



**Karolinska
Institutet**

Credit transfer regulations for first and second level studies at KI

Ratified by the Board of Higher Education 2007-12-19, ref. 4816/07-300

Applies from 2008-01-01

Revised 2018-03-14, ref. 1-255/2018

The Swedish version of this document prevails over the translation.

Content

Credit transfer at KI	4
The Higher Education Ordinance's provisions on credit transfer	4
Credit transfer of studies from another higher education institution	5
Credit transfer of other studies/professional work	5
Reviewing the entitlement to credit transfer	5
Definition of a student	5
The right to appeal.....	5
Applying for credit transfer	6
Exchange studies/Studies abroad	6
Foreign education	6
Professional work/prior learning	6
Elective courses	7
Contract education.....	7
Evaluation of older health science education	7
Decisions	8
Grades.....	8
Appeals.....	8
Documentation of credit transfers	8

Credit transfer at KI

The credit transfer regulations at Karolinska Institutet (KI) provide uniform guidelines to support academic representatives and administrative staff that deal with, make decisions on and document credit transfer at KI. Uniform guidelines make it easier to carry out a fair and consistent assessment of students' credit transfers, regardless of the programme or course in question.

The credit transfer regulations cover KI's first and second cycle education – both programmes and freestanding courses.

Only admitted students who are pursuing studies at KI can apply for credit transfer.

KI's credit transfer regulations complement the Higher Education Ordinance Chapter 6, Sections 6–8 (SFS 1993:100), which govern credit transfer of university studies, other studies and professional work.

In order for a credit transfer to take place, the learning outcomes of the course must be reviewed based on set course and study plans. Cooperation between universities and an exchange of knowledge – both nationally and internationally – encourages student flexibility and lifelong learning.

Programme committees and departments are responsible for good, clear information appearing on programme and course websites about the possibility for credit transfers for previous studies and experience. There should also be information about the application procedure and contact details for further information.

The Board of Higher Education at KI has delegated:

- to examiners, deciding on credit transfer against the course plan targets, i.e. credit transfer of a whole course or part of a course.
- to programme committees, deciding on credit transfer against the study programme targets, e.g.
 - credit transfer of large parts of programmes in connection with admission to a subsequent part of the programme
 - credit transfer in connection with studies abroad, where the credit transfer relates to multiple courses
 - credit transfer of courses (which are not part of the programme's regular range) as elective courses
 - credit transfer of degree projects (with the right to delegate)

The Higher Education Ordinance's provisions on credit transfer

Chapter 6, Section 6–8 of the Higher Education Ordinance

contains provisions on credit transfer.

Credit transfer of studies from another higher education institution

A student who has successfully completed and passed higher education at a Swedish higher education institution (HEI) is entitled to transfer the credits for studies at another higher education institution. However, this does not apply if there is a significant difference between the courses or study programmes taken.

The same applies to students who have successfully passed certain studies at:

1. a university or equivalent institution of higher education in Denmark, Finland, Iceland or Norway, or at an institution which is party to the Council of Europe Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region
2. at The Nordic School of Public Health

Credit transfer of other studies/professional work

A student is entitled to be credited with an education other than the one referred to in the Higher Education Ordinance Chapter 6, Section 6 if the knowledge and skills that the student refer to are of such nature and scope that they essentially correspond to the education towards which they are intended to give credit. A student may also be credited for corresponding knowledge and skills acquired professionally.

Reviewing the entitlement to credit transfer

The higher education institution is to consider whether previous education or activities can be accepted for a credit transfer (Higher Education Ordinance Chapter 6, Section 8). The university shall take into account intended learning outcomes, according to set course or study plans. Only someone who is a student and someone who has undergone contract education such as is referred to in Sections 6 and 7 of the Ordinance on Contract Education at Higher Education Institutions (SFS 2002:760) may be considered for credit transfer.

Definition of a student

According to The Higher Education Ordinance Chapter 1, Section 4 it is made clear that a 'student' is defined as a person who has been admitted to as is pursuing higher education, to the extent that nothing else is particularly specified.

The right to appeal

According to The Higher Education Ordinance Chapter 12, Section 2, decisions on credit transfer for education or work experience may be appealed to The Higher Education Appeals Board.

Applying for credit transfer

When applying for credit transfer a specific form should be used. The form contains instructions on which documents to submit with the application to confirm previously completed studies or professional work. The applicant is responsible for the submitted application being complete.

The application should be submitted in plenty of time for a decision to be made before the course start. The application is to be stamped with the date of receipt and dealt with as promptly as possible. Handling time for the application shall be no more than two months from receipt of the complete documentation.

