**Basis for validation of courses/workshops (without course code) to be accepted as part of licentiate and doctoral degrees**

When to use this form:

* For a course or workshop in (national or international) that has not been formally validated and established at a university in Sweden.

When **not** to use this form:

* When a course has a course code and a course plan it has already been validated and established and you should not use this form.
* Conference contributions (posters, oral presentation, pitch at the PhD day)

**[A] Information for the providers of information**

**Important information**

It is at the discretion of the director of third-cycle studies to credit courses that have not been formally validated and registered as higher-education courses at certified higher-education institutions. Hence, any decision made by the director of third-cycle studies takes precedence over the information provided by the course organizer, supervisor and student.

According to the Bologna Declaration, 1 ECTS credit equals 25-30 hours of full-time studies (full time meaning 8 study hours per day). In the Swedish system, 1.5 ECTS credits equal 40 full-time study hours.

The student and supervisor are responsible for collecting and presenting the relevant documentation required for motivating the information claimed in [B] below. If asked to, the student and/or supervisor should hand in requested documentation to justify the stated level and course credits, or the student may not receive crediting for the course/workshop.

In case of discrepancy between the conversion formula and the claimed number of course credits, the *number of ECTS* credited for the course may be adjusted.

In case of discrepancy between the claimed education level and the appraisal made by the director of third-cycle education, the *level* of the course may be adjusted.

/Director of third-cycle education

|  |  |
| --- | --- |
| *Name of course/workshop/study activity:* | *Year of participation:* |

|  |  |
| --- | --- |
| *Name of doctoral student:* | *Email:* |
| *Name of supervisor:* | *Email:* |

**[B] Information about the content of the course/workshop**

|  |  |
| --- | --- |
| *Name of the university/organization offering the course/workshop/study activity:* | |
| *Contact person for course/workshop/study activity:* | *Email:* |
| *Link to course/workshop homepage URL:* | |
| *Format (on-campus, distance, internet-based, MOOC etc.):* | |
| *Location where the course/workshop was arranged:*  *Country:* | *City:* |
| *Number of ECTS credits applied for:* | *Higher-education level (cycle):* |
| *Learning outcomes – List max 5 learning outcomes that describe what abilities the course / workshop intends to offer the students*. | |
| *List course topics:* | |
| *List course literature, if applicable (include title, authors, ISBN, chapters/pages):* | |
| *List all types of examination forms used in the course / workshop (e.g. written exam, oral exam, oral presentation, hand-in assignment, written report, attendance etc.):* | |
| *Examiner (name and email):* | |
| *Course fee (if applicable):* | |
| *Is this course valid as a third-cycle course at the doctoral programs given at the organizing university? (only applicable for courses given by higher-education institutions):* | |

**[C] Information about work load (for calculating ECTS credits)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course elements and hours during the scheduled course period**  You may **not** count the same hour several times for different elements, each hour can only be assigned to one element: | | | | |
| *Scheduled period of the course/workshop/study activity (yyyy-mm-dd)* | | | *From*       *to* | |
| *Element* |  | *Scheduled number of hours in class:* | | *No. of self- study hours (outside class):* |
| *Lectures* |  |  | |  |
| *Practical exercises* |  |  | |  |
| *Theoretical exercises* |  |  | |  |
| *Assignments* |  |  | |  |
| *Other (specify):* |  |  | |  |
| *Other (specify):* |  |  | |  |
| *Other (specify):* |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course elements and hours before or after the course (pre-assignment)**  You may **not** count the same hour several times for different elements, each hour can only be assigned to one element: | | | |
| *Element* |  | *Period for activity*  *(yyyy-mm-dd)* | *No. of preparatory hours (outside class):* |
| *Home assignment before course start* |  | *From*       *to* |  |
| *Other activity before course start (specify):* |  | *From*       *to* |  |
| *Home assignment after the end of the course* |  | *From*       *to* |  |
| *Other activity after the end of course /specify):* |  | *From*       *to* |  |

**[D] Attachments (mandatory)**

1. Detailed schedule for the specified course period, or other supporting documentation
2. Course syllabus (if available)
3. Course certificate