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Admission rules

Admission rules

Kristianstad University

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Admission rules**Contents****Contents**

Table of contents	2
1 Regulatory context	3
2 Applications	3
2.1 Fees in conjunction with application and admission	4
3 General rules on admission	4
3.1 Local rules	4
3.2 Selection	5
4 Admission to first cycle courses and programmed intended for beginners	6
4.1 Local rules	6
4.2 Specific admission requirements	6
4.3 Selection	6
5 Admission to first cycle courses and programmes intended for students other than beginners ..	7
5.1 Local rules	7
5.2 Specific admission requirements	7
5.3 Selection	8
6 Admission to second cycle programmes	8
6.1 Local rules	8
6.2 Selection	9
7 Admission to second cycle courses	9
7.1 Local rules	9
7.2 Selection	10
8 Admission of applicants on a waiting list and other admission matters	10
9 Appeals and review	11
10 Allocation of decision-making powers concerning admission at the University	11
11 Entry into force	12

Admission rules

1 Regulatory context

The Higher Education Ordinance (HEO, 1993:100) stipulates that every higher education institution is to make admission rules available. “The admission regulations comprise the regulations that apply at the higher education institution to applications, admission requirements, selection, and admission, as well as how decisions are made and how appeal can be made against them” (HEO Chapter 6, Section 3, second paragraph).

The basic rules on admission are decided by the Government and can be found in HEO Chapter 7. The Swedish National Agency for Higher Education has issued regulations on general admission requirements and selection on the basis of the authorisation given in HEO Chapter 7, which apply to all higher education institutions in Sweden, in *Högskoleverkets författningssamling* (HSVFS 2009:1), *Föreskrifter för områdesbehörigheter* (HSVFS 2007:8) and *Föreskrifter om anstånd med studier för antagna samt studieuppehåll* (HSVFS 1999:1).

The present admission rules lay down the local rules that apply at Kristianstad University for application, admission, appeals and review, and decision-making powers. A working group at the Association of Swedish Higher Education (SUHF) draws up the assessment handbooks for national and international qualifications. These serve as the norm for local admissions to higher education in the first and second cycles.

Kristianstad University has a Student Services Council, an advisory body on various issues relating to admissions, validation of prior learning, prioritisation, exemptions, repayment of tuition fees, credit transfer, deferment of studies, approved leave from studies, and degree-related issues such as interpretation of the Qualifications Ordinance, transitional provisions and appeals. The council is made up of teaching staff representatives, student representatives, representatives of administrative staff at each School, a representative of the Educational Resource Centre (LRC), a representative of the central administration (HGA) and the Head of Administration, who chairs the council. The Head of Student Services is the vice-chair.

These admission rules also apply to courses included in a programme.

Admissions at Kristianstad University are the responsibility of Student Services.

2 Applications

The Higher Education Ordinance stipulates that a person seeking admission to first or second cycle higher education 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. In this respect a mechanically produced notification of an admission decision has the effect of a decision of the higher education institution (HEO Chapter 7, Section 4).

Instructions on how to apply and information about the rules that apply to programmes and courses at Kristianstad University are available on the University website.

Applications, supporting documents and responses are to be submitted within the time frames stated in the application instructions.

Admission rules

The deadline for applications for the autumn semester is 15 April, for the spring semester 15 October, and for summer courses 15 March. For programmes taught in English that are primarily aimed at international applicants, the School can choose to set the deadline for applications as 15 January and/or 15 April for the autumn semester, and 15 August and/or 15 October for the spring semester.

If there are special reasons, the Vice-Chancellor can decide on different application periods. After the deadline for applications, eligible applicants may be admitted if there are places available. Applications to programmes and courses made after the deadline for applications are not assessed; instead they are ranked according to the date on which the application and supporting documents were received. Supporting documents in the form of certificates and transcripts are to be submitted by the deadline for submission of supporting documents, which is indicated in the application instructions.

2.1 Fees in conjunction with application and admission

Pursuant to SFS 2010:543, higher education institutions are to collect an application fee from fee-paying applicants before assessing their applications. Students are admitted before tuition fees are paid. However, before being registered on a course or programme, fee-paying students must have paid tuition fees in accordance with local regulations for Kristianstad University on the amount and date of payment. The date for payment of tuition fees is set after consultation with the Migration Board.

2.1.2 Local rules

The Vice-Chancellor issues the local regulations that apply for the admission of fee-paying students, Vice-Chancellor's decision reg. no 2014-1121-230 *Lokala föreskrifter för betalning av studieavgift*.

