



Höskolan Kristianstad  
291 88 Kristianstad  
044-250 30 00  
www.hkr.se

## DECISION

Present: Håkan Pihl, vice-chancellor  
Ann Cederberg, acting chief administrative officer  
Johan Eriksson, administrative director  
Harald Persson, Student Union  
Birgitta Munkhagen

## Guidelines for registration and registration of grades in student registry

### 1 Registration of freestanding courses

#### 1.1 *Registration*

Before the course starts, the student himself/herself carries out their self-registration in Ladok through the student portal. Self-registration opens one week before courses starts and usually closes the day before the course introduction.

In order for course registration to work, the student must be admitted to the course and qualified to take it. A student who has been conditionally admitted into a programme must, no later than when the course starts, fulfill his/her qualification in order to be able to claim the place offered to them.

The programme area director can grant exceptions (exemptions) if a student has completed a qualifying course in the previous or current semester.

An admitted student who does not register within the specified time period loses their place. If there are places available, any applicants who are the waiting list will be called.

A three-week control is automatically registered in Canvas. A notification is shown in the student portal when the three-week control is open and there students can click on a direct link to this information in Canvas. Students who reply Yes will remain in the courses. Students who reply No are removed from the course on the Monday

following the completion of the third course week. The drop-out date is backdated in order for it to be registered as an early course discontinuation. If the student does not make an active choice, an early discontinuation is registered in Ladok. It is only students who remain in the programme after three weeks that generate a full-time benefit (HST), see below under “Discontinuation”.

If a student feels that he or she has been incorrectly removed from a course during the three-week control, the early course discontinuation will be removed from Ladok and the student will once again have access to the course material in the learning platform Canvas. Note that this is not possible if the student actively replied No in the three-week control.

### *1.2 Discontinuation*

A student who discontinues their studies within three weeks, and who during this time has not passed a submodule, will be deregistered with “Early course discontinuation”. A student who discontinues their studies within three weeks and who have passed a submodule will be deregistered with “Course discontinuation”. A student who discontinues their studies after three weeks will be deregistered with “Incomplete course”.

The importance of deregistration is in part our responsibility, however it also enables students who have discontinued a course within three weeks (early course discontinuation) to apply for the course again without being told to contact the faculty about the possibility of completing the course

## **2 Registration to courses within a programme**

### *2.1 Registration*

Before the start of a programme – semester 1 – the student registers themselves to a course/courses within the programme at Ladok through the Student Portal. Self-registration opens one week before the semester starts and, in most cases, closes the day before the semester starts. Once a student has registered the programme becomes ongoing in Ladok.

A student who has been conditionally admitted into a programme must, no later than at the start of the semester, fulfill his/her qualification in order to be able to claim the place offered to them.

An admitted student who does not register within the specified time loses his or her place. If there are places available, any applicants who are the waiting list will be called.

Registration for semester 2 and after that is done in the same way as for semester 1. This means that examinations/projects must be submitted at the examination session that is offered before the course starts. Assessing teachers have 15 working

days after that to correct current examinations/projects so that possible qualifications can be verified. A student who is waiting for the results from an examination/project that was submitted before the course start has the option of participating in teaching that is not examined.

The dean at the faculty in question can grant exceptions (exemption) if a student does not fulfill the formal qualification requirements. You can find the application form under forms on the university website.

Attendance is taken in the same way as for freestanding courses (see 1.1)

### *2.3 Discontinuation of programme*

A student must notify a discontinuation of their studies on the designated form and this form will be registered. A student who discontinues a programme will be deregistered with "Incomplete programme".

The discontinuation form can be found under forms on the university website.

### *2.4 Discontinuation of a course within a programme*

A three-week control is automatically registered in Canvas. A notification is shown in the student portal when the three-week control is open and there students can click on a direct link to this information in Canvas. Students who reply Yes will remain in the courses. Students who reply No are removed from the course on the Monday following the completion of the third course week. The drop-out date is backdated in order for it to be registered as an early course discontinuation. If the student does not make an active choice, an early discontinuation is registered in Ladok. It is only students who remain in the programme after three weeks that generate a full-time benefit (HST).

