Instructions

TRANSFER OF CREDIT FROM A SWEDISH AND/OR FOREIGN HIGHER EDUCATION TOWARDS SWEDISH DEGREES

The Higher Education Ordinance of Sweden Chapter 6, §6-8, regulates the student’s rights towards receiving credit and other judgements towards equivalence of other higher education, either from other Swedish higher educational institutes or from foreign higher education. In order for an evaluation to be done, the individual in question must be both admitted to the university and registered for a certain course. A decision made by a university applies only to that university. Courses taken at another Swedish higher educational institute can normally be included in a degree without a decision of transfer of credits (for professional degrees, see below).

Transfer of credits is always made towards a degree. There are two types of degrees; Professional degrees (a special list applies) and General degrees, (högskoleexamen, kandidatexamen, magisterexamen and masterexamen).

Uppsala University, according to a Vice Chancellor’s decision from July 1 1993 and February 19 2008, applies the following local regulations towards transfer of credit:

A) PROFESSIONAL DEGREES

1) If you want to transfer credit for a part of a course within a professional degree, the lecturer/teacher who acts as the examiner of the course makes that decision. Contact the department in charge of that particular subject.
2) Decisions towards transfer of credit from any Swedish higher education for a whole course are taken by the Faculty Board of the particular course, but may also be delegated.
3) Decisions towards transfer of credit from any foreign higher education are decided by the Graduation Office within the Student Affairs and Academic Registry Division, following a delegation from the Vice Chancellor. Contact the Graduation Office directly (see below for address).

B) GENERAL DEGREES

1) Transfer of credit towards a part of a course is decided by the examiner of that particular course. Contact the department in charge of that particular subject.
2) Transfer of credit for a whole course as part of a general degree is decided by the Graduation Office, following a delegation from the Vice Chancellor. Contact the Graduation Office directly.

WHAT SHOULD BE INCLUDED IN THE APPLICATION

The application should include:

- **an official and original certificate** (this will be returned along with the decision of credit transfer) from the studies to be transferred. If you have a degree you must also include an official and original transcript of record. It should show what the courses were called, the grades, and the date the grades were set as well as how long the entire course of study was (credits, hours etc).

Many European universities use the ECTS system (European Credit Transfer System) which defines the extent of the education by using a common unit. 1 ECTS credit equals 1 Swedish credit.

- **descriptions of the courses** that shows the content of the course/courses, requirements of previous knowledge and level. A curriculum can be required in some cases.

- **an authorised translation** if the certificate is given in any other language than Swedish, Danish, Norwegian, English, German, Spanish or French.
WHAT IS EXAMINED FOR A TRANSFER OF CREDIT

Only students at Uppsala University may apply for credit transfer. When an application is made for transfer of credit, the following is examined: if the education is at the Swedish higher educational level, the extent of the education as well as the level and content. The university or institute of higher education must be accredited by a recognised authority in that country or a similar organisation.

The decision about the transfer of credits is given in the form of corresponding Swedish credits. If needed for the degree the subject as well as the level is specified. For professional degrees, the decision will state the parts that are replaced by the transferred courses. No evaluation of the foreign grades to Swedish grades is made.

The written decision is sent directly to the applicant and will also be reported in the database for the student register.

Sometimes it can take a long time to process an application depending on the differences in the educational systems. **Apply well in advance before graduation!**

Preliminary evaluation made before an actual application with a final decision, has no legal value.

DEGREE CERTIFICATE

In the Swedish degree certificate the recognised course is noted with its original name. The name of the university is also noted.

POSSIBILITY OF APPEAL

If you consider the final evaluation to be incorrect, you can appeal in writing to the Higher Education Board of Appeal, (Överklagandenämnden för högskolan, ÖNH).

When you decide to write to ÖNH, be sure to include which decision you want to appeal (send a copy of the decision in question) and describe which change you wish to make. Sign the letter with your signature, together with your address and telephone number, both your home number and work number.

**Send your letter to Uppsala University, Registrar, Box 256, 751 05 Uppsala.** You must send your request within three weeks from the time you received the final evaluation, otherwise your request cannot be processed.

If you have appealed in time, your written request will be sent from the university to ÖNH together with a copy of the decision and the documents which the decision had been made from. The university will write a statement over what you have written in your appeal.

There is a possibility that the university will change the decision as you requested. In that case, you will be informed and your request will not be sent on to ÖNH.

MORE INFORMATION

For more information contact the Graduation Office, see address below.

**ADDRESS:**
Graduation Office
(Examensenheter)
Uppsala University
Box 256
751 05 Uppsala

Phone: 018-471 1914
E-mail: tillgodo@uadm.uu.se
APPLICATION FOR CREDIT TRANSFER
FROM FOREIGN UNIVERSITY STUDIES FOR A SWEDISH GENERAL DEGREE

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<th>Date of birth (pers code)</th>
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<td>E-mail address</td>
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Degree towards which credits are to be transferred

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<tr>
<th>Bachelor</th>
<th>Magister</th>
<th>Master</th>
<th>Main subject</th>
<th>Second subject</th>
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Credit evaluation requested for the following completed courses/degree/diploma

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<th>Course/Degree/Diploma</th>
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Application and an **official and original transcript of record** together with **enclosures** (see instructions) should be mailed to: Graduation Office, Uppsala University, Box 256, 751 05 Uppsala.

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FOR MORE INFORMATION SEE INSTRUCTIONS