Student Centre

March 2019

Instructions for applying for recognition of prior learning

Here are the instructions for how to apply for programmes or courses at Malmö University with general and/or specific entry requirements (first- or second-cycle studies) using recognition of prior learning.

What to do

1. Read through this document thoroughly and answer the questions applicable to your application.
2. Apply to a course/programme via universityadmissions.se before the application deadline.
3. Name the file containing your answers *Recognition of Prior Learning*. Upload the file to your account on universityadmissions.se before the application deadline.
4. Send an e-mail to reellkompetens@mau.se and notify us that you have applied for recognition of prior learning.

Please note:

- The documents must be uploaded to your account on universityadmissions.se before the application deadline of the current admissions round. Applications received after this deadline will not be processed.
- If you are currently taking an upper-secondary course through Swedish adult education that is relevant to your qualification, you should make a note of this in your application.

Things to keep in mind when writing your answers

- It is important to not only write about *what* you know, but also *how* you acquired your knowledge and competence. Demonstrate using *examples* of how you apply/have applied this knowledge and competence in various contexts.

- Attach relevant certifications that support your application answers wherever possible. Such certifications could include grades, job certificates, statements from individuals who can vouch for your expertise in a particular field etc. Job certificates should include information about what your tasks included, for how long you held the position and your rate of employment; full-time or part-time (exact rate).

- Write your name and personal identity number on the document containing your answers.

- Use headings (e.g. English, reading comprehension).

If you are applying for first-cycle studies

General entry requirements

If you are unable to fulfil the *general entry requirements* through formally prescribed qualifications, the questions are divided into three separate areas. These are:

1. grasp of **the English language**
2. the application of **mathematical skills**
3. **other competence** which would enable you to benefit from university studies

1. Grasp of the English language

Reading and listening comprehension, and a certain level of proficiency in writing and speaking

- Describe in which contexts you use/have used the skills mentioned in the statement below.

  I understand longer statements in the form of, for example, lectures and I am able to follow a line of reasoning in English. I can read articles and reports written in English regarding current issues where attitudes and opinions are expressed. I am also able to summarise texts I have read or lectures I have listened to. I can exchange information and opinions in conversations held in English.

- Provide examples of English texts where you are able to read and understand the information provided and where you are able to understand the context and the arguments presented without any major difficulties.

- Attach a text which you have written in English, preferably in an educational or professional context. If you do not have access to any texts of this nature; select a text and write a summary of it. Then attach both your summary and the original text.

2. Application of mathematical skills

Part 1

Describe the different contexts where you have used the knowledge and skills mentioned in the statements below. Provide a concrete example for every point (7 in total).

a. Terminology and procedure

- *I am able to apply various forms of arithmetic and percentages with confidence, as well as handle the most common units of measurement.*
- *I am familiar with basic geometric concepts.*
- *I am able to interpret basic mathematical relations or formulas, as well as solve basic equations.*
- *I can solve routine problems in my everyday life and utilise relevant digital tools, such as calculators.*

b. Problem solving

- *I can solve problems where no obvious method for solving said problem has been provided.*
- *I am able to critically evaluate data, methodologies and results.*

c. Communication and reasoning

- *I am able to reason, communicate and argue in a logical fashion, both verbally and in writing, using mathematical forms of expression and symbols, such as unknown values (e.g. a and x), graphs and diagrams.*

3. Other expertise which would enable you to benefit from university studies

In addition to your previously mentioned knowledge and competence in English and mathematics, there are other knowledge and competence which are of importance for your prospects of benefiting from university studies. These may for example include:

- *gathering new knowledge*
- *reflecting and discussing based on multiple perspectives*
- *seeing the relation between theoretical models and reality*
- *applying critical and creative thinking*

- Describe how you have used experiences from different fields to apply/acquire competence (other than in English and mathematics as these have already been discussed) which would be beneficial for your prospects of benefiting from university studies.

Specific entry requirements

For some courses and programmes, there are specific entry requirements in addition to the general entry requirements. These requirements differ depending on what previous knowledge and proficiency is needed in order to manage completing a certain course or programme.

The most common way to show that you fulfil the specific entry requirements is through formal certifying documents. If you do not have access to such documents, you must instead describe in which way you acquired the knowledge and proficiency that gives you the ability to pursue studies in the specific course or programme, focusing on knowledge and proficiency of the subject area that is stated by the requirements. Please note that any document supporting the fact that you have acquired the knowledge and proficiency referred to is of interest. The more specific the document, the better.