If a student feels that he or she has been incorrectly removed from a course in the three-week control, the early course discontinuation will be removed from Ladok and the student will once again have access to the course material in the learning platform Canvas. Note that this is not possible if the student actively replied No in the three-week control.

If a course has not started, a cancellation notice will be registered.

A student who discontinues their studies within three weeks, and who during this time has not passed a submodule, will be deregistered with "Early course discontinuation".

A student who discontinues their studies within three weeks and who have passed a submodule will be deregistered with "Course discontinuation".

A student who discontinues their studies after three weeks will be deregistered with "Incomplete course".

The discontinuation form can be found under forms on the university website.

### **3 Continued registration to freestanding courses and courses within programmes**

For courses that span across more than one semester, a continued registration must be done at the start of a new semester. The same rules that apply to self-registration also apply to first-time registration and continued registration.

### **4 Re-registration**

A student who needs to re-take certain course components in order to pass the course should contact the study administration at the faculty in question for information about how to register.

Re-registration counts beyond the budgeted number of places. Application document – course syllabus period of validity reg. No. 065/10.

#### *4.1 Re-registration to freestanding courses*

A student who needs to re-take certain course components in order to pass the course must contact the study administration at the faculty in question for information about how to register.

Normally an application for an assessment of completion of a previously started course must be submitted no later than 15 April or 15 October prior to the next semester.

The programme area director will determine whether it is possible to complete the course.

If the student is granted permission to complete a previously started courses, the student will be re-registered and will have access to their student account again along with anything else that is associated with the course.

Information about registering for re-examination for a written examination can be found under examinations on the university website.

#### *4.2 Re-registration to programme course*

A student who needs to re-take certain course components in order to pass the course must contact the study administration at the faculty in question for information about how to register.

Normally an application for an assessment of completion of a previously started course must be submitted no later than 15 April or 15 October prior to

the next semester.

The programme area director will determine whether it is possible to complete the course.

If the student is asked to do something other than a written examination in the course, an individual study plan must be drawn up through the career counsellor at the faculty in question. The same applies if the student is allowed to attend the teaching.

If the student is granted permission to complete a previously started courses, the student will be re- registered and will have access to their student account again along with anything else that is associated with the course.

Information about registering for re-examination for a written examination can be found under examinations on the university website.

## **5 Approved leave from studies**

An application for an approved leave from studies as well as the decision is written on the designated form, which will be registered. An approved leave from studies is registered in Ladok.

More information can be found in the University Regulations and instructions for leave from studies under rights and obligations on the university website.

## **6 Reporting of grades**

It is the teachers who report grades in Ladok. Grades and examination dates are reported there as well as a possible thesis title, if applicable. The examination date for the written examination is the date on which the examination was taken and in the case of written take-home assignments it is the last submission date.

It is the appointed examiner for the course session who authorises grades in Ladok.

When the assessment has been made that the sub-test has received a failing grade, it is marked with a U in Ladok.

In decisions regarding credit transfer that is entered in Ladok, the grade on the sub-test/course will be TG (credited). For a student who has had their sub-test credited, this may affect the student's final grade in the course.

Grades will be reported as soon as a sub-test or a full course is completed. In cases where a course contains more than one sub-test, a final grade will be



reported in Ladok by a person appointed in the course once all sub-tests have received have a passing grade. The examiner will authorise the final grades based on the determined course syllabus.

The assessing teacher and the examiner can be the same person.

A course certificate, study certificate or degree certificate can be issued to the student upon request. Proposed changes have been established by the Study Administration Council and student support. This decision replaces the decision with the reg. No. 2016-1121-63.

In this matter, Håkan Pihl has been the decision-maker and Johan Eriksson has been the rapporteur.

Adjusted

[signature]

Håkan Pihl  
Vice-chancellor

Copy to:  
Ladok  
Faculty support  
Studentcenter  
POA  
Department heads at the faculties  
Intranet