3 General rules on admission

To be admitted to first cycle higher education, applicants must meet the general admission requirements as well as any specific admission requirements that may be prescribed. If special grounds exist, a higher education institution may decide to waive one or more admission requirements. A higher education institution shall waive one or more admission requirements if the applicant has the capacity to benefit from the course or study programme without meeting the admission requirements (HEO Chapter 7, Section 3).

3.1 Local rules

Applicants who do not meet the formal admission requirements and wish to refer to other knowledge and experience of significance can apply to have their prior learning and experience assessed. An applicant who applies to have previous experience considered is to have the experience assessed. Such assessments are made on a case-by-case basis for a specific programme/course in conjunction with the admission procedure established by the higher education institution. Instructions for applications on the basis of prior learning can be found on the University website. Students who have their application on the basis of prior learning approved are to be considered eligible for as long as the requirements of the programme/course remain unchanged. (Applications of HEO Chapter 7, Section 5, first paragraph, point 5; Section 24; Section 28, first paragraph, point 2).

Admission rules

Applicants who do not fulfil the general admission requirements but fulfil the requirements of the SUHF recommendations on the assessment of prior learning, *Rekommendationer om bedömning av reell kompetens för grundläggande behörighet* (REK 2009:2), are exempted from the general admission requirements.

3.2 Selection

If the number of places on a programme or course is not sufficient for all eligible applicants, a selection must be made. Rules on how this may be performed can be found in HEO Chapter 7. Additional regulations can be found in HSVFS 2009:1 *Föreskrifter om grundläggande behörighet och urval*. Regulations on the assessment of qualifications have been laid down by the Government and can be found in Annex 3 of the HEO, *Allocation of places on the basis of grades and the credit value of grades*.

For qualifications that are otherwise comparable, selection may also be performed on the basis of the Swedish Scholastic Aptitude Test, other tests or interviews, and finally through the drawing of lots. Eligible applicants who lack the qualifications on which selection is based are admitted if there are places remaining once all those with the qualifications on which selection was based have been admitted.

Special prioritisation rules may be applied for courses. These rules are to be indicated in the syllabus and in other information about admissions published for applicants.

The University 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 4a).

The University decides on the selection criteria that shall apply, how many special admission rounds shall be arranged, and the allocation of study places. The selection criteria should consist of factual circumstances relevant to the course or programme. The selection shall take into account the applicant's qualifications (SFS 2014:37).

3.2.1 Local rules on selection

For qualifications that are otherwise comparable, selection is firstly performed on the basis of results on the Swedish Scholastic Aptitude Test, and secondly through the drawing of lots.

In exceptional cases, applicants may be admitted following individual assessment. In order for an individual assessment to be performed, reasons why the application for individual assessment should be approved must be given in writing. The applicant must have exhausted all the possibilities available to improve his or her grade average for the assessment of qualifications. Such possibilities include the Swedish Scholastic Aptitude Test and meeting the admission requirements for the programme or course in question. A holistic assessment is made of the grounds for the exemption and the applicant's qualifications in relation to the programme or course to which the application relates. Such assessments are performed on a case-by-case basis and for a specific application. The assessment is performed in conjunction with the regular admission procedure (Applications of HEO Chapter 7, Sections 16, 27, 32).

Applicants can be admitted to a maximum of 45 credits in one semester. For summer courses, the maximum is 22.5 credits. Full-time study is 30 credits per semester.

Admission rules

4 Admission to first cycle courses and programmes intended for beginners

Programmes and courses intended for new entrants to higher education are those that do not require previous university studies.

Regulations on general admission requirements are given in HEO Chapter 7, Sections 5–6. Additional regulations can be found in HSVFS 2009:1, *Föreskrifter om grundläggande behörighet och urval*.

4.1 Local rules

4.1.1 Exemption from admission requirements

Exemptions from the requirement of proficiency in Swedish in the general admission requirements can be given if there are extraordinary reasons and the applicant has studied Swedish at upper secondary school for at least one year. Exemptions from the requirement of proficiency in Swedish in the general admission requirements can also be given for admission to courses that are entirely taught in a language other than Swedish. Exemptions from the requirement of proficiency in English in the general admission requirements can be given for certain short professional development courses and for programmes and courses that have very little reading in English. Exemptions from the general admission requirements can also be given for applicants who have completed at least 60 credits of higher education (40 credits under the old system).

4.2 Specific admission requirements

Regulations on specific admission requirements are given in HEO Chapter 7, Sections 8–11. The specific admission requirements for courses and programmes that begin in the first cycle and are intended for new entrants to higher education must be expressed as field-specific admission requirements, i.e. one or more upper secondary school courses. The Swedish Council for Higher Education issues regulations on the admission requirements for each field and on what field-specific admission requirements apply for programmes leading to a professional degree. For other programmes and courses, the higher education institution sets the field-specific admission requirements.

