



APPLICATION FOR ACCREDITATION OF CREDITS

See page three of the form for information and instructions

Name: _____ National Identity No: _____

Street address: _____

Postcode: _____ Telephone number: _____

Email: _____

Enrolled in programme: _____

Specialist college: School of Health Sciences School of Education and Communication Jönköping International Business School School of Engineering

I hereby apply for accreditation for the following course(s):

1.
Previously completed course, course name, university credits (UC), grade

.....
Completed at this university Corresponds to this course in my current programme/degree, UC

2.
Previously completed course, course name, university credits (UC), grade

.....
Completed at this university Corresponds to this course in my current programme/degree, UC

3.
Previously completed course, course name, university credits (UC), grade

.....
Completed at this university Corresponds to this course in my current programme/degree, UC

4.
Previously completed course, course name, university credits (UC), grade

.....
Completed at this university Corresponds to this course in my current programme/degree, UC

5.
Previously completed course, course name, university credits (UC), grade

.....
Completed at this university Corresponds to this course in my current programme/degree, UC

.....
Place and date

.....
Signature

To be filled out by the specialist college

The person responsible for the course or degree programme will decide whether the course is essentially equivalent to a course included in a degree programme at the specialist college.

Course	Assessment		Responsible for course or degree programme
1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Decision			
Course	Approved	Denied	
1.	<input type="checkbox"/>	<input type="checkbox"/> Explanatory statement
2.	<input type="checkbox"/>	<input type="checkbox"/> Explanatory statement
3.	<input type="checkbox"/>	<input type="checkbox"/> Explanatory statement
4.	<input type="checkbox"/>	<input type="checkbox"/> Explanatory statement
5.	<input type="checkbox"/>	<input type="checkbox"/> Explanatory statement
Place and date			
Signature of decision maker			

The application should be sent to

Registrar
Specialist college (state the relevant specialist college) Box 1026
551 11 Jönköping

Distribution of the decision

The person responsible for the course/degree programme concerned
The Ladok administrator
The student
The registrar

Date/signature

Concerning regulations for accreditation of credits

A student at Jönköping University who has successfully completed a university course at any other Swedish or foreign university or who has acquired the corresponding knowledge and skills through other means, may be granted accreditation for this within their degree programme at Jönköping University after an assessment by the specialist college concerned. (Regulations and guidelines for graduate programmes and postgraduate programmes at Jönköping University, 2011-07-01).

Instructions and information regarding applications for accreditation of university credits

1. An application for accreditation may include completed courses that replace courses in a current degree programme, and elective courses that may be included in a degree.
2. The courses and skills must be well documented, e.g. by means of an academic transcript of credits or similar. A course plan including course literature lists or a similar document which verifies the course content must be included.
3. If the documents submitted do not prove the relevant knowledge and abilities in a satisfactory manner additional documentation may be requested, e.g. knowledge test, interviews etc.
4. The application must be submitted at the latest five weeks before the beginning of the course, in order for the application to be processed in time before the course starts. Students who are new to Jönköping University and who want to apply for accreditation of courses in connection with the beginning of a course must submit their application immediately after registration.
5. The completed application is to be submitted to the registrar of the specialist college.

How to appeal against a decision

It is possible to send an appeal against a decision to the Board for Appeals at Jönköping University (HJÖN). The appeal must be in written form, and must be submitted to the Board for Appeals at Jönköping University (HJÖN), Box 1026, 551 11 Jönköping) at the latest fourteen (14) days after the date of the decision. The appeal must state which part(s) of the decision that is/are appealed against, the desired correction and the reasons for this.