

# Recognition of Exchange Studies

Exchange students must have a signed Learning Agreement (LA) as this means that the courses in the LA will be recognised in their Dalarna University education in the same way as if they had taken them at Dalarna University.

## REPLACING PROGRAMME COURSES

Exchange courses that are to replace Dalarna University courses do not have to correspond exactly when it comes to goals and content. What is important is that the exchange courses fit well into the context of the programme and that students still fulfil the objectives of the programme. The LA includes information about which exchange courses are to replace programme courses. This serves as an advanced notice to the student.

## COURSES REQUIRED FOR DEGREE:

If the exchange courses are to be used to fulfil degree requirements, then they must be assessed in terms of level and main field of study. The LA together with the assessment serves as an advanced notice. The head of subject assesses subject affiliation.

**The programme coordinator makes the decision to replace programme courses, this information is kept as an attachment to the LA.**

## NON-PROGRAMME STUDENTS

Non-programme students themselves decide which courses they want to include in their LA: this will depend on how they intend to use their exchange studies.

**Administrators from the Student Affairs Office sign the LA.**

## CHANGES TO COURSES

In the case of changes to courses during the exchange, the student must update the LA. The programme coordinator reassesses the main field of study affiliation and decides whether the course can in fact be replaced.

If the courses do not comply with the LA, a new assessment must be made. The student is still guaranteed recognition provided the courses taken abroad are at university level.

## CHECKLIST FOR PROGRAMME COORDINATORS

- The number of credits are not expressed in ECTS
- The courses are included in the main field of study of a degree
- Specific courses are required in order to meet the degree requirements
- The courses replace compulsory programme courses and/or courses that are required for the programme name to be put on the degree certificate

If the answer is yes to any of these questions, then the programme coordinator must make an assessment and attach the information in the LA. The student is always entitled to an assessment of a course level and / or main field of study at a later date.

If the programme does not have a specific exchange semester and if all programme courses are stated in the programme syllabus, then the programme coordinator must state, in an attachment to the LA:

- which programme courses are to be replaced by the exchange courses
- the number of higher education credits (if not expressed in ECTS)
- the main field of study and level (if applicable)
- whether the programme name can be put on the degree certificate in the event that certain programme courses have been replaced (if applicable)

If the exchange studies are to replace an elective semester, no special information needs to be included in the LA besides the names of the courses and their number of credits.

## Procedures

The nominated student receives a Letter of Acceptance for the exchange from the partner university. The partner university also sends information to the student about how to find course descriptions and how to apply for courses. Dalarna University recognises language studies so long as they are included in the LA and at the university level. If a language course is at the level of upper secondary school, then Dalarna University makes an individual assessment.

### STUDENTS IN A PROGRAMME THAT DOES NOT HAVE AN ELECTIVE SEMESTER

#### Choose courses and fill out the Learning Agreement (LA)

- Programme students review the syllabuses and discuss their course choices with the programme coordinator. The programme coordinator determines which programme courses can replace the courses chosen abroad. The programme coordinator e-mails this information to [learningagreements@du.se](mailto:learningagreements@du.se).
- If the courses are required for the degree, then the subject coordinator or main field of study coordinator may need to assess the level and subject affiliation of the courses.

The student follows instructions for online LA on <https://www.du.se/en/study-at-du/outbound-exchange-studies-and-erasmus-traineeships/exchange-studies/prepare-a-learning-agreement/>

### PROGRAMME STUDENTS WITH AN ELECTIVE SEMESTER AND NON-PROGRAMME STUDENTS

#### Choose courses and fill out the Learning Agreement (LA)

- Students who have an elective semester or who are taking free-standing courses; contact a Study and Career Counsellor if you want to discuss how the courses fit into your education.

The student follows instructions for online LA on <https://www.du.se/en/study-at-du/outbound-exchange-studies-and-erasmus-traineeships/exchange-studies/prepare-a-learning-agreement/>

The student needs to include the signed LA with the application to the partner university.

### CASE MANAGEMENT/REGISTRY

When all three parties have signed the LA (DU, the student and the partner university), the LA is registered at Dalarna University as part of the student's application for exchange studies.

### CHANGES DURING THE EXCHANGE

The preliminary LA should be ready before the start of the exchange semester; however, it can be updated after the semester start. A re-assessment is made by the programme coordinator/head of subject.

### UPON COMPLETION OF STUDIES

Once the student has completed the exchange, the partner university sends a Transcript of Records (ToR) to the student (this is usually the case). The student uploads the ToR to <https://www.du.se/en/study-at-du/outbound-exchange-studies-and-erasmus-traineeships/exchange-studies/>

This generates an application for *tillgodoräkande* (transfer of credit), which is processed by administrators from the Student Affairs Office.

This sentence needs to be included in the decision on transfer of credit:

“We would ask that the student upload this document to his/her user account on [www.universityadmissions.se](http://www.universityadmissions.se). This will facilitate future eligibility assessments.”

An English translation should be attached to the decision. The Director of Student Affairs decides on recognition of studies, and an administrator from the Student Affairs Office reports the credits into the study administration system Ladok.