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## **Admission regulations**

**Kristianstad University**

**Applies from 13 February 2020 onward**

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## 1 General regulations

The Higher Education Ordinance (1993:100) (HEO) states that each higher education institution has to have 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” (Chapter 6, Section 3, second paragraph of HEO).

The basic rules of admission are established by the Government and are stated in Chapter 7 of HEO. Pursuant to Chapter 7 of HEO, the Swedish Council for Higher Education has issued:

- Regulations on general entry and selection in the Swedish Council for Higher Education’s Statute Book (UHRFS 2013:1) and later revisions
- Regulations on field-specific entry requirements (UHRFS 2013:2) and later revisions
- Regulations on deferment of studies for admitted students and approved leave from studies (UHRFS 2013:3) and later revisions

These admission regulations state which local rules apply at Kristianstad University regarding application, admission, appeals, and reviews, as well as decision-making authority. The Association of Swedish Higher Education Institutions (SUHF), has a working group which develops the national and foreign assessment manuals. These form the norm for local admissions to higher education on first and second-cycle levels.

Kristianstad University has a Council for Student Administration and Student Support, an advisory body with missions in the following areas:

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

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

This admission regulation is also applied to courses within programs.

Faculty Support is responsible for admissions to Kristianstad University.

## 2 Application

The Higher Education Ordinance states that anyone who wishes to be admitted to an education must apply within the time limit and in the order the university prescribes. Questions on admission are settled by the University. (Chapter 7, Section 4 of the Higher Education Ordinance)

Instructions on how to apply, and descriptions of the rules that apply to the University's programmes can be found on the University's website.

The last day for admissions is normally 15 April for the autumn semester, 15 October for the spring semester, and 15 March for the summer semester. For courses and programmes conducted in English and which are mainly aimed towards international students the faculty may choose 15 January and/or 15 April for the autumn semester, 15 August and /or 15 October for spring semester as the final application day. For continuing professional development for professionals, other national application dates may occur.

After the last application date qualified applicants can be admitted as long as there are spots open. Applications for courses and programmes arriving after the last application date do not compete based on merit but on time of application arrival. Completion of grades and certificates for each semester must be received no later than the last completion day.

### 2.1 Fees associated with application and admission

According to the Ordinance (2010:543) on Application Fees and Tuition Fees at Higher Education Institutions, higher education institutions must levy a registration fee for applicants who are liable to pay fees before the examination of the application may take place. Admissions take place before tuition fees are paid. However, a student liable to pay fees must have paid a tuition fee, in accordance with local regulations applicable at Kristianstad University regarding the size of the tuition fee and the time for payment, in order to be able to start his/her education, i.e. be registered on the course or programme. The time for payment of tuition fees is set after a hearing with the Swedish Migration Agency.

#### 2.1.1 Local rules

The dean has decided on Local guidelines for payment of tuition fees (registration no 2014-1121-230) which are applied during admissions for those liable to pay fees.

## 3 General rules on admission

For admission to the first-cycle courses and programmes, the applicant must meet the general entry requirements as well as any special entry requirements. If special grounds exist, the university is allowed to decide on exceptions from one or more entry requirements. A higher education institution shall waive one or more entry requirements if the applicant has the capacity to benefit from the course or study programme without meeting the entry requirements (HEO Chapter 7, Section 3)

The Higher Education Ordinance (HEO Chapter 7, Section 33) states that anyone who is admitted to a program, but for special reasons cannot take the offered place precisely at the time the education begins, may in some cases have the opportunity to get a deferment of the study start.

The University and Higher Education Council's regulations on deferment are specified in UHRFS 2013: 3, *Regulations on deferment of studies for admitted students and on approved leave from studies* or UHRFS 2016: 1, *Regulations on amendments to the University and University Council regulations* (UHRFS 2013: 3) *on deferment of studies for admitted students and on approved leave from studies*.

The Vice-Chancellor has delegated decision-making powers on deferment to the head of the Student Centre at Kristianstad University.