4.3 Selection

Selection must take into account the applicants' qualifications. The grounds for selection are grades, results of the Swedish Scholastic Aptitude Test and selection criteria determined by the higher education institution. These criteria may be other specific tests, knowledge, professional experience or other experience of particular relevance for the programme or course in question, or other circumstances of relevance to the programme or course (HEO Chapter 7, Sections 12–13).

For programmes and courses that begin in the first cycle and are intended for beginners, at least 1/3 of the places shall be allocated on the basis of grades and at least 1/3 on the basis of results from the Swedish Scholastic Aptitude Test. An applicant may compete in more than one selection group.

Pursuant to HEO Chapter 7, Section 13, the higher education institution may decide to allocate up to 1/3 of the places on a course or programme on the basis of alternative selection criteria in accordance with HEO Chapter 7, Section 23.

Admission rules

5 Admission to first cycle courses and programmes intended for students other than beginners

Regulations on general admission requirements are given in HEO Chapter 7, Sections 5–6. Additional regulations can be found in HSVFS 2009:1, *Föreskrifter om grundläggande behörighet och urval*.

5.1 Local rules

5.1.1 Exemption from admission requirements

Exemptions from the requirement of proficiency in Swedish in the general admission requirements can be given if there are extraordinary reasons and the applicant has studied Swedish at upper secondary school for at least one year. Exemptions from the requirement of proficiency in Swedish in the general admission requirements can also be given for admission to courses that are entirely taught in a language other than Swedish. Exemptions from the requirement of proficiency in English in the general admission requirements can be given for certain short professional development courses and for programmes and courses that have very little reading in English. Exemptions from the general admission requirements can also be given for applicants who have completed at least 60 credits of higher education (40 credits under the old system).

5.2 Specific admission requirements

Regulations on specific admission requirements are given in HEO Chapter 7, Section 25. The specific admission requirements for courses and programmes that begin in the first cycle and are not intended for new entrants to higher education can include upper secondary school qualifications, higher education courses and other conditions of relevance to the programme or course or to the professional field of the programme. For courses and programmes that begin in the first cycle and are not intended for new entrants to higher education, specific admission requirements can also be one or more higher education courses. Additional regulations on field-specific admission requirements can be found in HSVFS 2007:8.

5.2.1 Local rules

If a certain course is listed as a specific admission requirement for admission to another course, students must have passed the first course before being admitted to the second. Exemptions from this rule can be granted if a student has taken the course in the previous semester and has a documented pass on at least 50% of the course.

Applicants for a course which requires completion of a course offered earlier in the same semester are eligible on the condition that they are admitted to and registered on the course that forms the admission requirement at the time of registration.

Applicants who do not meet specific admission requirements that are expressed as knowledge from higher education courses at the time of application can be admitted on the condition that the admission requirements are met by the start of the course or programme. The School in charge is to check in conjunction with the start of the course or programme that the admission requirements have been met before the applicant is allowed to start the course or programme.

In order to be admitted to a degree project course for a Bachelor's degree or equivalent, the student must have completed courses corresponding to 105 credits, of which at least 52.5

Admission rules

credits must be in the main field of study. This means that the degree project can only be undertaken after at least two years of study.

In addition to the above general and local rules, exemptions from admission requirements for courses that form part of a programme may be granted by the Head of School on special grounds following an application. The Schools are to provide a report to the programme boards once a year, by 30 November at the latest, of the exemptions approved over the previous academic year.

5.3 Selection

Selection must take into account the applicants' qualifications. The grounds for selection are grades, results of the Swedish Scholastic Aptitude Test, previous studies and selection criteria determined by the higher education institution. These criteria may be other specific tests, knowledge, professional experience or other experience of particular relevance for the programme or course in question, or other circumstances of relevance to the programme or course (HEO Chapter 7 Section 26).

Pursuant to HEO Chapter 7 Section 13, the higher education institution may decide to allocate up to 1/3 of the places on a course or programme on the basis of alternative selection criteria in accordance with HEO Chapter 7, Section 23.

6 Admission to second cycle programmes

The general admission requirements for study programmes that lead to the award of a second cycle general degree or a second cycle degree in the fine, applied and performing arts are a first cycle degree comprising at least 180 credits (120 credits under the old system) or a corresponding qualification from abroad, or the aptitude to benefit from the programme by virtue of courses and study programmes in Sweden or abroad, practical experience or some other circumstance. An exemption may be given from the requirement for a first cycle degree if an applicant is considered to meet the requirements for the award of such a qualification but no certificate has yet been issued due to special circumstances (HEO Chapter 7, Section 28).

