



Process Guidelines for Credit Transfer

1. Introduction/background

This document describes the rules and administrative process for credit transfer at Kristianstad University (HKR). These process guidelines apply to education at first-cycle and second-cycle level and are intended for both students and staff.

The purpose is to ensure a legally secure, equivalent and efficient handling of credit transfer matters. All processing, documentation and archiving take place in Ladok.

Credit transfer means that a student may have previously completed education or acquired knowledge and skills assessed against the current course or programme. The basic principle is that the student should not need to undergo education corresponding to knowledge that has already been attained.

A generous approach shall be applied. It is the responsibility of the University to demonstrate that there is a substantial difference between the competence invoked and the current course or programme. The processing is based primarily on the Higher Education Ordinance (1993:100) and the Administrative Procedure Act (2017:900).

2. Rules for credit transfer

2.1 What is credit transfer?

Credit transfer is a decision that previously completed education, or knowledge and skills acquired through professional activity or other education, corresponds in whole or in part to a course, part of a course, or may be included in a degree.

A decision on credit transfer is an exercise of public authority and may be appealed.

2.2 The right to assessment of credit transfer

National regulations

A student has the right to be granted credit transfer for knowledge and skills that have been developed through prior education or professional activity, provided that there is no substantial difference between the knowledge invoked and the objectives of the education to which the credit transfer relates, in accordance with Chapter 6, Sections 7-8 of the Higher Education Ordinance.

The University is obliged to assess an application for credit transfer, and only a person who is a student may be considered for credit transfer, unless otherwise follows from an act or ordinance.

Local regulations

At HKR, a generous and legally secure approach shall be applied. The burden of proof lies with the University to demonstrate that there is a substantial difference between the competence invoked and the current course or educational component.

Assessment takes place provided that the course syllabus has been established.

2.3 Definition of student

National regulations

A student means a person who has been admitted to and is pursuing higher education, unless otherwise specifically stated (Chapter 1, Section 4 of the Higher Education Ordinance).

Local regulations

At HKR, only a person who is a student at the University may have an application for credit transfer assessed.

Incoming exchange students have the same right to apply for credit transfer as other students.

Participants in commissioned education are not students at the University and are not covered by the provisions of the Higher Education Ordinance (1993:100). Participants in commissioned education may be covered by Ordinance 2007:223 on commissioned education for the continuing professional development of teachers and preschool teachers through agreements with the Swedish National Agency for Education.

2.4 Technical preparatory year and credit transfer

Local regulations

The technical preparatory year is preparatory education that gives preparatory credits and is not covered by the provisions on credit transfer for higher education.

In order to obtain a guaranteed place in subsequent education, all courses within the technical preparatory year must be completed and passed at HKR. Previous studies or professional experience cannot replace these courses.

2.5 Credit transfer of knowledge and skills

National regulations

A student has the right to be granted credit transfer for knowledge and skills acquired through:

- higher education with a passing result at a Swedish higher education institution
- higher education with a passing result at a foreign higher education institution
- other education documented in a qualification in accordance with Ordinance (2015:545)
- other education or professional activity

The condition is that there is no substantial difference between the knowledge invoked and the objectives of the education; see Chapter 6, Section 7 of the Higher Education Ordinance.

Local regulations

When assessing professional activity or education other than higher education, the concept of prior learning is used. Prior learning means the total competence a person possesses, regardless of how it has been acquired.

In the application, the student shall describe how the knowledge and skills correspond to the course learning outcomes and substantiate this with relevant documents.

The assessment shall be individual and be made in relation to the intended learning outcomes in the course syllabus or programme syllabus.

HKR has established a policy document concerning the handling of matters relating to prior learning for eligibility for higher education studies and the transfer of higher education credits (ref. no. 2012-114-70). This document forms the basis for how the University is to work with credit transfer of professional experience or other education than that studied by the student at a Swedish or European higher education institution.

2.6 Credit transfer of commissioned education

National regulations

A person who has completed commissioned education that meets the same quality requirements as higher education at first-cycle or second-cycle level has the right to be granted credit transfer for that education (Ordinance 2002:760 on commissioned education at universities and university colleges).

Local regulations

Commissioned education may be credited if it corresponds to ordinary higher education in terms of syllabus, quality requirements and examination.

2.7 Credit transfer of exchange studies

Local regulations

Credit transfer of exchange studies takes place in accordance with an established Learning Agreement or equivalent agreement. If the student completes the agreed studies, no separate application is normally required.

2.8 Credit transfer and degree

Local regulations

Courses or components that overlap in content may not be included twice in a degree. A decision on credit transfer does not automatically mean that the course may be included in a particular degree. Final assessment takes place in connection with the application for a degree.

2.9 Processing time

National regulations

A matter shall be handled as simply, quickly and cost-effectively as possible without legal certainty being neglected (Section 9 of the Administrative Procedure Act).

Local regulations

At HKR, the processing time should normally not exceed two months from the date on which a complete application was received.

2.10 The right to appeal

National regulations

Decisions on credit transfer may be appealed to the Higher Education Appeals Board (ÖNH) in accordance with Chapter 12, Section 2 of the Higher Education Ordinance. Decisions of ÖNH may not be appealed.

A decision may be appealed by the person to whom the decision relates, if it has gone against the applicant; see Section 42 of the Administrative Procedure Act.

3. Process guidelines

The processing of credit transfer matters takes place in Ladok and results in an appealable administrative decision. The process shall ensure legal certainty, equal treatment and uniform application within the University.

Roles and responsibilities:

- The student applies and is responsible for submitting sufficient supporting documentation.
- Study and career counsellors review the application and request any supplementary information.
- The programme area coordinator makes the academic assessment and takes the decision.
- University administrators are responsible for decisions on dismissal and for handling appeals.