### 3.1 Local rules

Applicants lacking formal entry requirements who want to refer to other relevant knowledge and experience can apply to be assessed based on their prior learning. The applicant's overall learning will be assessed, assuming that they have applied for such an assessment.

The assessment is done in each individual case, for a specific programme or course date, during the general admission procedure, in accordance with the university's applicable regulations.

Instructions for applying with prior learning can be found on the University's website. Students whose prior learning applications are approved are considered to be eligible as long as the programme and course conditions do not change (application of HEO Chapter 7, Section 5, first paragraph, item 5, Section 24, and Section 28, first paragraph, item 2).

Applicants lacking general entry requirements but which meet the requirements for SUHF's Recommendations on assessment of prior learning for general entry requirements (REK 2009:2) are exempted from general entry requirements.

### 3.2 Selection

If the number of applicants on a course or programme exceeds the number of open spots, a selection must be made. Rules regarding this can be found in Chapter 7 of the Higher Education Ordinance.

Supplementary provisions can be found in UHRFS 2013:1 *Regulations on general entry requirements and selection*. Regulations regarding the assessment of qualifications have been decided on by the Government and can be found in the Higher Education Ordinance, Annex 3 *Allocation of places on the basis of grades and the credit value of grades*.

In case of equivalent qualifications, selections can also be made through the Swedish Scholastic Aptitude Test, other tests, or interviews. For qualifications which are still equal, lots may be drawn. Eligible applicants lacking relevant qualifications are offered spots once all applicants with relevant qualifications have been admitted.

For admission to courses aimed at new students, the university may prioritise applicants who already are students at Kristianstad University. Courses may have special priority rules. The rules that apply to each respective course and programme can be found on the University's website (Chapter 7, Section 17 of HEO).

The university may admit applicants liable to pay tuition fees according to the Ordinance (2010:543) on Application Fees and Tuition Fees at Higher Education Institutions to a course or programme through admission rounds (Chapter 7, Section 4a of HEO).

The university decides on the selection criteria to be used, how many separate admission rounds to carry out, and the allocation of places. The selection criteria shall consist of factual circumstances relevant to the education. The selection shall consider the applicants' qualifications (Chapter 7, Section 32a of HEO).

Applicants may be admitted to no more than 45 credits worth of programmes and courses in a single semester. For summer semesters, the limit is 23 credits. Full-time studies are equivalent to 30 credits per semester.

### 3.2.1 Local selection rules

In the case of equivalent qualifications, selection is primarily done based on the Swedish SAT, secondarily based on the drawing of lots.

## **4 Access to courses starting at first-cycle level and which are aimed at new students**

Courses and programmes aimed at new students are defined as courses and programmes which do not require previous university studies.

Provisions for general eligibility can be found in Chapter 7, Sections 5 and 6 of the Higher Education Ordinance. Supplementary provisions can be found in UHRFS 2013:1, *Regulations on general entry requirements and selection*.

### **4.1 Local rules**

#### 4.1.1 Exemption from entry requirements

Exemptions from general entry requirements may be granted if the applicant has previously approved university studies of at least 60 credits.

### **4.2 Specific entry requirements**

Provisions for special eligibility can be found in Chapter 7, Sections 8–11 of the Higher Education Ordinance. The special entry requirements for courses and programmes on a first-cycle level and which are aimed at new students shall be expressed as field-specific entry requirements, i.e. knowledge from one or more upper-secondary school courses. The Swedish Council for Higher Education issues regulations on which field-specific entry requirements to apply to a programme which ends in a professional qualification. For other programmes, the university decides which field-specific entry requirements to apply. Supplementary regulations for field-specific entry requirements can be found in UHRFS 2013:2, *Regulations on field-specific entry requirements*.

### **4.3 Selection**

The selection process shall consider the applicants' qualifications. The selection criteria consist of grades, grades from the Swedish SAT, and criteria chosen by the university. These may include other specific tests than the Swedish SAT, knowledge, professional experience, and other experience which is particularly valuable for the course or programme, and other circumstances relevant to the course or programme (Chapter 7, Sections 12–13 of HEO).

