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|  | Date of receipt | Reg. No (Dnr):       | En 5:11 |
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# Application for crediting of previous education or other merits (equivalent skills/prior learning) acquired prior to admission to PhD studies

[ ]  **Informatics** [ ]  **Health Science**

**Crediting of previous education or other merits (equivalent skills/prior learning) acquired before admission to PhD studies**, i.e.

1. Course taken before current PhD studies
2. Other qualifications (equivalent skills/prior learning)
3. Previous thesis work corresponding to PhD studies1

The application should be made before the establishment of the PhD student’s first ISP (individual study plan)

1NOTE! Crediting of previous thesis work corresponding to PhD studies (point 3) does not result in higher education credits but is handled in connection with the PhD student's first ISP and entered there.

Read more on the University’s website in the documents ’Guidelines for examination for third-cycle (PhD) studies’ (In Swedish: [Riktlinjer för examination inom utbildning på forskarnivå](https://www.his.se/globalassets/styrdokument/utbildning-forskarniva/riktlinjer-examination-forskarutbildning.pdf) ) and in the [General syllabus for Third-cycle (PhD) studies](https://www.his.se/en/research/doktorandhandbok/regulations-forms-and-templates/) for the subject in question.

NOTE!

**Only one application per form!**

The PhD student must consult with the main supervisor about the information before making the application!

The applicant (PhD student) fills in the form digitally, emails the main supervisor who fills in the remaining information (digitally). The form is printed. The PhD student and the main supervisor sign the form. The form and all attachments are sent to the relevant Director of PhD studies.

PhD student

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| Personal identitiy number (yymmdd-xxxx)      |
| First name      | Surname      |
| Phone/mobile number\*      | Email address      |

**I hereby apply to be credited with higher education credits for the below knowledge acquired through previous education or other merits (equivalent skills/prior learning) prior to admission to PhD studies.**

**The application applies to the crediting of:**

[ ]  (1) Course

[ ]  (2) Other qualifications (prior learning)

[ ]  (3) Previous thesis work corresponding to PhD studies

PhD student’s application

[ ]  1) Crediting of course taken before admission to PhD studies

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| --- | --- |
| Course name (In Swedish)      | Course code      |
| Course name (In English)      |
| University/Higher education institute      | Country (if not Sweden)      |
| Higher education credit (hp/ECTS)      | Education level[ ]  Third cycle [ ]  Second cycle [ ]  First cycle | Date of passed course      |
| [ ]  The course is not included in my general entry requirements |
| The following must be attached as support for the application:[ ]  Course syllabus with description of course content and level of education[ ]  Result certificate for completed course with approved result, number of credits and date of completed course[ ]  Other attachments (if any)      |
| Where applicable:Description of which course objectives (intended course learning outcomes) or degree objectives (qualitative targets) in which mandatory course (course code and course name, number of credits) the credit must correspond to/replace       |

PhD student, signature

|  |  |  |
| --- | --- | --- |
| Date      | Signature | Name in block letters      |

PhD student’s application

[ ]  2) Crediting of other qualifications (equivalent skills/prior learning) acquired through previous professional activities

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| The following must be attached as support for the application:[ ]  Description of the knowledge to which the credit refers, how this knowledge has been achieved and how it fits into the PhD student's plan ahead[ ]  Estimated scope of the previously completed credits and how much of these fit into the PhD student's plan forward[ ]  Documents proving the above (for example certificate, grade and/or assessment from the employer)[ ]  A justification for how the acquired knowledge fulfills/corresponds to intended goals      |

PhD student, signature

|  |  |  |
| --- | --- | --- |
| Date      | Signature | Name in block letters      |

PhD student’s application

[ ]  3) Crediting of previous thesis work corresponding to PhD studies, that must be included in the doctoral education

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| Name of the education (In Swedish)      |
| Name of the education (In English)      |
| University/Higher education institute      | Country (if not Sweden)      |
| Period during which the thesis work was carried out      |
| The following must be attached as support for the application:[ ]  Description of previously completed thesis work and how it fits into the PhD student's plan forward[ ]  Estimated extent of the previously completed thesis work and how much of this fits in the doctoral student's plan ahead[ ]  Documents that prove the above (e.g. approved research proposal/thesis proposal, publications or diploma)      |

PhD student, signature

|  |  |  |
| --- | --- | --- |
| Date      | Signature | Name in block letters      |

Main supervisor, opinion

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| The crediting refers to course or other qualifications (prior learning) acquired prior to admission to PhD studies and is proposed to be credited as[ ]  Informatics [ ]  Health Science [ ]  Other course | Number of credits proposed      |
| Where applicable, it is proposed to correspond to/replace the following mandatory course (name and course code)      | Number of credits      |
| The crediting applies to[ ]  Previous theses work corresponding to PhD studies  | The following scope is proposed      working weeks (full time) |
| Justification for proposal:      |
| Date      | Main supervisor, signature      | Email address      |

PROPOSED DECISION by the Director of PhD studies

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| The application for crediting is proposed to be[ ]  Approved[ ]  Partially approved (part of credits or other classification)[ ]  Rejected |
| The crediting of course or other qualifications (prior learning) acquired prior to admission to PhD studies, is proposed to be registered as[ ]  Informatics [ ]  Health Science [ ]  Other course | Number of credits proposed to be approved      |
| Where applicable, it is proposed to correspond to/replace the following mandatory course (name and course code)      | Number of credits      |
| The crediting of previous thesis work corresponding to PhD studies is proposed to be approved to the extent of      working weeks (full time) |
| Justification for the proposal for a decision on partial approval or refusal:       |
| Date      | Director of PhD studies, signature      | Email address      |

Crediting of previous education or other merits (equivalent skills/prior learning) acquired prior to admission to PhD studies.

The decision applies to applicants:

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| Personal identity number (yyyymmdd-xxxx)      | First name      | Surname      |

DECISION by the Dean

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| The decision applies to the crediting of[ ]  (1) Courses [ ]  (2) Other qualifications (prior learning) [ ]  (3) Previous thesis work corresponding to PhD studiesIf course, enter name of the course and responsible organizer or equivalent:      |
| The application for crediting is[ ]  Approved[ ]  Partially approved (part of credits or other classification)[ ]  Rejected |
| The crediting of (1) Course or (2) Other qualifications (prior learning) shall be registered as[ ]  Informatics [ ]  Health Science [ ]  Other courseWhere applicable, corresponds to the following mandatory course (name, course code, number of credits):      | Number of approved credits       |
| The crediting of (3) Previous thesis work corresponding to PhD studies is approved to the extent of      working weeks (full time). This is entered in the individual study plan (ISP) |
| Justification for the decision on rejection (complete or partial)     The justification is based on the national regulations in the Higher Education Ordinance ch. 6. § 6-8.  |
| Date      | Signature | Name in block letters      |

**Appeal**

The decision can be appealed to The Board of Appeal for Education (ÖNH). The appeal must be in writing. The letter states the decision to be appealed, the amendment to the decision that is being appealed and the reasons cited as support. The appeal is addressed to ÖNH but sent to the University of Skövde, Registrator, Box 408, 541 28 Skövde, within three weeks from the day the appellant received the decision.

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| **Hantering av blanketten****Dekan**:* skickar hela ansökan med beslut till **registrator** för diarieföring i W3D3 (under doktorandens diarienr i FS-serien).
* **Vid beslut om avslag** (delvis eller helt) mailas beslutssidan till den sökande (doktoranden), cc till huvudhandledaren och berörd studierektor

**Registrator** mailar doktorandens **FS-nummer** till examen@his.se för inrapportering av beslutet i Ladok. |

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