

Student Centre
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Guidelines and procedures for credit transfer

1. Introduction/background

Pursuant to the Higher Education Ordinance (1993:100) a student is entitled to credit transfer in accordance with the stipulations set forth in the Ordinance. Rules governing credit transfer are set forth in the Higher Education Ordinance (1993:100) and in Kristianstad University's (HKR) own local guidelines and procedures (the present document).

2. National rules

2.1 Transfer of credits from an educational programme at another institution of higher learning **Ch. 6, Section 6** If a student at an institution of higher learning in Sweden has successfully completed a particular educational programme, he or she is entitled to apply the credits obtained there toward a higher education programme at another institution. This does not apply, however, if there is a significant difference between the two programmes. The same applies to students who have successfully completed a particular programme

1. at a university or other institution of higher learning in Denmark, Finland, Iceland or Norway, or in any state party to the Council of Europe Convention established on 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region SÖ 2001:46), or
2. at the Nordic School of Public Health.

2.2 Transfer of credits from another educational programme or professional activity **Ch. 6 Section 7** A student is entitled to the transfer of credits from an education programme other than what is referred to in Section 6, if the knowledge and skills the student adduces in connection therewith are of such a nature and of such scope that they essentially correspond to the particular programme for which

they are being transferred. A student may also obtain recognition of the corresponding knowledge and skills acquired through professional activity.

2.3 Review of entitlement to credit transfer

Ch. 6, Section 8 The University may review whether prior education or other activities can be accepted for credit transfer.

Only a person who is a student may be considered for credit transfer, unless otherwise indicated by law or ordinance.

2.4 Definition of student.

Ch. 1, Section 4 In this regulation, “student” refers to a person who has been accepted to and is engaged in pursuing a programme of study, while “PhD candidate” refers to a student who has been accepted to and is engaged in pursuing a programme of study on the postgraduate level, providing no other information to the contrary is stated.

3. Local guidelines at HKR

3.1 What is a credit transfer?

A credit transfer is a decision to allow a student to have previously completed studies, and/or knowledge or skills acquired in professional activity, recognized in a course or degree programme.

HKR is required to review an application for credit transfer. An individual review of a student’s knowledge and skills in relation to the studies that the student wishes to have recognized must always be carried out. This also applies to such recognition in the case of professional activity. In the assessment of recognition of previously completed studies or previously acquired knowledge, an assessment approach that is generous toward the student shall be taken. Consideration shall be given to the student’s studies as a whole and not simply to individual courses.

3.2 Credit transfer for studies completed at a Swedish or European institution of higher learning (Ch. 6 Section 6 of the Higher Education Ordinance)

For credit transfer for studies completed at a Swedish or European institution of higher learning, it is Ch. 6, Section 6 of the Higher Education Ordinance that is applicable, as a rule. According to that legislation, a student is entitled to have studies undertaken at a Swedish or a European institution of higher learning recognized, unless there is a significant difference between the programmes involved. In decisions to reject applications for credit transfer, HKR must demonstrate that there is a significant difference between the studies presented for credit transfer and the programme to which they are to be transferred. When previous studies are submitted for credit transfer, new grades are not assigned, since credit transfer is an administrative decision, not an academic assessment.

3.3 Credit transfer from a different educational programme or professional activity (Ch. 6 Section 7 of the Higher Education Ordinance)

HKR has adopted a policy document on the administration of applications concerning actual competence as grounds for eligibility for higher education studies and recognition of credits (Ref. No.: 2012-114-70). This document serves as the basis of HKR's approach to recognition of professional experience or educational programmes other than what the student has completed at a Swedish or European institution of higher learning.

In the recognition of professional experience and of studies other than higher education, the concept of "recognition of prior learning" is used. The concept of "prior learning" stands for the accumulated learning a person possesses, regardless of whether he or she has formal documentation of that learning. A person who wishes to have studies other than higher education studies, and/or professional activity, considered for recognition, must in the application describe in detail the programme of education and/or the knowledge and skills acquired during his or her professional life. The description must be substantiated, as far as possible, with certificates, transcripts or similar documents, which are to be included in the application. If the review of the applications shows that the applicant possesses knowledge pertinent to the educational programme being applied for, an assessment ensues, the method for which shall be determined by the relevant faculty.

