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## Guidelines for credit transfer at the Royal Institute of Art

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Decided by	Vice-Chancellor
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Responsible unit at the administration	UFE



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## Introduction

This document describes the Royal Institute of Arts' application of the rules on credit transfer. Routines for applying for and processing applications for credit transfer are described in "Routines for the application and process of credit transfer at the Royal Institute of Art".

Today, many students study at several higher education institutions and the mobility between higher education institutions must be promoted. It is therefore important that students can get credit for studies or parts of an education from other higher education institutions. A credit transfer is a decision that a previous education or knowledge and skills acquired through, for example, professional activities may replace studies on a course or may be included in a degree.

Credit transfer is regulated in the Higher Education Ordinance (1993: 100). In addition, there are regulations, agreements and recommendations, etc. on credits to be found in:

- Ordinance on Contract Education at Higher Education Institutions (2002:760) (7 §)
- Association of Swedish Higher Education Institutions (SUHF) *Rekommendationer om tillgodoräknande av utländsk högskoleutbildning i grundutbildningen*, dnr 27/99;
- The Convention on Recognition of Qualifications concerning Higher Education in the European Region – Lisbon convention
- Reykjavik declaration
- The Higher Education Appeals Board (ÖNH), practice.

The provisions of the Higher Education Ordinance

## Chapter 6 section 6

If a student at a higher education institution in Sweden has successfully completed a higher education course or study programme, she or he is entitled to transfer the credits awarded for a course or study programme at another higher education institution. This does not apply, however, if there is a substantial difference between these courses or study programmes.

The same applies for students who have successfully completed a course or study programme

1. at a university or higher education institution in Denmark, Finland, Iceland or Norway or a signatory to the Council of Europe's Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region (Swedish Treaty Series 2001:46), or
2. at Nordiska högskolan för folkhälsovetenskap (NHV — The Nordic School of Public Health). Ordinance (2006:1053).

Ordinance on Contract Education at Higher Education Institutions (2002:760)



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### **Chapter 6 section 7**

A student is entitled to transfer credits from a course or study programme other than that laid down in Section 6 if the nature and extent of the knowledge and skills cited by the student are such that they correspond on the whole to the course or study programme for which the credits are to be recognised. A student may also be given credit for corresponding knowledge and skills acquired in a vocational or professional capacity. Ordinance (2006:1053).

### **Chapter 6 section 8**

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. Ordinance (2010:1064).

### **Obligation to try a case of credit transfer**

According to ch. 6 Section 8 The Higher Education Ordinance, the Royal institute of Art is obliged to examine applications for credit transfers from students at the Royal Institute of Art, ie. the one who is admitted to and conducts higher education at the Royal Institute of Art.

The university must examine such an application individually and cannot reject an application for credit with reference to general positions of the higher education institution or local rules. For example, an application cannot be rejected with reference to the fact that the student has not been admitted to the education within which the credit transfer is intended to take place.

### **The burden of proof**

In accordance with the provisions of the Higher Education Ordinance, an examination of credit transfer according to ch. Section 6 states that it is up to the Royal Academy of Art that, if the crediting of a certain education cannot be granted, show that the education differs significantly from the education for which it is intended to be credited.

In an examination of credit transfer according to ch. 6 Section 7 of the Higher Education Ordinance, on the other hand, it is up to the applicant to show that the knowledge and skills that the applicant invokes mainly correspond to the education for which they are intended to be transferred to.

### **Starting points for the assessment**

As a starting point for reviews of credit transfers, the Royal Institute of Art follows the Association of Swedish Higher Education Institutions (SUHF) recommendations.



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Only documented courses that have been examined and given credits with at least Approved as a result can be considered for credit transfer. This applies to both full courses and modules. When crediting studies that have no direct equivalent at the Royal Institute of Art or if the study objectives and the content of the syllabi do not fully correspond with the university college, a special assessment must be made of the content of the education to which the credit transfer refers.

Credit can only refer to studies that has not already been completed at the Royal institute of Art. The education that is to be credited must not overlap with the applicant's previous qualifications that must be included in the same degree at The Royal Institute of Art.

