

Recommendation for Handling Study Administration Issues Common to Swedish Higher Education Institutions Participating in a European University Alliance

*Done by the Association of Swedish Higher Education Institutions (SUHF) General Assembly
of 16 October 2024.*

Background

The European Universities Initiative

Since 2019, Swedish higher education institutions have participated in alliances within the European Universities Initiative (EUI). The European Universities Initiative is a flagship programme within the EU's university strategy¹ and serves as a testbed in the European Commission's efforts to develop the European Education Area (EEA). The EUI aims to support systematic, structural, and sustainable transnational cooperation between higher education institutions across Europe in all areas of their activities: education, research, innovation, and engagement with wider society.

Working Group for EUI Study Administration Issues

To support members' work with their EUI alliances and promote national equivalence and resource efficiency for all members, the SUHF Presidium decided in July 2022 to establish a working group for EUI study administration issues under the Expert Group for Study Administration Issues. The working group's remit has been to identify the issues related to study administration common to the EUI alliances in which Swedish higher education institutions participate and to strive for nationally coordinated solutions that are simple, smooth, and compliant with current Swedish laws and regulations.²

¹ See: [Kommissionens meddelande om en europeisk universitetsstrategi | European Education Area \(europa.eu\)](#)

² For the description of the remit, see: [Arbetsgrupp för EUI studieadministrativa frågor - SUHF](#).

Collaboration

The working group has continuously collaborated with relevant stakeholders³ and has addressed all relevant questions raised by Swedish higher education institutions regarding study administration within EUI alliances.

Delineations

The working group has made the following delineations in its remit. The recommendation is directed at Swedish higher education institutions and the Swedish higher education sector; it addresses education at the first and second cycles but not the doctoral level; it does not address admission to joint programs but is limited to applicants for freestanding courses; it addresses system support related to national and joint systems such as Ladok and NyA as well as other local systems for admission within educational collaborations; it does not address system support related to various learning platforms. If future needs arise to include new areas, SUHF will address this when it becomes relevant.

General Advice for Handling Study Administration Issues within EUI Alliances

The recommendations below provide Swedish higher education institutions with general guidance on the study administration issues common to Swedish higher education institutions participating in a European University Alliance.

The working group has also formulated the following general advice for handling study administration issues within EUI alliances:

When questions regarding study administration issues within EUI alliances arise, higher education institutions are recommended to first examine the issue jointly, making use of relevant experts within their own institution related to areas such as study administration, international issues, IT, and legal questions, considering the focus of the current EUI-collaboration. This applies both in the application phase and after the application has been approved. The working group's conclusions are that most questions regarding study administration issues within an EUI alliance can be resolved within existing systems and regulations.

Higher education institutions that coordinate their competencies and resources and, as far as possible, use existing systems in their EUI collaboration, have a good ability to find cost-effective solutions and processes for the work. Institutions are also recommended to explore "best practices" at other Swedish higher education institutions through established national channels. The working group emphasises that collaboration between Swedish higher education institutions regarding study administration issues should be prioritised over the individual EUI alliance's aspirations. The working group further recommends that institutions create a process map for each EUI alliance to gain an overview of how the EUI alliance's processes affect the institution's own system support.

³ Such as the University Network for Strategic Internationalisation (UNSI); the Higher Education Network for Strategic Internationalisation (HÖNSI); the SA Managers' Network for University Colleges; the SA Managers' Network for Universities; SA Managers for HEI in an EUI alliance; SA Managers' Meeting with UHR and/or Ladok; the Swedish European Universities Network (SEUN); Ladok and the Nordic Network for Study Administration; the ITCF Network; SUHF's Preparatory Group for the European Universities Initiative; SUHF's Working Group for EU Issues (also under the Expert Group for Internationalisation); and the EU Monitoring Group under the Expert Group for Internationalisation Issues.

Guidance

Higher education institutions may also benefit from reading the Guidance for Handling Study Administration Issues Common to Swedish Higher Education Institutions Participating in a European University Alliance⁴ where the working group has collected “best practices” in the areas covered by this recommendation.

Remaining Regulatory Issues

For remaining regulatory issues not covered by the recommendation or guidance, the Expert Group for Study Administration Issues is tasked with further preparing these within SUHF. The issues taken forward separately concern the handling of joint degrees and credit transfer rules related to joint degrees, as well as priority in the admission of students at their own institution to a course not aimed at beginners.

