

APPLICATION'S REGISTRATION NO.:

Application for the transfer of credits from foreign higher education: Sections 6-8, Chapter 6 of the Higher Education Ordinance

Last name and first name		Personal ID number
Street		Telephone number
Postcode and town/city		Email address
Studying a programme at Södertörn University		Main field of study
Studying freestanding course(s) at Södertörn University		Main field of study
Name of the foreign higher education institution		Country
Period of your studies abroad:	Start date:	End date:
Type of foreign studies:	Exchange agreement via Södertörn University <input type="checkbox"/>	I organised studying abroad myself <input type="checkbox"/>

Credit transfer on existing courses at Södertörn University:

- ☞ Fill in the table below **only** what you studied abroad will replace part(s) of an existing course at Södertörn University.
- ☞ If you have studied complementary studies, you should **not** enter more information on this page. Move to the next page.
- ☞

Credit transfer is requested for:

To be completed by the student			To be completed by the teacher		
Name of foreign course If the courses are in different subjects, mark these with A, B and C.	Scope 1. State ECTS credits 2. State hours 3. State foreign credits 4. State hours/week	Name of the course and module you believe they are equivalent to at Södertörn University	Course code:	Module code:	No. of Swedish credits

Please attach the following to your application

- ☞ Attested¹ copy of a transcript that includes credits, grades and the value of the grades using a grading scale.
- ☞ Signed Learning Agreement, if received prior to departure.
- ☞ If you do not have a Learning Agreement, please attach the syllabuses (in Swedish or English) for the courses you studied.
- ☞ If you do not have a Learning Agreement, please attach information about how many foreign credits are provided by full-time study per year or semester at the foreign higher education institution.
- ☞ Additional documentation must be submitted if requested by the university.
- ☞ Who do I give my application to? See the table for “who decides what”.

¹ **Attest:** to witness and confirm that a copy is the same as the original. On copies of grading documentation, attestation means that two people other than yourself attest that the copy is the same as the original by writing their signatures, names in print and telephone numbers on the copy.



APPLICATION'S REGISTRATION NO.:
:

DATE APPLICATION RECEIVED:

Applicant's signature (not compulsory) and the

Application for the transfer of credits from complementary studies: Sections 6-8, Chapter 6 of the Higher Education Ordinance

- ☞ Include all the courses for which you have a pass grade, regardless of subject.
- ☞ Courses in subjects that are not offered by Södertörn University may have the credits transferred as complementary studies.

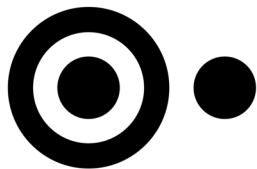
To be completed by the student		To be completed by the teacher		
Name of foreign course If the courses are in different subjects, mark these with A, B and C.	Scope 1. State ECTS credits 2. State hours 3. State foreign credits 4. State hours/week	Subject or disciplinary domain (social sciences, humanities, engineering or natural science).	Bachelor's or Master's level	No. of Swedish credits

Please attach the following to your application

- ☞ Attested² copy of a transcript that includes credits, grades and the value of the grades using a grading scale.
- ☞ Signed Learning Agreement, if received prior to departure.
- ☞ If you do not have a Learning Agreement, please attach the syllabuses (in Swedish or English) for the courses you studied.
- ☞ If you do not have a Learning Agreement, please attach information about how many foreign credits are provided by full-time study per year or semester at the foreign higher education institution.
- ☞ Additional documentation must be submitted if requested by the university.
- ☞ Who do I give my application to? See the table for "who decides what".

Applicant's signature (not compulsory) and the date of your application:

² **Attest:** to witness and confirm that a copy is the same as the original. On copies of grading documentation, attestation means that two people other than yourself attest that the copy is the same as the original by writing their signatures, names in print and telephone numbers on the copy.



Decision on credit transfer Sections 6-8, Chapter 6 of the Higher Education Ordinance

Approved <input type="checkbox"/>	
Partially rejected <input type="checkbox"/>	
Rejected <input type="checkbox"/>	
<i>A decision that may be assumed to have an impact on someone's circumstances must include a motivation for the decision, unless this is obviously unnecessary. It must include <u>information about which regulations have been applied and what circumstances have been decisive for the university's decision</u>. Read more in Section 32 of the Administrative Procedure Act (SFS-2017:900) and at Medarbetarwebben/Studieadministrativa handboken/Tillgodoräkningen.</i>	
Motivation for the decision:	
Decision-maker, signature	Name in print, date and title
Presenting party, signature	Name in print, date and title
Provide names and titles for people who provided information in this case but who did not participate in the final decision.	

HOW TO APPEAL:

A rejection decision may be appealed to the Higher Education Appeals Board. Your appeal must be made in writing and posted or emailed to Södertörn University, but in the appeal you must state the **Higher Education Appeals Board** as the recipient.

Your appeal must have been received by the deciding authority (Södertörn University) within three weeks of the date you received its decision via 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 (or straight to the decision-maker's email address). When emailing, please write "Överklagande" [appeal] in the subject line.

The appeal must state the decision you are appealing and the case registration number, how you want the decision to change, additional information and circumstances you wish to be considered and your name, personal identification number, address and phone number. Södertörn University will transfer your appeal and other case documentation to the Higher Education Appeals Board.³

³ [Förvaltningslagen-43§-sfs-2017-900](#)