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Reference number: 2016-114-578
(Replacing number 2015-114-448)
Established by the Board of Governors 12-12-2016
Rev 2017-12-13
Rev 2018-12-11
Rev 2020-02-13
Rev 2020-12-10
Rev 2021-12-09

Admission regulations

Kristianstad University

Regulations apply from 1 January 2022, i.e. admissions to 2022 summer courses, until further notice

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1 General provisions

The Swedish Higher Education Ordinance (1993:100) (*referred to hereafter as HEO*) stipulates that every higher education institution must have accessible admission regulations. The admission regulations comprise the regulations that apply at the higher education institution to applications, entry requirements, selection and admission, as well as how decisions are made and how appeal can be made against them. HEO, Chapter 6, Section 3, Paragraph 2.

The general rules for admission are stipulated by the government, and set out in Chapter 7 of the Swedish Higher Education Ordinance, HEO. Pursuant to Chapter 7 of HEO, the Swedish Council for Higher Education has issued:

- Provisions concerning general entry requirements and selection in the Statute Book of the Swedish Council for Higher Education (*Hereafter also referred to as UHRFS*) (UHRFS 2013:1) and subsequent amendments
- Provisions concerning deferment of studies for admitted students and approved leave from studies (UHRFS 2013:3) and subsequent amendments

These admission regulations state which local rules apply at Kristianstad University covering applications, admissions, appeals and reviews, as well as decision-making powers. A working group from the Association of Swedish Higher Education Institutions draws up the national and the international assessment manuals. These constitute the norms for local admissions to first and second-cycle higher education courses and programmes.

Kristianstad University has a Council for Study Administration and Student Support, an advisory body which works in the following areas:

- Deferment
- Admission
- Dispensation
- Graduation
- Priority
- Complaint procedures for students
- Grants
- Student health
- Non-completion
- Tuition fees
- Student registry
- Approved leave from studies
- Study guidance/counselling
- Examinations
- Validation (credit transfer and prior learning)
- Placement administration
- Refund of tuition fees

The council consists of representatives from different parts of Kristianstad University. The Head of Faculty Support is the chair who appoints a council secretary, while the deputy chair is jointly appointed by the council members.

These admission regulations also apply to courses within programmes.

Faculty Support is responsible for admissions to Kristianstad University.

2 Application

A person seeking admission to a programme shall apply within the time prescribed and in compliance with the procedures laid down by the higher education institution. Issues relating to admission are determined by the higher education institution. (HEO, Chapter 7, Section 4).

The application process and the rules which apply for the higher education institutions' programmes are explained on the institution website.

The last day for application is normally 15 April for the autumn term, 15 October for the spring term, and 15 March for the summer term. For programmes taught in English, which are principally targeted at international applicants, the faculty may choose 15 January and/or 15 April as the final application date for the autumn term, and 15 of August and/or 15 October for the spring term. In the case of further education for professionals, other domestic application dates may apply.

Following the final application date, relevant applicants have the opportunity to be admitted, where places are available. Applications to courses and programmes which arrive after the final application date are not assessed upon merit, but are ranked according to the day the applicant submitted the application and demonstrated their eligibility for the course or programme they applied for. There is a date, "completion day", by which supporting documents, grades and certificates must be submitted and received.

2.1 Application and admission fees

The Ordinance on application fees and tuition fees at higher education institutions (2010:543) stipulates that an application fee should be levied on applicants who are liable to pay fees before the application is considered. The student is admitted before tuition fees are paid. However, a student liable to pay fees must have paid tuition fees in accordance with the local provisions of Kristianstad University, in line with the amount and date for payment of tuition fees, in order to begin their studies, i.e. to be registered on a course or programme. The date for payment of tuition fees is established in consultation with the Swedish Migration Agency.

2.1.2 Local rules

The Vice Chancellor has established Local Guidelines, for the payment of tuition fees (ref. 2014-1121-230) to be applied when admitting applicants liable to pay fees.