A person meets the general admission requirements for a course or study programme leading to the award of a second cycle professional degree that requires specific professional registration or the prior award of a specific qualification if he or she has acquired the specified professional registration or holds the specified qualification. A person who by virtue of courses and study programmes in Sweden or abroad, practical experience or some other circumstance has the aptitude to benefit from the programme also meets the general admission requirements. This does not apply, however, if the programme leads to the award of a professional degree that requires professional registration (HEO Chapter 7, Section 29).

In addition to the general admission requirements, there may be specific admission requirements. The specific admission requirements can comprise knowledge from higher education courses and of other conditions of significance for the course or programme or for the professional field of the programme (HEO Chapter 7, Section 31).

6.1 Local rules

Applicants who do not meet the requirements for a degree at the time of application can be admitted on the condition that the degree requirements are met no later than three weeks after the start of the programme. The School in charge is to check that the admission requirements have been met before the applicant can be registered on the programme. Applicants who do

Admission rules

not meet specific admission requirements that are expressed as knowledge from higher education courses at the time of application can be admitted on the condition that the admission requirements are met by the start of the programme. The School in charge is to check in conjunction with the start of the course or programme that the admission requirements have been met before the applicant is allowed to start the programme.

6.2 Selection

Selection must take into account the applicants' qualifications. The grounds for selection are grades, results of the Swedish Scholastic Aptitude Test, previous studies and selection criteria determined by the higher education institution. These criteria may be other specific tests, knowledge, professional experience or other experience of particular relevance for the programme in question, or other circumstances of relevance to the programme (HEO Chapter 7, Section 32).

Pursuant to HEO Chapter 7, Section 13, the higher education institution may decide to allocate up to 1/3 of the places on a course or programme on the basis of alternative selection criteria in accordance with HEO Chapter 7, Section 23.

6.2.1 Local rules

For second cycle programmes and courses, grades/Swedish Scholastic Aptitude Test are not used as selection criteria.

7 Admission to second cycle courses

A person meets the general admission requirements for second cycle courses if he or she has completed first cycle courses and study programmes or by virtue of courses and study programmes in Sweden or abroad, practical experience or some other circumstance has the aptitude to benefit from the course or study programme (HEO Chapter 7, Section 30).

In addition to the general admission requirements, there may be specific admission requirements. The specific admission requirements set must be essential for the student to benefit from the course. The specific admission requirements can comprise knowledge from higher education courses and other conditions of significance for the course or for the professional field of the course (HEO Chapter 7, Section 31).

7.1 Local rules

In order to be admitted to second cycle courses, students must have passed 135 first cycle credits (90 credits under the old system), of which at least 60 credits (40 credits under the old system) within the main field of study. Exemptions from this rule can be granted by the programme director in individual cases after consultation with the examiner. Applicants who do not meet specific admission requirements that are expressed as knowledge from higher education courses at the time of application can be admitted on the condition that the admission requirements are met by the start of the course or programme. The School in charge is to check in conjunction with the start of the course or programme that the admission requirements have been met before the applicant is allowed to start the course or programme.

If a certain course is listed as a specific requirement for admission to another course, students must have passed the course before being admitted to the course for which they are applying. Exemptions from this rule can be given if a student has taken the course in the previous semester and has a documented pass on at least 50% of the course.

Admission rules

Applicants for a course which requires completion of a course offered earlier in the same semester are eligible on the condition that they are admitted to and registered on the course that forms the admission requirement at the time of registration.

Applicants who do not meet specific admission requirements that are expressed as knowledge from higher education courses at the time of application can be admitted on the condition that the admission requirements are met by the start of the course. The School in charge is to check in conjunction with the start of the course that the admission requirements have been met before the applicant is allowed to start the course.

In addition to the above general and local rules, exemptions from admission requirements for courses that form part of a programme may be granted by the Head of School on special grounds following an application. The Schools are to provide a report to the programme boards once a year, by 30 November at the latest, of the exemptions approved over the previous academic year.

7.2 Selection

Selection must take into account the applicants' qualifications. The grounds for selection are grades, results of the Swedish Scholastic Aptitude Test, previous studies and selection criteria determined by the higher education institution. These criteria may be other specific tests, knowledge, professional experience or other experience of particular relevance for the programme or course in question, or other circumstances of relevance to the programme or course (HEO Chapter 7, Section 32).

