

**Appendix** to: Rules for credit transfers, reg. no. 4315-1.1.2-2019

## Routines for credit transfer applications and processing, for staff and students

**Decided by** the vice-chancellor, 25 February 2020

**Valid from:** 25 February 2020

**Replaces** previous Routines for applications and processing of credits transfers, reg. no. 1331/1.1.2/2014

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# 1. ROUTINES FOR APPLYING FOR AND PROCESSING CREDIT TRANSFERS

## 1.1 For students submitting applications and staff processing applications

These routines supplement the *Rules for credit transfers*, available at sh.se. In the credit transfer process, university staff with varying areas of expertise and responsibility cooperate to help students who apply for a credit transfer. To make this work easier for university staff, there is a *Checklista – tillgodoräknande (TG)* [Checklist – credit transfers], which describes the entire credit transfer process step by step.<sup>1</sup> Information for students is available at Credit transfers - Södertörns högskola.

## 1.2 Applying for a credit transfer

Students should apply on the credit transfer form and append the documentation required by the university.<sup>2</sup> However, there is no requirement for a written application, and all application forms must be considered by the university.

Forms for applications for credit transfers are available at Credit transfers - Södertörns högskola.

Student applications for credit transfers are submitted to the academic school at which they are studying, or to Infocenter on level 5 of the Moa building or via email to [info@sh.se](mailto:info@sh.se).

If students want advice on their application for a credit transfer, they can email careers and study guidance counsellors via [studier.karriar@sh.se](mailto:studier.karriar@sh.se)

Students can apply for credit transfers for national studies, foreign studies and previous professional experience/prior learning. There is student information on sh.se about the process of transferring credits for prior learning: *Information for students at Södertörn University who wish to apply for a credit transfer for prior learning as part of their education, reg. no. 4290-1.1.2-2020*. For staff who will process/assess an application from students on prior learning, information is available in the employee web in the handbook for study administration.

## 1.3 Processing time

The processing time for applications is normally no longer than eight weeks.<sup>3</sup> Credit transfer cases that require more extensive investigation may require a longer processing time.<sup>4</sup>

If an application from a student is incomplete or unclear, the university's first step must be to help the applicant by providing advice and information.<sup>5</sup> The university may decide to require that the applicant resolve the remaining issues with their application, if these issues mean the application cannot be assessed. The university must inform the applicant what additional clarification is necessary for the application to be processed and assessed.

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<sup>1</sup> Medarbetarwebben/Studieadministrativa handboken/Tillgodoräknanden

<sup>2</sup> Section 19, Administrative Procedure Act (2017:900)

<sup>3</sup> Section 11 of the Administrative Procedure Act (2017:900) states the measures that must be taken if processing is delayed.

<sup>4</sup> Section 12 of the Administrative Procedure Act (2017:900) contains provisions on the opportunities for individuals to request that an authority decides a case being processed by the first agency and to appeal a decision to reject such a request.

<sup>5</sup> Section 6, Administrative Procedure Act (2017:900)

A request for supplementary information must contain a deadline and information stating that the application may not be assessed if this request is not complied with.<sup>6 7</sup>

#### **1.4 Documentation requirements for applicants, national studies**

For an application for a credit transfer to be assessed by the university, the applicant must be able to prove that they have been examined on the course and obtained at least a pass grade. The following documentation must be appended to applications for credit transfers

- Syllabus, including the reading list from the semester in which the course(s) were studied.
- Certified copies of course/study certificates.
- *or* documentation of previous professional experience. Cf. item 1.6.
- Original documents and other documentation must, when requested, be submitted to the university if necessary for processing the case.

#### **1.5 Documentation requirements for applicants, foreign studies**

- Certified copy of grading document that states grade and credits.
- An official explanation of the grading scale, where the foreign higher education institution explains the value of the grade using a scale.
- A signed Learning Agreement (in which the completed courses have been pre-approved) or syllabuses and reading lists for all the completed courses that will have the credits transferred, including each course's format, level, scope and reading list.
- Students who have studied abroad independently, freemovers, must append a certificate stating how many foreign credits are provided per year or semester of full-time study at the foreign higher education institution.
- Original documents and other documentation must, when requested, be submitted to the university if necessary for processing the case.

#### **1.6 Documentation requirements for credit transfers for professional experience/other education/prior learning**

Someone who wishes to have education (other than first-cycle courses and programmes) and/or professional experience assessed for a credit transfer must, in their application, describe in detail this education and/or the knowledge and skills they acquired professionally. As far as possible, these descriptions must be documented with certificates, grade transcripts or similar. Information about the process of applying for a transfer of credits for prior learning is available on sh.se: *Information for students at Södertörn University who wish to apply for a credit transfer for prior learning as part of their education, reg. no. 4290-1.1.2-2020*. For staff who will process/assess an application from students on prior learning, the information is available in the employee web in the handbook for study administration.

#### **1.7 Motivation for decisions<sup>8</sup>**

A decision that can be assumed to have a significant bearing on the applicant's situation must include a written reasoning, unless this is obviously unnecessary. This reasoning must include information about which regulations have been applied and which circumstances have been decisive in the university's decision. Under the four items in the paragraph<sup>9</sup>, this motivation may be partially or

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<sup>6</sup> Section 20, Administrative Procedure Act (2017:900)

<sup>7</sup> If the application clearly states what it is for, but the documentation does not corroborate the facts required to grant the application, the application must be rejected (with a reference to inadequate documentation).