3 General rules on admittance

For admittance to first-cycle courses and programmes the applicant is required to fulfil the general entry requirements, as well as any specific entry requirements. If special grounds exist, a higher education institution may decide to waive one or more entry requirement. A higher education institution shall waive one or more entry requirement, if the applicant has the capacity to benefit from the course or study programme without meeting the entry requirements. (HEO, Chapter 7, Section 3).

3.1 Local rules

Applicants who do not meet the formal entry requirements and who wish to invoke other competencies and experience may apply for assessment based on their "prior learning". Assessment of the overall competence of the applicant is made provided that the applicant has requested such an assessment by the last application date. Instructions for applying based on prior learning can be found on the University website. Assessment is made on a case-by-case basis related to a specific education programme/course as part of the general admissions procedure. Students whose applications have been accepted based on prior learning shall be deemed to meet entry requirements so long as the programme and course do not change. (HEO Chapter 7, Sections 5, 5 b, 8, 24, 25, 28, 30, 31)

This does not apply if the study programme leads to the award of a professional qualification that requires professional registration (HEO, Chapter 7 Section 29).

Applicants who do not meet general entry requirements but who meet the requirements for the Association of Swedish Higher Education Institutions Recommendations for the assessment of prior learning for general entry requirements (REK 2009:2) are deemed to fulfil the requirements.

3.2 Selection

If the number of places on a programme is less than the number of qualified applicants a selection must be made. The rules for how this takes place are set out in HEO, Chapter 7. Supplementary provisions are set out in UHRFS 2013:1 *Provisions on general entry requirements and selection*. Regulations concerning credit value of grades have been stipulated by the government and may be found in Annex 3 of HEO *Allocation of places on the basis of grades and the credit value of grades*.

If merits are otherwise equivalent, selection may also be undertaken through results from the Swedish Scholastic Aptitude Test, a test other than the Swedish Scholastic Aptitude Test, interviews, or by lot. After selection has been made by lot, selection may not be undertaken pursuant to other criteria. (HEO, Chapter 7, Section 12 a). Qualified applicants who do not have selection-based merits are placed after all the others who have selection-based merits and are admitted where places are available.

When applicants are admitted to a course intended for new entrants to higher education, the university may give priority to those who are already students at Kristianstad University (HEO, Chapter 7, Section 17). Specific rules for prioritisation may be stipulated for courses. Which rules apply to which courses and programmes is set out on the University website.

The higher education institution may determine whether an applicant subject to the Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (2010:543) may only be admitted to a course or programme through a special admissions round (HEO, Chapter 7, section 4 a).

The higher education institution decides what selection criteria shall be used, how many special admission rounds shall be arranged for a course or programme, and how places are to be allocated. The selection criteria shall consist of objective circumstances that are significant for the course or programme. During selection the merits of the applicants shall be taken into account (HEO, Chapter 7, section 32 a).

When admitted to a programme the applicant within ordinary selection may be admitted to study for a maximum of 45 credits in one term. The limit is 23 credits in the summer term. Full-time study counts as 30 credits per term.

3.2.1 Foundation year

After successfully passing their foundation year programme at Kristianstad University, students have a guaranteed place on one of a number of pre-allocated education programmes on the first-cycle level (Ordinance 2018:1519 on pre-higher education courses that provide eligibility to study at higher education institution level). The place is guaranteed for the next possible start of the programme, provided an application is submitted in time.

3.2.2 Local rules for selection

Under HEO, Chapter 7, Section 26 selection may be made based on previous learning. Pursuant to national agreements in the Association of Swedish Higher Education Institutions' recommendations

each higher education credit is counted from 1 to a maximum of 165 credits in the selection group HPGR and from 30 to a maximum of 285 credits in the selection group HPAV.

In the selection group APGR every credit from 7 to a maximum of 165 is counted. In the selection group APAV every higher education credit from 80 to a maximum of 285 is counted. When students have otherwise identical merits selection will primarily be based on results of the Swedish Scholastic Aptitude Test, secondarily on a machine lottery in the admission system.

When calculating merit using academic credits, higher education credits cleared at latest by the admission day are counted.