3.1 Application for credit transfer

Local regulations

The application shall be made via Ladok. The student shall:

- state which course or competence is invoked
- state what it is to be credited as
- state the scope in higher education credits
- attach relevant appendices

Applications submitted in another way shall be registered in Ladok as follows:

- Applications received by email to student@hkr.se are assigned to a study and career counsellor for processing.
- Paper applications (forms) are sent to a study and career counsellor, who registers a matter in Ladok and uploads the application as an attachment. A note shall be made that the application was received by another route and on what date the form was received by HKR.

The student is responsible for ensuring that the application is correct and complete. If the applicant is not a student under the Higher Education Ordinance, the application shall be dismissed.

When the application is registered in Ladok, it is automatically assigned a case number. This number shall be used in decisions and in other case handling.

It is recommended that the student contact a study and career counsellor before submitting the application, particularly if a possible credit transfer may affect the structure of the degree.

If the student wishes to make minor changes to a submitted application and HKR approves this, the study and career counsellor may make an official note of this. In the case of more extensive changes, the student should instead withdraw the application and submit a new application.

If a student withdraws the application, this must be done before a decision has been taken.

3.2 Documentation from the student

National regulations

The individual shall contribute to the investigation by providing the information that is needed (Section 19 of the Administrative Procedure Act).

If an application is incomplete, the authority shall give the individual the opportunity to supplement it (Section 20 of the Administrative Procedure Act).

Local regulations

The student shall attach sufficient supporting documentation for an assessment to be made. Examples of documentation:

For previous higher education studies:

- transcript of records (if the information is not available in Ladok)
- course syllabus and reading list from the relevant semester
- where necessary, degree project or other examination

For foreign studies:

- official Transcript of Records
- information on the institution, level, scope and grades

For prior learning/professional activity:

- detailed description of knowledge in relation to the course learning outcomes
- certificates verifying scope, duties and period of time

If supplementary information is not received within the specified time, a decision may be taken on the basis of the existing documentation.

3.3 Initial review

Local regulations

Study and career counsellors shall:

- check that the applicant is a student at HKR
- ensure that the application has been completed correctly
- review that the necessary documents are included
- request supplementary information where necessary
- check whether similar decisions have already been taken

If the application cannot be assessed, for example because the applicant is not a student, it shall be dismissed by a separate decision.

3.4 Allocation and assessment

National regulations

The authority is responsible for ensuring that the matter is sufficiently investigated before a decision is taken (Section 23 of the Administrative Procedure Act). Information added to the matter shall be documented (Section 27 of the Administrative Procedure Act).

Local regulations

Following an initial review, the matter is transferred to the programme area coordinator for assessment and decision, where necessary after consultation with a subject specialist.

The assessment shall:

- be individual
- be based on the course learning outcomes
- be documented in Ladok

If the application is rejected, it shall be clearly stated in what respect the substantial difference between the competence invoked and the course objectives consists.

3.5 Decision

National regulations

A decision shall state the reasons and include a reference to the applicable provisions (Sections 31-32 of the Administrative Procedure Act).

A decision that goes against the individual shall include information on how the decision may be appealed.

Local regulations

A decision may involve:

- approval
- partial approval
- rejection
- dismissal

The decision is documented and certified in Ladok. After certification, the decision is established. The credit transfer is registered in Ladok without a grade (TG), since it is an administrative decision and not a new examination.

3.6 Correction and reconsideration

National regulations

A decision that contains an obvious error may be corrected (Section 36 of the Administrative Procedure Act). An authority shall change a manifestly incorrect decision if this can be done quickly and easily and without being to the detriment of any individual party (Section 37 of the Administrative Procedure Act).

Local regulations

A decision on credit transfer may not be removed from Ladok.

After certification, only corrections that are to the benefit of the student may be made, in accordance with the provisions of the Administrative Procedure Act.

All amendments shall be clearly documented in order to ensure traceability.

3.7 Consequences of credit transfer

Local regulations

A credit transfer:

- is registered in Ladok without a grade
- may affect the final course grade
- may affect student finance (the student is responsible for contacting CSN)
- may affect the content of the degree when overlap is assessed

When a degree is awarded, a check is always made that courses do not overlap one another.

3.8 Appeal

National regulations

Decisions on credit transfer may be appealed to the Higher Education Appeals Board (ÖNH). The appeal must have been received within three weeks from the date on which the student took part of the decision.

Local regulations

An appeal against a decision on credit transfer must have been received within three weeks from the date on which the student received the decision. A late appeal is dismissed, unless the decision is manifestly incorrect, which may lead to the decision being changed. Appeals are handled by the university administrators and shall be processed promptly, with a processing time of normally one week in accordance with the practice of the Parliamentary Ombudsman.

The matter is assigned to the programme area coordinator for assessment of whether the decision should be changed or remain in force. If the decision is changed, the amendment is registered in Ladok and sent to ÖNH. If the decision remains in force, the university administrator writes a statement explaining the reasons, which is placed in Ladok and sent to ÖNH. ÖNH forwards the decision to HKR's registrar, who forwards it to a university administrator for notification.

3.9 Archiving

An application submitted via Ladok is decided and closed within Ladok. Applications submitted on paper forms are transferred annually to an archivist.

4. Consultation bodies

This document has been subject to internal consultation with Educational Support and the Student Union,

5. Any supporting documents

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6. Follow-up

Follow-up of these process guidelines shall take place continuously.

7. Validity

This document applies from March 23rd 2026 and replaces the document Process Guidelines for Credit Transfer (ref. no. 2021-114-464).