For programmes starting at a first-cycle level and which are aimed at new students, at least one third of places shall be allocated based on grades and one third shall be allocated based on the Swedish SAT. Applicants can compete in more than one selection group.

In accordance with HEO Chapter 7, Section 13, the university may decide to allocate up to one third of the places on a course or programme through alternative selection as described in Chapter 7, Section 23 of HEO.

## **5 Access to courses starting at first-cycle level and which are not aimed at new students**

Provisions for general eligibility can be found in Chapter 7, Sections 5 and 6 of the Higher Education Ordinance. Supplementary provisions can be found in UHRFS 2013:1, *Regulations on general entry requirements and selection*.

## 5.1 Local rules

### 5.1.1 Exemption from entry requirements

Exemptions from general entry requirements may be granted if the applicant has previously approved university studies of at least 60 credits.

## 5.2 Specific entry requirements

Provisions for special eligibility can be found in Chapter 7, Sections 25 of the Higher Education Ordinance. The special entry requirements for courses and programmes starting at a first-cycle level and which are not aimed at new students may include knowledge from upper-secondary school, knowledge from university courses, and other conditions relevant to the course or programme or the professional field that the students are being prepared for.

### 5.2.1 Local rules

If a certain course constitutes a special entry requirement for another course, this course must have been completed with a passing 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.

In connection with the course starting, it will be ensured that the requirements are met before the student is allowed to begin the course.

### 5.2.2 Exemption from admission requirements for student admitted to degree programme

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

In addition to general and local rules, exceptions from the entry requirements (dispensation) may be granted after an application is submitted, according to Chapter 7, Section 3 of the provisions of the Higher Education Ordinance (1993:100) If special grounds exist, the an exemption from the entry requirements for courses included as parts of programmes may be granted by the dean, following an application.

## 5.3 Selection

The selection process shall consider the applicants' qualifications. The selection criteria consist of grades, grades from the Swedish SAT, previous studies, and criteria chosen by the university. These may include other specific tests than the Swedish SAT, knowledge, professional experience, and other experience which is particularly valuable for the course or programme, and other circumstances relevant to the course or programme (Chapter 7, Section 26 of HEO).

## 6 Access to degree programme at second-cycle level

A general entry requirement for programmes leading to a general or artistic degree on second-cycle level or a first-cycle degree of at least 180 credits or equivalent foreign degree or an ability to benefit from the education via Swedish or foreign education, 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 (Chapter 7, Section 28 of HEO).

General entry requirements for access 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.

Persons who, through Swedish or foreign educations, practical experience, or some other circumstance are able to benefit from the education 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 (Chapter 7, Section 29 of HEO).

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

### **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 responsible faculty must ensure that the entry requirement has been met before registering the student. 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 responsible faculty must ensure that the entry requirement has been met before the student is allowed to begin the course or programme.

### **6.2 Selection**

The selection process shall consider the applicants' qualifications. The selection criteria consist of grades, grades from the Swedish SAT, previous studies, and criteria chosen by the university. These may include other specific tests than the Swedish SAT, knowledge, professional experience, and other experience which is particularly valuable for the course or programme, and other circumstances relevant to the course or programme (Chapter 7, Section 32 of HEO).

#### **6.2.1 Local rules**

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

## **7 Access to courses at 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, practical experience, or some other circumstance which means that they are able to benefit from the education (Chapter 7, Section 30 of HEO).

In addition to general entry requirements, there may be special entry requirements. Any special entry requirements shall be absolutely necessary for a student to benefit from the education. The special entry requirements can consist of knowledge from university courses and other conditions relevant to the education or the professional field that the studies are preparing students for (Chapter 7, Section 31 of HEO).

### **7.1 Local rules**

To be eligible for second-cycle courses, a student must have completed courses comprising at least 135 credits of which at least 60 credits in the main field of study.

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. In connection with the course starting, it will be ensured that the requirements are met before the student is allowed to begin the course.



If a certain course constitutes a special entry requirement for another course, this course must have been completed with a passing 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.

In connection with the course starting, it will be ensured that the requirements are met before the student is allowed to begin the course.