4 Admission to courses and programmes starting at first-cycle level intended for new entrants to higher education

A course or programme intended for new entrants to higher education is defined as a course or programme which does not require previous studies at an institute of higher education.

Regulations concerning general entry requirements are set out in HEO, Chapter 7, Sections 5-6. Supplementary provisions are set out in the UHRFS 2013:1 *Provisions on general entry requirements and selection*.

4.1 Specific entry requirements

The specific entry requirements imposed must be totally essential in order for a student to be able to benefit from the course or study programme. These requirements may comprise a knowledge from one or more courses in an upper-secondary school programme or corresponding knowledge, suitability and other conditions. The Swedish Council for Higher Education may issue regulations regarding specific entry requirements for courses and programmes intended for new entrants to higher education and which lead to a vocational or arts qualification. The University may issue regulations for other programmes and courses (HEO, Chapter 7, Sections 8-11).

4.1.1 Suitability test

For study programmes that start on the first-cycle level and lead to the award of a qualification as a pre-school teacher, primary teacher, secondary or upper-secondary school teacher, a higher education institution may issue regulations under which the specific entry requirements demand that the applicant is suitable for the study programme.

These demands must relate to the applicant's ability to assimilate the programme components that are directly linked to future professional practice as a pre-school teacher or teacher. These demands must be applicable in addition to the specific entry requirements for admission to the study programme under Sections 8 and 9 (HEO Chapter 7, Section 9).

4.2 Selection

During selection the merits of the applicants shall be taken into account. The selection criteria are grades, results of the Swedish Scholastic Aptitude Test and selection criteria determined by the higher education institution (HEO, Chapter 7, Sections 12, 23).

For a first-cycle course or study programme intended for new entrants to higher education at least 1/3 of places must be allocated on the basis of grades and at least 1/3 on the basis of results from the Swedish Scholastic Aptitude Test (HEO, Chapter 7, Section 13).

The higher education institution may determine selection criteria for 1/3 of the places. The selection criteria must consist of objective circumstances that are significant for the course or programme. (HEO Chapter 7, Section 23).

Applicants may compete in more than one selection group.

5 Admission to courses or programmes starting on the first-cycle level intended for those who are not new entrants to higher education

Regulations concerning general entry requirements are set out in HEO, Chapter 7, Sections 5-6. Supplementary provisions are set out in the UHRFS 2013:1 *Provisions on general entry*

requirements and selection.

5.1 Specific entry requirements

Any specific entry requirements imposed for courses or programmes starting on the first-cycle level intended for those who are not new entrants to higher education may comprise knowledge from upper secondary school, knowledge from university courses and other conditions of significance for the professional or vocational area for which students are to be prepared (HEO, Chapter 7, Section 25).

5.1.1 Local rules

If a certain course constitutes a specific entry requirement for another course, this course must have been completed with a pass grade. Only then can a student be admitted to the course that they are applying for. Exceptions from this rule may be granted if a student has taken the required course in the previous or current semester. The applicant will then be given an admission decision with a qualifier.

The faculty must ensure that the entry requirements are met before the applicant is allowed to begin the course or programme.

5.1.2 Exemption from entry requirements for students accepted on degree programmes

To be eligible for work on a degree project or equivalent at the bachelor level, a student must have completed courses comprising at least 105 credits of which at least 52.5 credits are in the main field of study. This means that the degree project may only be completed after at least two years of studies

If special grounds exist, a higher education institution may, pursuant to HEO, Chapter 7, Section 3, decide to waive one or more entry requirement. Such decisions are to be made by the Dean of the relevant faculty. The application for such exemption must be submitted at least two weeks before the beginning of the course.

5.2 Selection

During selection the merits of the applicants shall be taken into account. The selection criteria are grades, results of the Swedish Scholastic Aptitude Test, prior learning and selection criteria determined by the higher education institution (HEO, Chapter 7, Section 26).

A selection criterion imposed by the higher education institution shall consist of objective circumstances that are significant for the course or programme (HEO Chapter 7, Section 23).

Applicants may compete in more than one selection group.