Questions regarding the legal form of EUI alliances are not included in this recommendation and the Expert Group for Study Administration Issues is not responsible for preparing these within SUHF.

The final adopted recommendation has been revised after considering feedback from the Expert Group for Study Administration Issues, the Expert Group for Internationalisation Issues, and discussions by SUHF’s board.

Recommendation for Handling Study Administration Issues Common to Swedish Higher Education Institutions Participating in an EUI Alliance

SUHF recommends its member higher education institutions to handle study administration issues within an EUI alliance as follows:

Area	Recommendation
1. Design of Agreements/Contracts	Use the forms of agreements and principles for agreements that are normally used for international collaborations.
2. Funding for Study Administration	Higher education institutions can use established funding sources used for exchange and international mobility as a complement to EUI funding. Higher education institutions should work with cost-effective solutions such as using existing systems or further developing national integrations to other countries’ systems (not developing systems at each individual institution).

⁴ See [Expertgruppen för studieadministrativa frågor - SUHF](#).

	Higher education institutions must, also in the application phase, be active and aware of what EUI funds can be used for.
3. Student Insurance	<p>The activity that the student participates in determines the structure for the various insurances.</p> <p>Higher education institutions must ensure that students are insured according to Kammarkollegiet's insurances and the rules that apply for these, regardless of whether registered/enrolled students are in Sweden or abroad on exchange.</p>
4. System Support	<p>The national systems largely meet the relevant needs, but cooperation/coordination is needed within and between higher education institutions and other stakeholders within the sector.</p> <p>When developing complementary solutions, follow established practices. Safeguard information management, integration, maintainability, security, etc.</p> <p>Higher education institutions are recommended to support the work on standardisation and integration conducted at the EU level through their EUI alliance and to promote a Swedish perspective on system support in this work.</p>
5. Micro-credentials	<p>Freestanding higher education courses in Sweden are micro-credentials.</p> <p>Use SUHF's Guidance for Micro-credentials (REC. 2024:1).⁵</p>
6. Course admission	<p>Use SUHF's Recommendation for Admission (REC. 2016:2)⁶.</p> <p>Use the higher education institutions' existing processes for admission and handling of exchange students in the first instance. If the institution lacks its own system for handling this, the recommendation is to use UHR's admission service for local admission rounds.</p> <p>When choosing a local admission round, there is an opportunity to join the common admission rounds for exchange students offered by UHR.</p>

⁵ https://suhf.se/app/uploads/2024/03/SUHF-rekommendation-2024_1-Vagledning-om-mikromeriter.pdf

⁶ REK-2016-2-rev-4-Rek-for-nationella-antagningsomgangar_Dnr-061-16.pdf

<p>7. Registered Student at a Swedish HEI within a EUI Alliance</p>	<p>Students at their own institution are in most cases handled the same way as within other international collaborations. A potential exception concerns priority in admission to courses aimed at other students than beginners (see HF Chap. 7 §17).</p>
<p>8. Fee-paying Students</p>	<p>The higher education institution must ensure that activities and studies falling under Ordinance 2010:543 on application and tuition fees at higher education institutions are handled correctly.</p> <p>For fee-paying students, specific issues related to various activities within a collaboration may arise. The higher education institution must ensure that these are handled correctly based on the student being fee-paying.</p>
<p>9. Credit Transfer</p>	<p>The higher education institution must ensure that there is a basis in local procedures or guidelines for recognising and transferring credits for all activities within an EUI alliance.</p> <p>The higher education institution should also ensure that recognitions and credit transfers are documented in a relevant and appropriate manner in Ladok, in the degree certificate, and in the Diploma Supplement.</p> <p>Higher education institutions are recommended to use the Emrex standard for the transfer of study credentials between institutions.</p>
<p>10. Degree</p>	<p>The higher education institution should ensure that educational collaborations leading to a double or multiple degree are regulated in a specific cooperation agreement.</p> <p>The higher education institution should also ensure that recognitions and credit transfers are documented in a relevant and appropriate manner in the degree certificate.</p> <p>The higher education institution should ensure that the EUI collaboration has a mutual understanding of how different terms regarding degrees are defined, for example, for double and multiple degrees.</p>

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⁷ This document is a translation from Swedish to English and is made for information purposes only. In the event of discrepancies, the Swedish-language version takes precedence.