### Credit transfer of Swedish and European higher education and other foreign higher education

At the Royal Institute of Art all applications for credit transfer must be based on the same principles, regardless of whether the application concerns Swedish, Nordic, European or non-European higher education.

However, assessments of credits regarding overseas education always take place with the application of ch. Section 7 of the Higher Education Ordinance. A prerequisite for such crediting is that:

- the education is state, state recognized or placed under state supervision.
- the education is recognized by a regional authority that has the state's task of recognizing educations.
- the education is recognized by an organization that has the state's mandate to accredit education, or by an accreditation organization that is generally accepted.
- the training took place within the framework of The Royal Institute of Arts collaboration agreement.

The documentation of foreign documents that the applicant invokes for such credit transfer must be submitted both in the original language and translated into the Swedish language by an authorized translator. For languages where there may be a shortage of certified translators, the relevant decision-maker at the university decides whether an unauthorized translator can be accepted as reliable.

### Credit transfer of education from the Royal Institute of Art

An application for credit for an education completed at the Royal Institute of Art within the framework of another education at the Royal Institute of Art, is assessed on the basis of the rules in Chapter 6. Section 7 of the Higher Education Ordinance.

### Credit transfer of professional activities and education other than higher education

When the application for credit transfer refers to professional activities or education other than higher education, the term validation of prior learning is used. The concept of prior learning stands for the overall competence a person has, regardless of whether there is documented evidence of the



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competence or not. The assessment can therefore be done both in connection with both eligibility assessments and credits.

The examination takes place on the basis of Chapter 6. Section 7 The Higher Education Ordinance and the applicant shall in the application describe in detail the education and / or the knowledge and skills acquired in professional activities and which are invoked in support of the application. The descriptions must, as far as possible, be substantiated with certificates, grades or the like.

According to the recommendations of the Association of Swedish Higher Education Institutions (SUHF), the credit transfer should not be affected by how the professional experience has been obtained (for example through temporary work, internships, part-time service).

### Credit transfer of contract education

According to Section 6 of the Ordinance on contract education at higher education institutions (2002:760), those who participate in contract education may be given grades and diplomas or course certificates in accordance with the provisions for higher education at the undergraduate and advanced level, if the same quality requirements are set for contract education. This applies even if the participants do not have eligibility for admission to higher education.

According to section 7 of the same ordinance, a person who has completed such a contract education as referred to in section 6 has the right to credit the education as a higher education at the undergraduate or advanced level.

This means that the education that has been completed as contract education can be credit transferred within a university's regular education. The possibility of crediting other education or professional experience within a contract education is regulated in the respective agreement on contract education.

### Processing time

According to Section 9 of the Public Administration Act (2017: 900), a case must be handled as simply, quickly and cost-effectively as possible without compromising legal certainty. For credit transfer cases, the Higher Education Authority (UKÄ) has accepted a processing time of six to eight weeks. However, the processing time can be longer in complex cases that require investigation.

For further information on the processing of credit transfer at the Royal Institute of Art see "Routines for application and process of credit transfer at the Royal Institute of Art".

### Grade

The Royal Academy of Art only uses the grades "pass" and "fail". A student who receives a course or module credited can thus only receive the grade "pass" regardless of which grade is given on the course / module that is to be credited.



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### Advance notice

The Royal institute of Art is not obliged to give advance notice of credit transfer.

To the extent that advance notice is still given, this is always linked to the specific conditions that apply at the time of requesting an advance notice. A positive advance notice only means that if the corresponding conditions later apply to the application for credit transfer, a credit transfer can probably take place. The university college investigates and makes decisions on credit transfer when the application is actually made.

For students at the Royal Institute of Art, which is to carry out exchange studies at a higher education institution with which the university college has an exchange agreement, the Learning Agreement forms the basis for the courses that make up the content of the exchange studies. The Learning Agreement thus serves as an advance notice of the credit transfer of the exchange studies.

### Decision on credit transfer

Decisions are made in accordance with the Royal institute of Art's delegation procedure.

### Appeal against decisions on credit transfer

Decisions to reject in whole or in part an application for credit for education or professional activities can be appealed to the the Higher Education Appeals Board. The appeal reference must be attached to the decision.