6 Admission to courses and programmes on the second-cycle level

General entry requirements for admission to courses and programmes leading to a general or artistic degree on the second-cycle level shall be considered fulfilled by those who have attained a first-cycle degree of at least 180 credits or equivalent or demonstrated an ability to benefit from the education programme, due to practical experience or some other circumstance. However, an applicant may be exempt from having to have completed a degree if they meet the requirements for the degree, but their degree certificate has not yet been issued due to special circumstances (HEO, Chapter 7, Section 28).

General entry requirements for admission to a programme leading to a second-cycle professional qualification and which, according to the system of qualifications, requires a certain licence or previous degree shall be considered fulfilled by those who have attained the specified licence or completed the specified degree.

Applicants who, through Swedish or foreign educations, practical experience, or some other circumstance are able to benefit from the programmes are also considered to meet the general entry requirements. This does not apply, however, if the study programme leads to the award of a professional qualification that requires professional registration (HEO Chapter 7, Section 29).

In addition to general entry requirements, specific entry requirements may apply. The specific entry requirements can consist of knowledge from university courses and other conditions relevant to the education programme or the professional field that the studies are preparing students for (HEO, Chapter 7, Section 31).

6.1 Local rules

Students who, when applying, do not meet the requirements for a degree may be admitted under the condition that their degree requirements must be fulfilled no later than three weeks before the start of the course or programme. The relevant faculty must ensure that the entry requirement has been met before registering the applicant. Students who, when applying, do not meet special entry requirements concerning completed university studies may be admitted under the conditions that the requirement is met before the course or programme begins. The faculty must ensure that the entry requirements are met before the applicant is allowed to begin the course or programme.

6.2 Selection

During selection, the merits of the applicants shall be taken into account. The selection criteria are grades, results of the Swedish Scholastic Aptitude Test, prior learning and selection criteria determined by the higher education institution (HEO, Chapter 7, Section 26).

A selection criterion imposed by the higher education institution shall consist of objective circumstances that are significant for the course or programme (HEO, Chapter 7, Section 23).

In isolated cases, a higher education institution may deviate from Section 26 if it is impossible to assess an applicant's qualifications appropriately and where the applicant, by virtue of prior education, professional or vocational experience or some other circumstance, has specific knowledge or some other specific aptitude for the course or study programme, (HEO, Chapter 7, Section 27).

Applicants may compete in more than one selection group.

6.2.1 Local rules

For second-cycle courses and programmes, the selection is not based on grades/Swedish SAT results.

7 Admission to courses on the second-cycle level

A person meets the general entry requirements for a second-cycle course if they have completed first-cycle education or Swedish or foreign education, have appropriate practical experience, or if there is some other circumstance which means that they are able to benefit from the course or programme (HEO, Chapter 7, Section 30).

In addition to general entry requirements, specific entry requirements may apply. The specific entry requirements imposed must be totally essential in order for a student to be able to benefit from the course or study programme. The specific entry requirements can consist of knowledge from university courses and other conditions relevant to the education programme or the professional field that the studies are preparing students for (HEO, Chapter 7, Section 31).

7.1 Local rules

To be eligible for second-cycle courses, a student must have a pass in courses equivalent to at least 90 HE credits. Entry requirements may include credits accrued in a certain key area, requirements for specific courses, qualifications or other conditions as well as requirements for ability in Swedish and English.

Students who, when applying, do not meet specific entry requirements in the form of knowledge from higher education studies may be admitted under the condition that the requirement is met before the course or programme begins. The faculty must ensure that the entry requirements are met before the applicant is allowed to begin the course or programme.

If a certain course constitutes a specific entry requirement for another course, this course must have been completed with a pass grade. Only then can a student be admitted to the course that they are applying for. Exceptions from this rule may be granted if a student has taken the required course in the previous or current semester. The applicant will then be given an admission decision with a qualifier.

The faculty must ensure that the entry requirements are met before the applicant is allowed to begin the course or programme.