3.4 Recognition of contract education

Pursuant to Section 7 of the Contract Education Ordinance in Higher Education (2002:760), contract education is eligible for credit transfer as undergraduate or graduate-level higher education, provided the particular contract education meets the same criteria imposed on the corresponding programme at an institution of higher learning. If the contract education is to be considered commensurate with an undergraduate or graduate-level university programme, it must involve syllabuses and curriculums, and its examiners must be appointed in the same way as for undergraduate or graduate-level university programmes.

3.5 Credit transfer for exchange programme studies

When a student returns from studies undertaken within the framework of an exchange programme or cooperation agreement, credit transfer takes place in accordance with prior agreement. The student does not need to apply for this.

Incoming exchange students enjoy the same right as do non-exchange students to request that Kristianstad University recognize their prior studies, knowledge and competence.

3.6 Credit transfer for academic degrees

A student who wishes to include courses completed at another Swedish institution of higher learning does not need to apply for credit transfer in respect of general academic degrees. Instead of an application for credit transfer, these courses are specified in conjunction with the student's application for his or her degree. A student cannot obtain credits for courses with the same content twice. Only a net addition can be applied toward a degree.

3.7 The Swedish Board of Student Finance (CSN)

If HKR allows the credit transfer of prior education or recognition of professional experience, a student's student loan may be reduced in proportion to the credits or competence to be recognized. It is then incumbent upon the student him or herself to communicate with CSN to find out whether his or her student loan will be affected.

4. Administration

4.1 Administration of applications for credit transfer

It is the student's responsibility to apply for recognition of previous studies. To facilitate the process for students who wish to apply for recognition of previous studies or professional experience, HKR provides a special application form that can be accessed from on the university's website. Applications are to be submitted to the Student Centre in any of the following ways:

- Handed in to the reception in Building 7
- Emailed to student@hkr.se
- Sent by regular mail

Applications by PhD candidates are to be emailed to forskarutbildning@hkr.se

It is the responsibility of the applicant to ensure that the application is complete. A syllabus from the term when the particular course/courses were taken, and copies of the course completion certificate/diploma, must be included with the application. For recognition of other forms of education or professional experience, pertinent documentation must accompany the application. Original documents and any additional documentation must be produced upon request by HKR if required for the ongoing administration of the application.

If an application is incomplete or unclear, pursuant to Section 20 of the Administration Act (2017:900), before taking other measures the university must assist the student in remedying the situation by informing him or her of what additional documents are required.

Pursuant to the same paragraph, the university may enjoin the student to remedy a remaining shortcoming, if due to the shortcoming a review of the application cannot be carried out. The injunction must clearly indicate that the consequences of non-compliance could be that the application does not proceed to a review.

Matters involving recognition are dealt with by the Student Centre. Matters involving recognition in postgraduate programmes are dealt with by the Postgraduate Studies Secretariat.

Applications are date-stamped upon arrival and given a Reference No.

Applications for recognition of prior learning are to be processed as soon as possible and a decision normally made within two months of receipt of a complete application. Decision's recognition are made by the Head of the Student Centre as delegated by the Vice-Chancellor.

The reasons for the decision are to be stated in the credit transfer notice. If an application is rejected, in full or in part, instructions on how to appeal are appended to the notice.

Credit transfer decisions are registered and are communicated to the student. If an application is rejected, the reasons are to be stated in the credit transfer notice. If an application is rejected, in full or in part, instructions on how to appeal are appended to the notice.

Appeals

Pursuant to Ch. 12, Section 2, point 4 of the Higher Education Ordinance, Kristianstad University's decisions regarding recognition of prior learning or professional experience may be appealed to the Higher Education Appeals Board (ÖNH)

Pursuant to Ch. 12, Section 5 of the Higher Education Ordinance, decisions of the Higher Education Appeals Board (ÖNH) may not be appealed.