

Instructions to accompany the form ‘Application for crediting’

What documents should accompany your application?

If your intention is to receive your degree from Halmstad University, you should ensure that your application for the crediting of previous courses should be submitted well before you are due to complete your studies.

Studies at universities / university colleges in Sweden

Certificate of study (original). No certificate is necessary for previous courses studied at Halmstad University. The syllabus together with the literature list for the courses referred to in the application should be enclosed if requested.

Studies at universities / university colleges abroad

Enclose Official Transcript of Records, in its original from the university / university college where the studies were undertaken. Syllabus and literature list should be enclosed if requested.

If the document has been issued in a language other than Swedish, Danish, Norwegian, English, German or French, the documents should be enclosed both in their original language and also translated into Swedish or English by an authorized translator.

Students who have a completed academic degree from another country and who have had the degree validated by the Swedish National Agency for Higher Education should enclose the Agency’s validation transcript as part of their application.

Other educational qualifications or vocational / professional experience

Certificates and documents describing the education / course(s) and / or vocational / professional experience referred to in the application. Attach all documentation such as for example course syllabi and descriptions, literature lists, employer certificates, job descriptions etc which are of importance in the overall evaluation.

Application submitted to

Applications relating to parts of courses should be submitted to the school / department offering the course.

Applications relating to the whole course within a degree programme either in accordance with the degree syllabus or optional course which is part of the programme should be submitted to the school / department offering the degree programme.

If the application is related to the crediting of studies abroad within the framework for Halmstad University’s exchange programmes or cooperative agreements, the application form ‘Application for crediting of courses studied abroad’ should be used. The form should be sent to the school / department concerned.

You can find more information on crediting procedures in the Crediting Ordinance for Halmstad University which is available from the University’s website www.hh.se.

Send the application to:

Halmstad University, Servicecenter, Box 823, 301 18 Halmstad



Application for crediting

Regulations governing crediting procedures can be found in the Higher Education Ordinance Chapter 6 paragraphs 6-8 and in the local regulations regarding crediting in force at Halmstad University

Last name	First name	Birth date (year, month, day)
Address	Post code	Town / city
Email address	Telephone no.	Mobile phone no.

I have previously studied: Write the name of the course and the total number of ECTS Credits. In order to deal with your application you must supply the appropriate certificates for your previous study results and enclose the syllabus and literature list. Syllabi and literature lists do not need to be attached for courses studied at Halmstad University. If the application is intended for the crediting of vocational / professional experience, please state profession.

Title of course	ECTS Credits	University / university college

I request the crediting of previous courses as: State either the whole course or part of the course. If the application is for the crediting of studies abroad or professional / vocational experience, it is enough just to state the subject.

Title of course / subject	Course code	Higher Education Credits

Signature

..... Date Signature of applicant
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