



Inkommen:

Dnr:

Send the application to:

XXXX

Stockholms universitet

106 91 Stockholm

Application for credits based on validation of prior learning

In order to apply you must be admitted to and pursuing studies at Stockholm University.

Name	Personal identity number
Address	Postal code and city
E-mail	Telephone number

I apply for credits within the following course/part of course based on work experience or other education:

Course/part of course at Stockholm University	Credits (hp)

Description of knowledge acquired through work experience/other education

The following part of the form serves as a kind of self-evaluation of your knowledge in relation to the intended learning outcomes of the course for which you wish to have credits. Here you should leave information relevant for the continued mapping and assessment of your knowledge. The information is structured into four steps per learning outcome (please see further instructions at the end of the document).

Avdelnings-/institutionsnamn

Learning outcome 1

Fulfillment of learning outcome

Demonstration of knowledge and competencies

Relevant attachments

Learning outcome 2

Fulfillment of learning outcome

Demonstration of knowledge and competencies

Relevant attachments

Learning outcome 3

Fulfillment of learning outcome

Demonstration of knowledge and competencies

Relevant attachments

Learning outcome 4

Fulfillment of learning outcome

Demonstration of knowledge and competencies

Relevant attachments

Learning outcome 5

Fulfillment of learning outcome

Demonstration of knowledge and competencies

Relevant attachments

Learning outcome 6

Fulfillment of learning outcome

Demonstration of knowledge and competencies

Relevant attachments

Learning outcome 7
Fulfillment of learning outcome
Demonstration of knowledge and competencies
Relevant attachments

Learning outcome 8
Fulfillment of learning outcome
Demonstration of knowledge and competencies
Relevant attachments

If you need to add more learning outcomes than this form allows you may add the remaining information in a separate document.



Additional information

Signature	Date
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Information on prior learning and validation

By prior learning is meant your accumulated knowledge and experience, regardless of how, when and where it has been developed. Learning is acquired in different ways, for example through formal education, work experience, staff or other kind of training or activities in citizens associations. According to the Swedish Higher Education Ordinance (Chapter 6, sections 7-8) higher education institutions in Sweden should assess knowledge and competencies acquired through work experience and other education for the purpose of awarding credits.

When you apply for credits based on work experience or other education a validation of your prior learning will be conducted. A validation is a structured process including the mapping, documentation and assessment of your knowledge and skills. The purpose of the validation here is to assess whether credits can be awarded for a course or part of a course. The assessment is made in relation to the intended learning outcomes of a course. The intended learning outcomes describe the knowledge that has been gained upon completion of the course and are found in the course syllabus. You may be required to submit additional documents and assignments during the validation process. You may also be asked to take theoretical or practical tests. The department responsible for the course/courses in question will make the assessment and suggest the method of assessment.

Application instructions

Step 1. Learning outcome

Fill out which learning outcome that you will describe your knowledge in relation to. Make sure that you use the same phrasing as in the course syllabus.

Step 2. Fulfillment of learning outcome

Describe in which way your knowledge and skills fulfill the requirements of the intended learning outcome. Start with the experiences that have given you knowledge and skills corresponding to the learning outcome of the course. Describe how and why each experience has contributed to your achieving this knowledge.

Step 3. Demonstration of knowledge and competencies

Here, you may suggest in what way you can prove your competence in addition to written documentation. This is not compulsory but can be of added value for the assessment of your knowledge.

Step 4. Relevant attachments

List which attachments you will enclose with your application. The attachments should be relevant for the assessment of your knowledge in relation to the learning outcome in question. Please note that in most cases documentation will be required for the application to be complete and that additional documents may be requested during the course of assessment.

When it comes to employer's certificates you should leave as much and as detailed information as possible. The certificates should include information on:

- place of employment and name of employer, if applicable
- length of employment
- extent of employment (full-time, part-time etc.)
- employment tasks
- personal testimonies