

APPLICATION FOR CREDIT TRANSFER

Department of History and Social Sciences

Applications for credit will be processed in conjunction with Study Board meetings.

Deadlines for applications for:

- Spring semester: October 1st.
- Autumn semester: January 10th.

Name:

Student ID:

Address:

Email:

Department:

Course:

bachelor:

master:

minor:

diploma:

Course name, in Faroese and English:

At which university and department will the course be (or has been) taken, and when:

ECTS (see also note 3 on page 4):

For what degree and which course at the University of the Faroe Islands are you applying for credits?

Additional information:

The following documents must be included in the application (see instructions below).

1. Authorization of courses to be taken elsewhere

If you are applying for preapproval for courses *to be taken* at a different university, please attach relevant documents:

		If attached Mark w. X
Required document	Course description	
Optional	Curriculum, Reading list (suggested reading)	

2. Applications for credits for completed courses at university

If you are applying for credit from a course completed elsewhere, the following documents must be attached:

		If attached Mark w. X
Required document	Course description	
Required document	Curriculum, Reading list (suggested reading)	
<u>Either original diploma or copy of exam certification</u>	Original copy of diploma for the completed course (please see points 1 and 2 below)	
	Copy of your exam certification from the university attended (please see notes 1 and 2 below)	
Required in case of existing authorization	Copy of existing preapproval for completed course attended at another university (please see note 4 below)	

Instructions:

Note 1: The following information must be clearly visible on diplomas and exam certifications,:

- a) ECTS points for the course
- b) The course name
- c) The name of the university or school
- d) Course / Exam dates

If these are not clearly visible, the student must obtain a formal certification from the original issuer. The original certificate must be handed to the Department of History and Social Science as documentation.

Note 2: If the diploma, course description or curriculum are written in a language other than English or one of the Nordic languages, they must be translated into either English or one of the Nordic languages before they are submitted.

Note 3: In case the course or degree have been completed prior to ECTS implementation, the student must provide documentation from the attended university that guarantees the relevance of the studies as they would relate to the ECTS standard.

Note 4: Students applying for preapproval for upcoming courses at other universities will need to submit the application *twice*. Once prior starting the course and again when courses are passed. Courses must be preapproved and diplomas must then be handed to the Department of History and Social Science.

Dated:

Signature:

Recommendation

Reserved for the department:

Programme Director and/or relevant teacher(s) processing the application:

Dated Signature

Chairperson of the Council of Students:

Dated Signature

Note to Programme Director: It credit is awarded, documentation must be issued to office staff for registration in the examination register.

Crediting

The University of the Faroe Islands can, following an application procedure and evaluation, consent to crediting courses and parts of completed studies – or studies that are to be completed at other universities.

What can be credited?

- 1) Completed portions of other relevant studies, at the same level, elsewhere in the Faroe Islands can replace portions of studies the student is enrolled on, or has applied for enrolment on, at the university.
- 2) Completed portions of other relevant studies, at the same level, abroad can replace portions of studies the student is enrolled on, or has applied for enrollment on, at the university.
- 3) Preapproval for exchange-students¹: Parts of degrees or courses, at the same level, that are to be attended abroad can replace portions of the degree the student is enrolled in or has applied for at the University of the Faroe Islands. Examples would be summer courses and Nordliks/Nordplus-courses.

How much can be credited?

The Study Board makes decisions regarding crediting based on recommendations from the Programme Director.

- In conjunction with exchange studies at bachelor-level in History and Social Science, a maximum of 60 ECTS points can be awarded in credits.
- For Minors a maximum of 30 ECTS can be credited.
- At Masters-level, a maximum of 60 ECTS points can be awarded in credits, in case a Bachelors-degree has been completed at the University of the Faroe Islands. Otherwise a maximum of 30 ECTS points can be awarded in credits.
- If courses are completed elsewhere, credits can be transferred to the extent that they must equal (content- and level-wise) those parts the student wishes to obtain credits for. Programme Directors decide, in each case, the amount if transferable credits.
- Credits will not be awarded for diplomas deemed to be dated or where contents are deemed to be out of date. Programme Directors assess applications case by case.
- Programme Directors can in certain cases recommend that the Study Board make an exception in the matter of the amount of credits awarded. The acting Dean must approve any such recommendation prior to it being submitted to the Study Board.

Application

Applications are to be handed the office official at the Department of History and Social Science for further processing.

Application procedure and preparation

The student is responsible for providing complete paperwork in accordance with the guidelines of this application form. The Programme Director is responsible for ensuring that all procedures listed herein are followed. If the application is incomplete or does not follow the guidelines, the Study Board will refer the application back to the Programme Director.

¹ In this case, exchange-students, should be understood as students enrolled at the University of the Faroe Islands attending courses or semesters abroad.