<sup>8</sup> Section 32, Administrative Procedure Act (2017:900)

<sup>9</sup> Section 32, Administrative Procedure Act (2017:900)

completely omitted. If the motivation has been omitted under items 1, 2 or 3 of the paragraph<sup>10</sup> the university must, if possible, provide a motivation if someone requests this and if it is necessary for them to take advantage of their rights.

### **1.8 Information about a decision and how to appeal<sup>11</sup>**

The applicant must be informed of the decision on credit transfer. The decision may completely or partially be to the applicant's disadvantage. Regardless of which one, the following applies:

- As soon as the university has decided a case, the applicant must be informed of the complete decision without delay, unless this is apparently unnecessary.
- If the decision can be appealed, the applicant must also be informed of the process for this. Instructions for how to appeal must be included with the decision.
- The university must also inform the applicant of any differences of opinion that have been noted.<sup>12</sup>
- Information about how to appeal must include information about the demands on the form and content of the appeal, as well as how to submit the appeal and the appeal period.
- The university decides how this information will be provided, but it must always be in writing if an applicant requests this and may be done as a notification.

### **1.9 Information about appeals to be provided with a rejection**

A decision to reject an application may be appealed to the Higher Education Appeals Board (ÖNH). Your appeal must be in writing and posted or emailed to Södertörn University. In your appeal you state the Higher Education Appeals Board, ÖNH, as the recipient. Your appeal must have been received by the deciding authority (Södertörn University) within three weeks of the date that you received the decision from the authority (Södertörn University). Your appeal should either be posted to Södertörns högskola, *name of decision-maker*, 141 89 Huddinge or emailed to [registrator@sh.se](mailto:registrator@sh.se) (or straight to the decision-maker's email address). When emailing: write Appeal/Överklagande in the subject line.

Your appeal must state which decision you are appealing and the case registration number, how you wish the decision to be amended, additional information and circumstances you wish to present, your name, personal ID number, address and telephone number. Södertörn University submits your appeal and other case documents to the Higher Education Appeals Board.<sup>13</sup>

### **1.10 Applicants who want to appeal a decision on credit transfer<sup>14 15</sup>**

The Higher Education Appeals Board (ÖNH) is a public agency that is tasked with hearing appeals regarding specific decisions made by higher education institutions.

A decision that is negative for the applicant may be appealed to ÖNH. Appeals must be made in writing by the applicant (appellant) to the body that will assess the appeal, in this case ÖNH. Applicants who appeal must write *Överklagandenämnden för högskolan*, ÖNH, as the recipient of the appeal, but the appeal must be sent to/submitted to the university (the decision-making authority) within three weeks of the day the applicant received the decision from the authority, in this case Södertörn University.

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<sup>10</sup> Section 32, Administrative Procedure Act (2017:900)

<sup>11</sup> See Section 33, Administrative Procedure Act (2017:900).

<sup>12</sup> Under Section 30 of the Administrative Procedure Act (2017:900) or under specific provisions in other ordinances.

<sup>13</sup> Section 43, Administrative Procedure Act (2017:900)

<sup>14</sup> Section 43, Administrative Procedure Act (2017:900)

<sup>15</sup> Chapter 12, Section 2 of the Higher Education Ordinance

In the appeal, the appellant must write which decision is being appealed and how they wish the decision to be amended. For more information, please read In English - Överklagandenämnden för högskolan (onh.se)

### **1.11 The correctness and authenticity of documentation**

When an application is processed, there is a review of whether the documentation is compatible with the Higher Education Ordinance and the applicable provisions for credit transfer. There is an initial assessment of whether the documents appear to be correct, e.g. checks that the name and personal ID number are the same on the appended documentation. Where necessary, the original documentation must be requested. The authenticity of the higher education institution should also be checked. According to the investigation conducted prior to the recommendations issued by the Association of Swedish Higher Education Institutions (SUHF) ocular checks should always be performed on submitted documentation to exclude manipulation having occurred. If a forgery is found, the university's lawyer<sup>16</sup> must be informed.

### **1.12 Foreign documentation**

Applicants with foreign documentation must submit this in the original language and submit a translation to Swedish by an authorised translator. For languages where there is a lack of authorised translators, the relevant decision-maker at the university decides whether another translator can be deemed reliable.

Ultimately, it is the university that determines whether and to what extent translation is necessary for each case. Read more in Section 13 of the Administrative Procedure Act (2017:900).

### **1.13 Presentation prior to decision<sup>17</sup>**

A decision on credit transfer must be made after presentation by the case officer. Each academic school/department decides who the investigating case officer is. Each academic school and department's delegation of authority states who makes decisions on credit transfer cases.

### **1.14 A decision document must be drawn up**

A document must be produced for every case decision, stating<sup>18</sup>

1. The date of the decision,
2. The content of the decision,
3. Who made the decision,
4. Who presented the case, and
5. Who was present at the final processing but did not participate in decision making.

### **1.15 Registration in Ladok**

The general rule is that all decisions on credit transfers must be registered in Ladok. Registration in Ladok is done by staff at the academic school where the student is studying/has studied their

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<sup>16</sup> Södertörn University has an agreement with an externally procured law firm. Contact is made by the authorised person according to the relevant contact list. Please consult the head of department or unit for information about the contact list.

<sup>17</sup> Section 20 of the Government Agencies Ordinance (2007:515).

<sup>18</sup> Section 21 of the Government Agencies Ordinance (2007:515).

course/programme. Detailed information about the registration of credit transfers is in the Ladok manual on the employee web.