All application documentation and supporting documentation for credit transfer shall be logged and archived at the department responsible for the course, in accordance with the applicable handling plan for documents at KI.

Exchange studies/studies abroad

Before exchange studies as part of exchange programmes as well as before studies abroad approved by programme committees and departments, a preliminary assessment of the possibilities of credit transfer of the studies should be carried out. The student shall be informed of the assessment.

The student shall submit an application for credit transfer on returning home. The preliminary assessment is not a decision about credit transfer.

Foreign education

Students and participants in contract education at KI can get previous studies at foreign higher education institutions assessed for credit transfer.

Since education systems vary both between different countries and within individual countries, the student shall submit supporting documentation to the application which describes how the studies were organized, what was required for full-time studies, the division of the academic year, full course plan/course description, literature list, schedule, etc.

It is the student's responsibility to provide translations of documents written in any language other than Swedish, Danish, Norwegian or English.

Professional work/prior learning

Students are entitled to have knowledge and skills acquired through professional work reviewed for credit transfer. Full documentation confirming the skills referred to should be submitted with the application, in accordance with the instructions from the programme committee or department.

'Prior learning' is defined as someone's accumulated skills, regardless of how he or she has acquired these skills and regardless of whether he or she has formal credentials for this competence. Prior learning is reviewed in connection with the assessment of eligibility for an applicant, as well as when a person is requesting credit transfer for studies other than university studies or for professional work.

(from the recommendations of the Association of Swedish Higher Education Institutions [SUHF] for validating prior learning at higher education institutions 2003-10-30, ref. 42/03)

Elective courses

The assessment of credit transfer for elective courses is done against the objectives for elective courses in the programme syllabus.

Contract education

In accordance with section 7 of the Ordinance on Contract Education at Higher Education Institutions (SFS 2002:760) those who have completed contract education and received grades in accordance with section 6 are entitled to credit transfer for the education.

The Local Regulations for Contract Education at KI (ref. 6610/10-300) state the following:

A credit-giving contract education shall follow the set course plan (and the programme syllabus if applicable) according to the regulations concerning first and second cycle education at KI. The same quality standards apply for contract education as for first and second cycle education.

Anyone who has successfully passed contract education for which credits are awarded is entitled to have the education accredited as first or second cycle higher education. Since the quality requirements for contract education for which credits are awarded at KI are the same as for regular education on undergraduate or postgraduate level, participants who pass the course requirements will have these courses credits transferred without further examination. This applies even if participants do not meet the general or specific entry requirements.

Evaluation of older health science education

When evaluating older health science education, sometimes in combination with professional work experience, KI evaluates based on decisions taken by the relevant programme committee. Those with older healthcare educations are thus given the possibility of fulfilling eligibility for courses, and where requirements are met, the qualification requirements to apply for and receive a degree.

This form of evaluating older health science education should not be viewed as a credit transfer, and is therefore not governed by the credit transfer regulations.

Decisions

The Board of Higher Education at KI has delegated the right to make decisions on credit transfers to examiners and programme committees.

Prior decisions will not be made.

KI will take a generous approach to credit transfers, as it is important to avoid extended overall study times for students.

The student shall be notified of the decision. If a credit transfer is denied, a written detailed justification shall be given. The decision form contains a reference on how to appeal and that it is possible to appeal within three weeks from the date when the applicant was notified of the decision. (See below under Appeals.)

Credit transfer of a course or courses corresponding to an entire semester/several semesters of courses within a programme, does not necessarily mean that students will be granted immediate access to a subsequent semester. A student is only guaranteed to follow the ordinary study path from the semester of admission.

Grades

Study performance is graded by the examining higher education institution and will not be documented in Ladok in connection with the credit transfer. Grading for credit transfers based on other studies than undergraduate education or for professional work (if applicable) will also not be documented.

Appeals

Decisions on credit transfers may be appealed (The Higher Education Ordinance Chapter 12 Section 2). Details on how to appeal are stated on the decision form. The form also states that appeals must be made in writing, and must be received by the registrar at KI within three weeks of the date when the applicant was notified of the decision.

Appeals are always logged. The case is then re-examined by the decision-maker. In the event of an appeal, Karolinska Institutet may either change its decision in the applicant's favour or adhere to its previous decision. In the latter instance, the case will be referred to The Higher Education Appeals Board together with a statement. This referral will be made promptly and normally within a week.

Decisions by The Higher Education Appeals Board cannot be appealed (The Higher Education Ordinance, Chapter 12, Section 5).

Documentation of credit transfer

In accordance with the directives of 'Administration Unit regulations at Karolinska Institutet with Ladok providing system support', decisions on credit transfers of courses/parts of courses shall be documented in Ladok.