Procedure: Describe what experiences gave you this knowledge and proficiency, no matter if it was acquired from formal training, workplace experiences, or general life experiences. Try to be as specific as possible when describing in what way you acquired, as well as practiced, the knowledge and proficiency within different occupations.

If you are applying for second-cycle studies

If you are applying to second-cycle courses/programmes where the entry requirements, or part of the entry requirements, consist of a Degree of Bachelor or a professional qualification, you need to demonstrate that you possess the knowledge and competence equivalent to one of these qualifications. The requirements are compiled in the qualification descriptors in Annex 2 of the Higher Education Ordinance, where they are expressed as qualitative targets (in order to be awarded a qualification).

You will find the qualitative targets for a general Degree of Bachelor on the next page. The targets are divided into “knowledge and understanding”, “competence and skill” and “judgement and approach”. Please note that the same division is made for a professional qualification.

The sections in bold are the essential knowledge and competence required when the entry requirements (or parts thereof) consists of a Degree of Bachelor, and it is these you must demonstrate you possess. If a specific main field of study is requested, or if the requirement (or parts thereof) consists of a professional qualification, please follow the instructions on the next section.

Please keep in mind that the majority of our second-cycle courses and programmes require a degree in a specific main field of study/professional qualification!
If the programme/course you are applying to requires a degree in a specific main field of study/professional qualification, it is recommended that you use the qualification descriptor for the respective main field of study, or the closest relevant professional qualification.
Let us say that you are applying to our Master’s Programme in Computer Science. Admission to this programme requires a Bachelor of Science in Computer Science or Degree of Engineering in Computer Science. It is therefore recommended that you base your application on the specified qualitative targets for one of these, or the qualification most closely related to your knowledge and competence. You will find the targets under each respective qualification descriptor.

What to do:

- Write a text in which you describe the knowledge and competence you wish to refer to (as described above) and also *how* you acquired these (in which situation/context/form of activity the learning took place).

- Verify as many aspects of your own description as possible using grades, job certificates, statements from people who can verify your competence in a certain field etc.

- Structure your description using the following headings: “knowledge and understanding”, “competence and skill” and “judgement and approach”. During the assessment process, significant consideration is given to the component “Independent project (degree project)”, which is a first-cycle project that counts for 15 higher education credits.

Please note:
Remember that the course/programme you are applying for might have specific entry requirements. These might take the form of a specific number of higher education credits in a particular field of study (such as 15 credits in programming) or an upper-secondary level qualification (such as English 6). If you do not formally meet these requirements and wish to apply for recognition of prior learning for these requirements as well, you must relate your referenced knowledge and skills to the fulfilment of these requirements. We recommend that you do this separately by following the earlier instructions in this document.

Degree of Bachelor
Scope (expressed as formal requirements)

A Degree of Bachelor is awarded after the student has completed the courses required to gain 180 credits in a defined specialisation determined by each higher education institution itself, of which 90 credits are for progressively specialised study in the principal field (main field of study) of the programme.

Targets (expressed as knowledge and skills)
Knowledge and understanding

For a Degree of Bachelor the student shall:

- demonstrate **knowledge** and **understanding in the main field of study**, including knowledge of the **disciplinary foundation** of the field, knowledge of **applicable methodologies** in the field, specialised study in some aspect of the field **as well as awareness of current research issues**.

Competence and skill

For a Degree of Bachelor the student shall:
- demonstrate the ability to **search for**, **gather**, **evaluate** and **critically interpret the relevant information for a formulated problem** and also **discuss phenomena**, **issues** and **situations critically.**

- demonstrate the ability to **identify**, **formulate** and **solve problems autonomously** and to **complete questions within predetermined time frames.**

- demonstrate the ability to **present** and **discuss information**, **problems** and **solutions** in **speech** and **writing** and **in dialogue with different audiences**.

- demonstrate the **skills** required to **work autonomously in the main field of study**.

Judgement and approach

For a Degree of Bachelor the student shall
- demonstrate the ability to **make assessments in the main field of study informed by relevant disciplinary, social and ethical issues**.

- demonstrate **insight** into **the role of knowledge in society** and **the responsibility of the individual for how it is used**, and

- demonstrate the ability to **identify the need for further knowledge and ongoing learning.**

Independent project (degree project)

A requirement for the award of a Degree of Bachelor is completion by the student of an **independent project** (degree project) for at least 15 credits **in the main field of study**.