



Information for students at Södertörn University who wish to apply for a credit transfer for prior learning as part of their education

Prior learning

Prior learning is a person's collected skills and knowledge, regardless of how they acquired it and regardless of whether they have formal proof of this or not. The validation of an individual's prior learning, i.e. that it is evaluated and recognised, means that they may receive credits for prior learning to adapt or shorten their period of study. This decision on credit transfer entails that specific knowledge and/or skills may be included in the course or degree programme. Application is made in accordance with Section 7 of Chapter 6 of the Higher Education Ordinance. You can read more about the rules and routines for credit transfers in the Regler & Rutiner, tillgodoräknande (Swedish only).

You must describe your skills and knowledge

In order for the university to assess your application, you must thoroughly describe your prior learning in relation to all the intended learning outcomes for the course for which you want a credit transfer. This means that you must describe how and in what way each learning outcome has been achieved with the knowledge and/or skills you already possess.

Extensive documentation is usually necessary to describe how your prior learning fulfils the intended learning outcomes, because you must demonstrate that you already have the knowledge and/or skills that would otherwise take many weeks or semesters to acquire by studying.

When you apply to receive credits for prior learning, you must clearly state where you wish these credits to be transferred. This could be a course, a module or a course component.

Syllabuses

A syllabus is a set of regulations for the course that states the conditions for being accepted for and completing the course. Whatever is stated in the syllabus is binding for the university and for the student. A syllabus must include the educational level of the course, number of higher education credits, intended learning outcomes, specific entry requirements, forms for the assessment of student performance, etc.

Intended learning outcomes

Intended learning outcomes express what a student is expected to know, understand, relate to and/or be able to do at the end of a course or programme.

Basis for self-assessment

When applying for credits for prior learning, you must perform a self-assessment based on your knowledge and/or skills in relation to every intended learning outcome for the course for which you wish to receive credits. To do so, you must examine the relevant syllabus and describe how you acquired the knowledge and/or skills in your prior learning.

Self-assessment – intended learning outcomes

When you reflect on the intended learning outcomes, you must use the self-assessment questions listed below. Reflect on and describe your knowledge in relation to every intended learning outcome in the relevant syllabus(es).

Self-assessment – scope

Your answers to questions 1–4 should cover at least three (3) A-4 pages, in Times New Roman font size 12 and normal line spacing. You must individually number each course for which you want to receive credits.

Self-assessment – questions

Question 1:

In what way do you possess knowledge that is equivalent to the content and intended learning outcomes included in the syllabus? You must also write a thorough description of your knowledge. (Under the heading of Scope and linked to the intended learning outcomes.)

Question 2:

When and where did you learn this? Provide thorough motivation and reasoning. (Under the heading of Scope and linked to the intended learning outcomes.)

Question 3:

How did you learn this? Provide thorough motivation and reasoning. (Under the heading of Scope and linked to the intended learning outcomes.)

Question 4:

Describe a situation or a context in which you can demonstrate this knowledge. Provide thorough motivation and reasoning. (Under the heading of Scope and linked to the intended learning outcomes.)

Instructions for applying for credits and for the design of your documentation

1. Find a valid syllabus for the course you wish to receive credits here: [Course and programme syllabuses](#)
2. Complete the application form, one form for each course.
3. Start your description, ideally in a Word document. See the heading, Scope.
4. Write the name, course code and number of credits for the first course for which you want the obtain credits and number it no. 1.
5. Copy all the intended learning outcomes from the syllabus and paste them in your Word document. Number them from no. 1 onwards.
6. Answer questions 1 – 4 for course no. 1, intended learning outcome no. 1.
7. Answer questions 1 – 4 for course no. 1, intended learning outcome no. 2, and so on, until all the intended learning outcomes have been described using questions 1 – 4 for course no. 1.
8. If you have more courses for which you would like to receive credits, so the same for course no. 2, questions 1 – 4 for intended learning outcome no. 1, and so on.
- 9a. When you have written your answers for all questions and intended learning outcomes for the course(es), you must document your description(s), provided that your knowledge and/or skills can/must be linked to former employers. The employer's certificate must clearly state:
 - the conditions of your previous employment
 - the conditions of your present employment
 - the scope of your employment as a percentage of full-time or hours
 - your primary tasks
 - for Teacher Education, your employer(s) must document in which school years and which subjects you have worked
 - they must also document whether you have had overall responsibility for teaching in an entire subject/course or the equivalent and the forms for this responsibility
 - this documentation must provide contact details to the person(s) who wrote it and, if possible, signatures.
- 9b. If your answers describe knowledge and/or skills using examples of courses, voluntary work, other experience, such as parenthood, caring for relatives, military service, specific assignments, etcetera, this must be documented wherever possible. This can be done through grades, statements from people who can certify your knowledge in a specific area, etcetera.

- this documentation must provide contact details to the person(s) who wrote it and, if possible, signatures.

10. For Teacher Education, your statement can be further backed up with appendices in the form of lesson plans, tests, etcetera. There may be equivalent documentation for other programmes, depending on area, which you can append to your application.

11. In your documentation, where you describe your knowledge and/or skills in relation to a course's intended learning outcomes, you must clearly state the appendices on which it is based. Do this by specifically referring to the appendix in the text using a standard reference system. Note that submitted appendices that are not mentioned in your description will not be considered.

12. Finally, you must have a separate list of appendices.

13. If you cannot provide evidence for parts of your documentation, you must explain why.

14. Send your application and appendices to info@sh.se. In the subject line, state: Credit transfer *and the applicable course/subject*.

What happens after you have submitted your application?

1. Someone with expertise in the subject will assess your application, and compare your descriptions of your prior learning to the intended learning outcomes of the relevant course.
2. Where necessary, you may be asked to supplement your application. You will be informed of the deadline for submitting this.
3. After assessment, a decision is made to approve or reject/partially reject the application. A rejection must be accompanied by clear reasoning for this decision.
4. If you get a decision to reject/partially reject your application, you can appeal to the Higher Education Appeals Board (ÖNH).

You can talk to careers and study counsellors for information about the above process, as well as if you need to discuss your choice of studies after you receive a decision.

Visit [Careers and study guidance](#) or email studier.karriar@sh.se and describe what you need help with.