E-services for students

Competence demonstration, inclusion, substitution and exemption
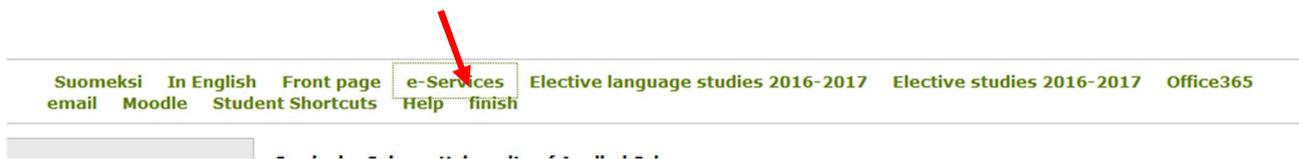
Guidelines for students

**Guidelines for students**
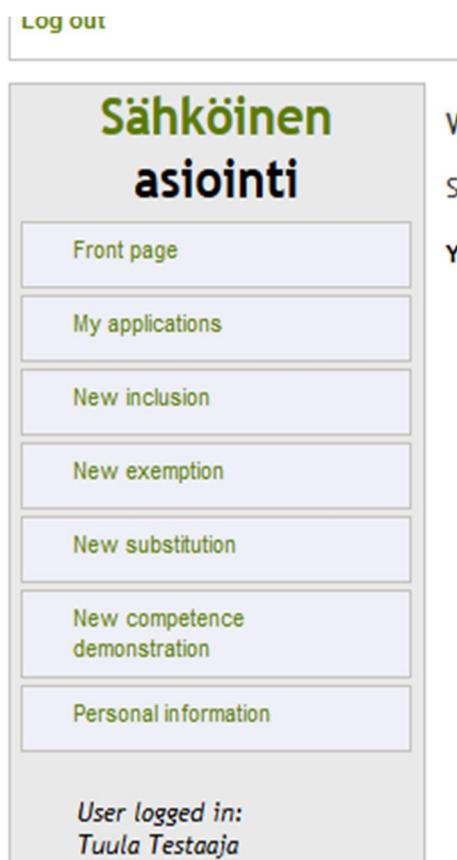
**E-Services in SoleOPS – Competence demonstration, inclusion, substitution and exemption**

Log into SoleOPS with your login information. Select e-Services at the menu bar.



Regardless where and how you have required the knowledge and skills, you can apply for the recognition of previous learning (RPL) in e-Services.



**How to select the right mode of the RPL?**

**Inclusion**:

With inclusion you can include study units that have been completed before or during the current studies in the degree. These studies are often incorporated into optional studies.

**Exemption**:

With exemption you may get an exemption from mandatory Swedish language studies on special grounds. Exempted studies have to be replaced with other studies.

**Substitution**:

With substitution you are able to substitute studies in the curriculum of your degree programme with other academic studies that you have completed if they are equivalent to the curriculum studies.

**Competence demonstration**:

With competence demonstration you can partly or fully demonstrate the skills you have acquired at work or in any place that is not a higher education institute.

**New inclusion**

You can see your own personal data on the first tab (1. Personal data).

Apply for a new inclusion by clicking the second tab (2. Application) and by filling in all items of the application. Remember to save the application.



Then add all required attachments, e.g. a transcript of records on the third tab (3. Attachments).



Finally, from the down-drop menu of the fourth tab (4. Sending) select your programme manager to whom you submit the application.

You can follow what´s happening to your application at My applications.

**New exemption**

You can see your own personal data on the first tab (1. Personal data).

Apply for a new exemption by clicking the second tab (2. Application) and by filling in all items of the application. Remember to save the application.



Then add all required attachments, e.g. a school report from your home county with no Swedish studies, on the third tab (3. Attachments).



Finally, from the down-drop menu of the fourth tab (4. Sending) select your programme manager or the manager of the language centre to whom you submit the application.

You can follow what´s happening to your application at My applications.

**New substitution**

You can see your own personal data on the first tab (1. Personal data).

Apply for a new substitution by clicking the second tab (2. Application) and by filling in all items of the application. Remember to save the application.



Then add all required attachments, e.g. transcripts of records and certificates, on the third tab (3. Attachments).



Finally, from the down-drop menu of the fourth tab (4. Sending) select your programme manager or the manager of the language centre to whom you submit the application.

You can follow what´s happening to your application at My applications.

**New competence demonstration**

You can see your own personal data on the first tab (1. Personal data).

Apply for the right to give a competence demonstration by clicking the second tab (2. Application) and by filling in all items of the application. Remember to save the application.



Then add all required attachments, e.g. testimonials on the third tab (3. Attachments).



Finally, from the down-drop menu of the fourth tab (4. Sending) select your programme manager or the manager of the language centre to whom you submit the application.

You can follow what´s happening to your application at My applications.