



Rules for credit transfer for education at first and second cycle at the Swedish Defence University

Styrdokument

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Klassificering	Rules
Diarienummer	Ö 366/2025
Beslutsfattare	Vice-Chancellor
Dokumentansvarig	C FUS
Senaste beslutsdatum	2025-05-09
Giltighetstid	To be revised 31/12/2026
Dokument som ersätts	Ö 434/2022
Kortare sammanfattning	National and local provisions for credit transfer and administration process.



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1. National provisions

The Higher Education Ordinance (HF) (1993:100) and the Administrative Procedure Act (FL) (2017:900).

The above provisions can be read on the Swedish Parliament's website.

1.2 The Higher Education Ordinance (HF)

According to HF chapter 6 section 7, a student has the right to have their previous knowledge and skills formally recognised. However, a student's previous knowledge and skills cannot be formally recognised if they are found to differ considerably from the knowledge and skills required for the particular course or study programme.

According to HF chapter 6 section 8, the higher education institution must assess an application for formal recognition, in accordance with Section 7.

Credits may only be awarded to those who are students unless otherwise provided by statute or ordinance

1.3 Administrative Procedure Act (FL)

Processing is the actions that a university carries out from the time a credit transfer case is initiated until it is closed. Provisions on the processing in FL are a minimum standard for how the processing should take place. The basic purpose of the provisions is to protect the individual's legal certainty in the administrative procedure. Another purpose is that the focus of the proceedings should be in the first instance, which i.a. means that a matter of credit must be sufficiently investigated when the university examines the matter.

1.4 Definition of a student

HF chapter 1 section 4 states that student refers to those who have been admitted to and pursue higher education studies in so far as not otherwise specifically stated.

1.5 Review of the right to credit transfer

According to HF chapter 6, the higher education institution shall assess whether credits can be awarded for the prior course or study programme or professional or vocational experience. Credits may only be awarded to those who are students unless otherwise provided by statute or ordinance. The regulations in the HF mean that there must always be an individual assessment of the student's knowledge and skills in relation to the education towards which a credit transfer is to take place.

1.6 The right to appeal

According to HF chapter 12 section 2 a decision on the credit transfer of education or professional activities may be appealed to the Higher Education Appeals Board (ÖNH).



2. Local provisions at the Swedish Defence University

In addition to the national regulations, each university can decide on local rules and regulations, within the framework of the national regulations. Rules for credit at the Swedish Defence University (FHS) formulate uniform guidelines to support academic representatives and administrative staff at the FHS. Through uniform guidelines, better conditions are provided for a legally secure and equal assessment of students' credits regardless of program or course affiliation. These rules cover education at first and second cycle.

To apply for and be tested for credit transfer, you must be a student at FHS which means one must be admitted to and pursue higher education studies at FHS according to HF chapter 1 section 4 and chapter 6 section 8

Participant at contract education are not to be considered as students according to HF chapter 1 section 4.

The term higher education institution is used hereafter to refer to both universities and university colleges unless otherwise stated.

2.1 Credit transfer for courses or modules

For credit transfer according to HF chapter 6 section 7, assessment shall be carried out against the course's intended learning outcomes based on established course and programme syllabuses.

Credit transfer for course(es) equivalent to full semester(s) courses within programs does not necessarily mean that the student is immediately given access to higher semesters. The student is guaranteed only to follow the normal study route based on the admission semester.

2.2 Exchange studies

In order to ensure the academic recognition, a written agreement, a Learning Agreement (LA) or an Online Learning Agreement (OLA), is drawn up in good time before departure, on which courses are to be taken during the exchange period.

Before the exchange begins, the LA/OLA must be signed by the student, the host university and the authority at FHS responsible for the exchange. The purpose of the document is to ensure that the student is allowed to study the specified courses and that the host university's courses are acceptable as part of the student's education and thus can be credited satisfactorily.

After the exchange, the student applies for credit transfer for the courses completed.

2.3 Courses included in the degree taken at another Swedish higher education institution

For elective courses that are to be included in the degree and that have been taken at another Swedish higher education institution, an application for credit *must not* be made. If a student wants to include courses taken at another Swedish higher education institution, this will be tested in connection with the application for the degree.