#### 7.1.1 Exemption from admission requirements for student admitted to degree programme

In addition to general and local rules, if special grounds exist, exceptions from entry requirements for courses within programmes may be granted by the dean following an application.

## 7.2 Selection

The selection process shall consider the applicants' qualifications. The selection criteria consist of grades, grades from the Swedish SAT, previous studies, and criteria chosen by the university. These may include other specific tests than the Swedish SAT, knowledge, professional experience, and other experience which is particularly valuable for the course or programme, and other circumstances relevant to the course or programme (Chapter 7, Section 32 of HEO).

#### 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 and other questions regarding admission

If admitted students drop out, students on the waiting list shall be admitted as a spot opens up, in the order they have been registered. Excess admission may be done to compensate for expected drop-outs which 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 students may be admitted to the course or programme. Primarily, students on the special waiting list shall be admitted. If the number of students on the waiting list is not enough, other late applicants may be admitted.

The dean may cancel an advertised course or programme. Courses or programmes shall be cancelled before the first round of admissions. If special grounds exist, the Vice-Chancellor may decide to cancel a course or programme after the admission procedure.

Applicants may be admitted to a later part of a degree programme if open spots exist. Applicants must, in addition to relevant entry requirements, also mainly meet the course requirements of the course up to the semester that they are applying for. If there are more applicants for a later part of a course than there are open spots, applicants shall primarily be ranked by their higher education credits at the time of application. In case 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 empty spots exist. Students are referred to 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 etc. at universities*. Rules regarding the right to obtain register extracts can be found in the General Data Protection Regulation, GDPR. Students are entitled to results/register extracts from Ladok (our studies documentation system). Information regarding students which is considered to be public may be disclosed by Kristianstad University pursuant to the Public Access to Information and Secrecy Act.

## 9 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 exception from the entry requirements, may be appealed to the Higher Education Appeals Board, ÖNH. It is also possible to appeal a decision to deny deferment of studies or resuming studies after leave. Other parts of the admission decision may not be appealed.

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), 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 37-39). Appeals received too late will be rejected (APA Section 45). 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](http://www.antagning.se).

## 10 Distribution of decision-making authority in admissions matters at Kristianstad University

The respective faculty bodies, i.e. 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 specific faculty boards also determine the special entry requirements for courses. Requests to the Council for Higher Education for exemptions from field-specific entry requirements according to Chapter 7, Section 11 of the Higher Education Ordinance are given to the Vice-Chancellor at the behest of each specific body.

Each respective body decides on rules for selections which take place on the criteria set by the university according to Chapter 7 of HEO. The Vice-Chancellor issues any supplementary provisions needed in addition to this admission regulation. 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 admissions regulation, generally and in specific cases; preparing and issuing statements regarding changes to and proposals for admission regulations.

Throughout, it is assumed that the right to delegate responsibilities shall apply according to the current Working regulation (Ref 2017-114-372).

## 11 Coming into effect

This admission regulation comes into effect on 13 February 2020 and applies until further notice. The admission regulation will first be employed in connection with the summer semester of 2020. This admission regulation replaces the previous admission regulation, which was introduced on 11/12/2018.

## 12 References

The following documents have more information on entry requirements, selection, admission etc.

The Higher Education Act (1992:1434)

The Higher Education Ordinance (1993:100)

The Swedish Council for Higher Education's Statute Book, The Assessment handbook from the Swedish Council for Higher Education, The Swedish Higher Education Authority's website ([www.uka.se](http://www.uka.se))

The Swedish Council for Higher Education's website ([www.uhr.se](http://www.uhr.se))

Find and compare courses and programmes, and apply for the Swedish SAT

([www.studera.nu](http://www.studera.nu)) Apply for studies ([www.antagning.se](http://www.antagning.se) and

[www.universityadmissions.se](http://www.universityadmissions.se)) Kristianstad University's courses and programmes

([www.hkr.se/utbildning](http://www.hkr.se/utbildning))

Rights and responsibilities of students at Kristianstad University ([www.hkr.se](http://www.hkr.se))

The Ordinance (2011:686) on supplementary teacher education