional context.

Study guidance on course options and similar is provided by the relevant department.

It should be noted that study performance is graded by the examining university, not during transfer of credits. If study performance is accredited as part of a course or module, the grade for study performance should be weighed in when setting a grade for the entire course or the entire module.

For the majority of students, the degree is an important objective for their studies. For this reason, in most cases transfer of credits assessments are linked to the degree regulations that apply for the degree which the student is planning to take. This applies regardless of whether transfer of credits is examined in conjunction with the application for a degree, or if it takes place during the period of studies. The requirements for degrees at Umeå University can be found in the local degree ordinance and in the local degree descriptions published under "Getting your Degree" on the university's student website. In a degree issued at Umeå University, the total number of credits required for the degree is based solely on courses whose content does not overlap.

For an assessment to be made, the applicant must be admitted to and carrying out studies at the university. However, even students who have been admitted by another university on part of a programme covered by an agreement with Umeå University regarding a common degree shall be considered as students admitted by Umeå University when they study here at the university on the programme in question.

In addition, a person who has undergone contract education may apply for transfer of credits for all or part of first and second cycle studies.

Students should not make an application for transfer of credits in conjunction with an application for a later part of a programme. Note, however, that students can apply for transfer of credits of parts of a programme if they have already been admitted and started their studies. Whether or not transfer of credits is necessary will depend on the relevant degree requirements.

¹ Refer to the Higher Education Ordinance (1993:100) Chapter 6, Sections 6-8.

² Report by the former Swedish National Agency for Higher Education, "Accreditation of previous education and professional activities" from 2004.

2. Application for transfer of credits

Application for transfer of credits is carried out via an internet form that can be found under "Getting your Degree" on the university's student website.

The following information must be included in the application:

- Full name and civic registration number, address, telephone number and e-mail address
- An indication of which programme the student has studied, or a detailed account of knowledge and skills acquired in a professional context
- What the programme/professional activities should be credited as
- Information on which programme the student has been admitted to (if relevant)
- Information about which degree the transfer of credits is to be applied to (if relevant)

An Official Transcript of Records for the previous studies must be attached to the application, naming, where appropriate, the university, course name, time period, subject affiliation, level, credits, grades and the date of completion of studies. The certificate must either be the original or a certified copy of the original. The syllabus for the courses referred to must also be attached. For exchange students within an agreement at Umeå University, where the faculty/department (equivalent) has made an advance assessment, the syllabus and course literature do not need to be attached. Where appropriate, independent work (degree/dissertation project) should be attached.

If the application relates to professional experience, a detailed statement of the relevant knowledge and skills acquired through professional activities should be attached. This information must be confirmed by an original certificate or a certified copy of the original. The certificate must describe relevant duties, the scope of work (% of full-time) and the time period of employment.

Other materials that may be of importance to the decision should be included. Additional documents may be requested if necessary.

3. The right to appeal

Under the Higher Education Ordinance, a decision on transfer of credits of education or profession activities may be appealed to the Board of Appeal for the university.³

If the decision, in whole or in part, goes against the applicant, he or she must be informed of the right to appeal the decision, and that the appeal must be made in writing. An appeal, if desired, must be addressed to the Higher Education Appeals Board but is sent to *Umeå University, Registrar, SE-901 87 Umeå*, within three weeks from the date the applicant was informed of the decision. The appeal must specify the decision being appealed and what change is requested.

³ Higher Education Ordinance, Chapter 12, Section 2.

4. Processing cases of transfer of credits

Activity	Who performs/is responsible?	Comments
Application	Applicant (student)	The application is sent to Student Services.
Registration	Student Services	The application is registered locally at Student Services.
Investigation	Student Services	<p>An investigation is carried out. If additional information is needed from the applicant, Student Services will request it.</p> <p>In most cases, the investigation will include a subject assessment. In such cases, Student Services send the case to the relevant faculty/department (equivalent) for an opinion. If necessary, the above instance will forward the case to the appropriate person for a subject assessment.</p>
Opinion	Relevant faculty/department (equivalent)	<p>The relevant faculty/department (equivalent) allows an individual examination of:</p> <ul style="list-style-type: none"> - course, module or subject - level - higher education credits <p>If the opinion contains a proposal for rejection, it must be justified by what is mainly absent in previous merits that is essential in the requested courses/modules/main area.</p> <p>If the faculty/department (equivalent) requires additional information prior to giving an opinion, Student Services are contacted.</p> <p>The opinion is then sent back to Student Services.</p>
Decision	Student Services	The official at Student Services makes a decision on the case.
Dispatch	Student Services	The applicant is notified of the decision and a copy is sent to the relevant faculty/department (equivalent). The contact at the faculty/department (equivalent) is responsible for ensuring that the decision is forwarded to the persons concerned, if necessary.
Entering information in Ladok	Student Services/faculty/department (equivalent) in question	<p>In the case of a favourable decision, accredited higher education credits are reported as follows:</p> <ul style="list-style-type: none"> - approval for the entire course (Student

		Services do the reporting) - approval for part of the course ⁴ (the relevant faculty/department (equivalent) does the reporting)
Appeal	Applicant (student)	If the decision wholly or partially goes against the applicant, he/she may appeal the decision.
Reconsideration	Student Services	In the case of a reconsideration, a new opinion may be requested from the faculty/department (equivalent) in question. This investigation must be carried out rapidly. If the university upholds its earlier decision, the case, together with a statement of opinion, is referred to the Higher Education Appeals Board.
Archiving	Student Services	Student Services is responsible for archiving all applications and decisions. These must be stored.

⁴ This applies to single higher education credits in a course, single credits in a module and in modules within courses.