2.4 Courses included in the degree taken at foreign higher education institution

For elective courses (not exchange studies) that are to be included in the degree and that have been taken at foreign higher education institution, an application for credit *must not* be made. If a student wants to include courses taken at foreign higher education institution, this will be tested in connection with the application for the degree.

The student must arrange for the translation of documents written in languages other than Swedish, Danish, Norwegian and English. Translation into Swedish must be done by an authorized translator.



2.5 Grades

The study performance is graded by the examining higher education institution, not at the credit transfer. A higher education institution that examines an application for credit transfer does not have the opportunity to make a new assessment of the grade of the education that the student wishes to have credited.

2.6 Validity of the decision

A decision on credit transfer applies at the higher education institution where the decision has been taken.

Credit transfer for degrees issued at another university shall normally be accepted. Other decisions on credit transfer at another university should also normally be accepted. However, decisions may be re-examined if there is a material difference between FHS and other university's assessments and practices.

3. Application for credit transfer

When applying for credit transfer at FHS, the form *Application for transfer of credits* or *Application for validation of prior learning by credit transfer* may be used. The forms contains instructions on which documents are to be attached to the application to substantiate previously taken education or professional activities. The applicant is responsible for ensuring that the application submitted is complete.

If FHS assesses that the documentation submitted by the applicant is incomplete or unclear, the applicant is instructed on how to complete the documentation. FHS's investigative responsibility can also cover other deficiencies than the documentation itself, e.g. linguistic ambiguities or other ambiguities.

3.1. Registration of the application

All documents attached to the application for credit transfer must be registered in W3D3.

3.2. Administration process for credit transfer

An application for credit must be handled as simply, quickly and cost-effectively as possible without affecting legal certainty according to FL.

That the processing should be simple and fast means, among other things, that the processing should not be burdened with unnecessary investigation measures. FHS also has a responsibility to actively push the case to a conclusion. That an applicant behaves passively, e.g. by not coming in with the requested documentation, the university does not take away that responsibility. In such cases, FHS can give the applicant the opportunity to submit the requested documentation within a certain time with information that the case may subsequently be decided on the basis of existing documentation.

If FHS assesses that a decision will be significantly delayed, the applicant must be informed of this and also report the reason for the delay.

3.3. Advance notice

A higher education institution has no constitutional obligation to provide advance notice of credits. At FHS, advance notice is not provided.

3.4. Decision

A decision on credit transfer are made by the person to whom the right has been delegated according to the Swedish Defence University's rules of procedure after an opinion and assessment from the relevant director of studies or equivalent. In the case of decisions regarding exchange studies, decisions are made without an opinion from the director of studies. In case of refusal, a justification must be provided and an appeal reference must be included (see chapter 4 Appeals).



The decision is in writing and the following must appear from the decision:

1. the date of the decision,
2. what the decision contains,
3. which person or persons took the decision,
4. which person or persons were reporting officers, and
5. which person or persons participated in the final processing without taking part in the determination.

3.5. Notification of the decision

The decision is forwarded to the applicant and for the information of the director of studies concerned and, where applicable, others on the mailing list. According to FL, decisions must be announced as soon as possible.

3.6. Registration of the decision

The decision, including all documents attached to the application for credit transfer, must be registered in W3D3.

3.7. Registration of the credit transfer

If FHS decides to credit a student's previous education or professional activity, the credit must be registered in the study register Ladok. This is evident from the regulation (1993:1153) on reporting of studies, etc. at universities and colleges.

A registration of a credit can have an impact on the student's possibility of being admitted to further studies. In accordance with the general requirements for simple, fast and cost-effective processing in FL, FHS must therefore register a credit as soon as possible after the student has been notified of the decision.

4. Appeal

According to HF chapter 12 section 2 a decision on the credit transfer of education or professional activities may be appealed to the Higher Education Appeals Board (ÖNH).

In the case of decisions regarding rejection and decisions to reject or write off an application, the decision must state how the applicant can appeal the decision. An appeal must be made to ÖNH but submitted to FHS, which must handle it in accordance with the regulations in FL.