7.1.1 Exemption from entry requirements for students accepted on degree programmes

If special grounds exist, a higher education institution may, pursuant to HEO, Chapter 7, Section 3, decide to waive one or more entry requirement. Such decisions are to be made by the Dean of the relevant faculty. The application for such exemption must be submitted at least two weeks before the beginning of the course.

7.2 Selection

During selection, the merits of the applicants shall be taken into account. The selection criteria are grades, results of the Swedish Scholastic Aptitude Test, prior learning and selection criteria determined by the higher education institution (HEO, Chapter 7, Sections 26, 32).

A selection criterion imposed by the higher education institution shall consist of objective circumstances that are significant for the course or programme (HEO, Chapter 7, Section 23).

In isolated cases, a higher education institution may deviate from Section 26, if it is impossible to assess an applicant's qualifications appropriately and where the applicant, by virtue of prior education, professional or vocational experience or some other circumstance, has specific knowledge or some other specific aptitude for the course or study programme (HEO, Chapter 7, Section 27).

Applicants may compete in more than one selection group.

7.2.1 Local rules

For second-cycle courses and programmes, the selection is not based on grades/Swedish SAT results.

8 Admission from waiting list

If admitted students drop out, students on the waiting list shall be admitted as a place opens up, in the order they have been registered on the list. Excess admission may be carried out so as to compensate for expected dropouts which will take place at the start of a semester.

Waiting list admissions may take place over the first 2-3 weeks of a programme or course. Each faculty is responsible for determining for how long after the start of the course or programme students may be admitted. Firstly, students on the specific waiting list shall be admitted. If the number of students on the waiting list is too low, other late applicants may be admitted.

9 Other issues regarding admission

The dean of any given faculty may cancel an advertised course or programme before the first selection. If special grounds exist, the Vice-Chancellor may decide to cancel a course or programme after the selection procedure.

Applicants may be admitted to the second or subsequent term of a degree programme if places are available. Applications must be received no later than the last application date for the term. Applications received after that date will be processed depending on time and availability of places on the course or programme. Applicants must, in addition to relevant entry requirements, also meet most of the course requirements of the course up to the term that they are applying for. If there are more applicants for a later part of a course than there are available places, applicants shall primarily be ranked by their higher education credits at the time of application. In the event of equivalent qualifications, selections can also be made through the Swedish Scholastic Aptitude Test, other tests, and interviews. For qualifications which are still equal, lots may be drawn. Admission decisions are made by the head of Faculty Support.

Applications for elective courses within a programme are handled according to normal application procedures.

Applicants cannot be admitted to courses where they already are or have been registered and where they have been granted credits. Re-registering is allowed if there are available places. Students should contact the relevant faculty to discuss how they can complete their studies on the course.

The information in the applications and subsequent study results are stored digitally. Provisions regarding how such data is registered can be found in the Ordinance (1993:1153) on reporting of studies in higher education institutions. Students are entitled to results/register extracts from Ladok, (our studies documentation system).

9.1 Deferment of start of studies

Under HEO, Chapter 7, Section 33, if special grounds exist, a higher education institution may allow students admitted to first or second-cycle studies to defer.

Deferment may not be more than 18 months unless there are special circumstances for a longer deferment. An applicant who has been granted a deferment must declare their intention to begin their studies by means of an application not later than the last application day for the allotted course or programme (UHRFS 2013:3). A copy of the deferment decision must be enclosed.

9.1.2 Reasons for deferment

Special reasons for deferring the beginning of studies may be social, medical or other particular circumstances, e.g. care of child, national service or civil defence duties, student union assignments, military training (under ordinance 2015:613), or postponed leave from one's job under the Employee's Right to Educational Leave Act (SFS 1974:981) (UHRFS 2013:3 with subsequent amendments).

Special reasons may also be a time-limited trial period in accordance with section 12 of the Act (2012:332) regarding certain Swedish Armed Forces employments or service in the Swedish Armed Forces for the person serving occasionally in an officer cadet group, as a soldier or seaman in accordance with this Act (UHRFS 2013:3).

The decision whether to grant deferment is made by the head of the Student Centre at Kristianstad University.