Pursuant to HEO Chapter 7 Section 13, the higher education institution may decide to allocate up to 1/3 of the places on a course or programme on the basis of alternative selection criteria in accordance with HEO Chapter 7, Section 23.

7.2.1 Local rules

For second cycle programmes and courses, grades/Swedish Scholastic Aptitude Test are not used as selection criteria.

8 Admission of applicants on a waiting list and other admission matters

If any students withdraw their applications, applicants on a waiting list are to be admitted from the selection group in which a place has become vacant and in the order in which they have been placed on the waiting list. Excess admission may have taken place in order to compensate for applicants who withdraw at the start of the semester. Applicants on a waiting list may be admitted during the first 2–3 weeks of the course. It is the responsibility of each School to decide for how long applicants can be admitted to the course or programme. First, the applicants on the waiting list are to be admitted. If the number of applicants on a waiting list is not sufficient to fill the places, late applicants can be admitted.

The head of the relevant School can cancel an advertised course or programme. Courses/programmes must be cancelled before the first notification of selection results. Under special circumstances, the Vice-Chancellor can decide to cancel a course/programme after a selection of applicants has been made.

Applicants can be admitted to a later stage of a study programme if there are places available. Applications are to be submitted to Student Services during the ordinary application round. In addition to meeting the admission requirements, the applicant is to fulfil the requirements for courses included in the programme up to the semester for which he or she is applying. If the

Admission rules

number of available places is insufficient to admit all those who apply for admission to a later stage of a programme, the applicants are to be ranked by number of academic credits gained by the date of application. For qualifications that are otherwise comparable, selection may also be performed on the basis of the Swedish Scholastic Aptitude Test, other tests or interviews, and finally through the drawing of lots. Decisions on admissions are taken by Student Services.

Applications to elective courses within a programme are made in accordance with the ordinary application procedure.

An applicant cannot be admitted to a course on which he or she already is or has been registered. Re-registration can take place if there are places available. The student concerned should contact the relevant School to agree on how he or she can complete the course.

The information provided on the application form and the students' results are recorded in a database. Regulations on how the data is to be entered can be found in *Förordning (1993:1153) om redovisning av studier mm vid universitet och högskolor*. Rules on the right to receive a copy of the stored data can be found in the Personal Data Act (1998:204). Students have the right to receive a certificate of enrolment/register extract from LADOK (the study documentation system). Data about students stored by Kristianstad University that is a public document can be released in accordance with the principle of access to public documents.

9 Appeals and review

Appeals may be made to the Higher Education Appeals Board against the following decisions, pursuant to HEO Chapter 12 Section 2:

A decision that an applicant does not meet the general requirements for admission to first or second cycle higher education courses and study programmes and a decision not to grant an exemption from the general requirements for admission.

To appeal against a decision, the applicant must write a letter stating the decision against which the appeal is being made, the change requested to the decision, and the reason why the applicant considers that the decision should be changed.

The appeal must arrive within three weeks of the applicant being notified of the decision. Late appeals are refused (Administrative Procedure Act Sections 23–24). The University makes a statement on the matter and the Higher Education Appeals Board makes a decision. This decision cannot be appealed (HEO Chapter 12, Section 5).

10 Allocation of decision-making powers concerning admission at the University

The programmes board at each School – the Health and Society Programmes Board (UHS) or the Learning and Environment Programmes Board (ULM) – decides what field-specific admission requirements apply for the study programmes intended for beginners and that lead to a general degree. UHS/ULM also decide on the specific admission requirements for courses. The Vice-Chancellor submits a report to the Swedish Council for Higher Education on deviations from field-specific admission requirements pursuant to HEO Chapter 7, Section 11, on the recommendation of the relevant programmes board.

Admission rules

The relevant programmes board lays down rules for selection that takes place on the basis of the selection criteria decided by the University pursuant to HEO Chapter 7. The Vice-Chancellor issues any additional regulations that may be needed in addition to these admission rules. Decisions on admissions are made by the Head of Student Services.

The Student Services Council has the following primary responsibilities: interpreting and advising on the basis of the admission rules, generally and in individual cases; drafting and making statements on proposed changes to admission rules; drawing up guidelines to support decisions on matters such as assessment of prior learning, exemptions and individual assessment.

It is implied throughout that the right to delegate responsibilities applies in accordance with the current decision-making and delegation rules.

11 Entry into force

These admission rules enter into force on 1 January 2017 and are applied for the first time for admissions to 2017 summer courses. These admission rules replace the previous admission rules adopted on 11 December 2015.