9.2 Requirements for replying to notification of admission

If a reply to the notification of admission does not arrive on time or at all, the applicant will lose their place or their place on the waiting list. Applicants who have lost their place can reapply in the event that the course is open for late applications. Said late application will be ranked according to the date received.

An applicant admitted to a programme or course must begin their studies on the date stipulated in the admission decision. Those who have been accepted must follow the instructions for registration or run the risk of losing their place.

10 Appeals and reviews

According to Chapter 12, Section 2 of the Higher Education Ordinance, a decision which finds that an applicant does not meet the entry requirements, or a decision not to grant an exemption from the entry requirements may be appealed to the Higher Education Appeals Board, (Swedish abbreviation = ÖNH). It is also possible to appeal a decision to deny deferment of studies or resumption of studies after approved leave. Other parts of the admission decision may not be appealed.

According to section 15 of Ordinance on pre-higher education courses that provide eligibility to study at higher education institution level (2018:1519) the decision that an applicant does not meet the entry requirements, a decision not to grant deferment of the beginning of studies and a decision not to be permitted to continue studies after approved leave from studies must be appealed to ÖNH.

Appeals should be addressed to ÖNH but should be sent to the admissions office at Kristianstad University. Section 43 of the Administrative Procedures Act (2017:900), (*hereafter referred to as APA*), states that persons wanting to appeal a decision shall write down what decision they are appealing, the change they want to see to the decision, and why they believe that the decision should be changed. An appeal must be received by Kristianstad University within three weeks of the date when the appellant received the decision (APA Section 44). When Kristianstad University receives an appeal, it reviews it and determines if there is reason to correct or change its decision (APA Sections 38-39). Appeals received too late will be rejected (APA Section 45). An appeal may, however, not be denied if the delay is due to the fact that the authority did not provide correct information about how to appeal, or if the appeal reached a superior court within the appeal period. If the appeal is not rejected, it is then forwarded to ÖNH. If the decision is corrected or changed, the new decision shall also be forwarded to ÖNH (APA Section 46).

More information on appeals can be found at www.antagning.se

11 Delegation of decision-making authority regarding admissions at Kristianstad University

The Faculty Board for Economics, the Faculty Board for Health Sciences, the Faculty Board for Teacher Training, or the Faculty Board for Natural Sciences determine which field-specific entry requirements to apply to degree programmes that are aimed at new students and which lead to a general degree. The relevant faculty boards also determine the specific entry requirements for courses. Requests to the Council for Higher Education for exemptions from field-specific entry requirements pursuant to Chapter 7, Section 11 of the Higher Education Ordinance are submitted by the Vice-Chancellor at the behest of each specific body.

Each respective body decides on rules for selection based on the criteria set by the higher education institution pursuant to Chapter 7 of HEO. Admission decisions are made by the head of Faculty Support.

The Board for Study Administration and Study Support has primary responsibility for the following admission duties; interpreting and advising based on the existing admission regulations, generally and in specific cases; preparing and issuing statements regarding changes to and proposals for admission regulations.

Delegation is done pursuant to the current Working regulation (Ref 2017-114-372) and the Vice-Chancellor's decision and delegation (Ref 2017-114-414).

12 References

The following publications contain more information about entry requirements, selection, admission etc.

Swedish Higher Education Act (1992:1434)

Swedish Higher Education Ordinance (1993:100)

Statute Book of the Swedish Council for Higher Education

The Assessment handbook from the Swedish Council for Higher Education,

Swedish Higher Education Authority website (www.uka.se)

Swedish Council for Higher Education website (www.uhr.se)

Search and compare courses and programmes and application to the Swedish

Scholastic Aptitude Test (www.studera.nu)

Applications to courses and programmes (www.antagning.se and

www.universityadmissions.se)

Courses and programmes at Kristianstad University (www.hkr.se/utbildning)

Rights and obligations for students at Kristianstad University (www.hkr.se)

Ordinance on supplementary teacher education (2011:686)

Ordinance on pre-higher education courses that provide eligibility to study at higher education institution level (SFS 2018:1519)