Admission regulations for first-cycle and second-cycle courses and study programmes at Stockholm University 2011

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These admission regulations were adopted by the University Board on 16 February 2011. These replace the admission regulations previously issued by the Vice-Chancellor on 6 May 2010 D-no. SU-40-0364-09).
These regulations apply to basic level (first-cycle/undergraduate) and advanced level (second-cycle/Master's degree) higher education courses and study programmes.

2 Introduction

The Swedish Higher Education Ordinance sets out the general regulations for access to education at basic (first-cycle) and advanced (second-cycle) higher education levels (SFS 1993:100 Chapter 7). Based on these, the Swedish National Agency for Higher Education has issued more detailed provisions for entry eligibility and selection (HSVFS 1996:21, 1996:22 and 2005:2). The Swedish National Agency for Higher Education has also issued provisions governing deferrals of course commencement dates and for periods of study interruption (HSVFS 1999:1).

Provisions governing application fees and tuition fees at universities and higher education colleges (SFS 2010:543) regulate issues concerning application and tuition fees for students who are not citizens of the EU, EES or Switzerland.

The admission criteria that higher education institutions apply must be established in an admission regulations document approved by the University Board (Swedish Higher Education Ordinance Chapter 6, Section 3). The term admission regulations is intended in part to refer to those rules that institutions of higher education apply with regard to application, eligibility requirements, eligibility exemption criteria and selection criteria and in part is also intended to refer to the details of how admission decisions are made and how exemption criteria are decided. With regard to basic and advanced higher education (first and second-cycle courses and study programmes) this also includes regulations governing how to appeal against entry requirement decisions.

The Swedish Agency for Higher Education Services (VHS) and universities and other institutes of higher education work together to produce specific qualification evaluation handbooks for admission to higher education courses. The admission procedure adopted by Stockholm University follows these guidelines. The evaluation handbooks are available from Student Services at the Stockholm University Student Centre.

Stockholm University also follows, as far as is possible, the recommendations of the Association of Swedish Higher Education (SUHF). These recommendations are also available from Student Services.

Stockholm University is a member of the VHS coordinated admissions system, NyA. Regarding the NyA coordinated admission system, Stockholm University adheres to the time schedules and procedures set by VHS for this process.

3 Decision process

The University Board is responsible for ensuring that the tasks of higher education institutions are performed. The Vice-Chancellor is responsible for the operational running of activities and is subordinate to the University Board. Details of the decision processes at Stockholm University were issued by the Vice-Chancellor on 16 December 2010. These contain information about which decision-making bodies within the university organisation decide on which issues. In summary, within the area of admissions the following applies.
The Faculty Boards decide the regulations that apply for specific eligibility for courses, study interruptions and returning to studies, as well as admissions to subsequent courses in study programmes. Faculties may further delegate responsibilities.

Issues concerning admissions are delegated by the Vice-Chancellor to the Director of Administration and further to the Director of Student Services. These normally decide on the admission of applicants, the application of selection criteria within the framework of the general provisions and on deferral of course commencement dates. Fundamentally important decisions are, however, taken at a higher level.

The Director of Student Services also finalises the Course Catalogue for Stockholm University and the application material, which contains more detailed provisions.

The Director of Student Services decides on the procedures for application and tuition fees, but does not make overall decisions about the actual course fee amounts to be paid. The Director of Student Services also makes decisions in individual cases concerning application fees and tuition fees.

### 4 Information about courses

All courses available for new and continuing students to apply for admission to shall be published via the Stockholm University Course Database (SISU). Each respective department is responsible for this. Stockholm University also issues a printed version of its Course Catalogue. Changes to the available courses that are introduced after the publication of the printed catalogue are entered into the Course Database.

### 5 Applications to first and second-cycle study courses

Applicants wishing to take undergraduate courses or Master's level higher education courses at Stockholm University should apply within the time frame and using the method stated in the Stockholm University Course Catalogue or other information source. Applications are made via the NyA coordinated admissions system. Decisions on exemptions from this procedure are taken by the Director of Administration.

For first and second-cycle courses beginning after 31 July 2011 there is an application fee of 900 SEK. This application fee only applies to applicants who are not citizens of the EU, EES or Switzerland.

If applications are made via [www.studera.nu](http://www.studera.nu) the application fee is administered by VHS. In cases where application is made directly to Stockholm University the students liable to pay application fees will be invoiced by Student Services. The recipient of an application is responsible for checking if the applicant is liable to pay an application fee.

Applications received from applicants liable to pay application fees will not be processed until the application fee has been paid.
Stockholm University's application deadlines and deadlines for the submission of supplementary information

5.1 Courses beginning in the autumn term

In general 15 April is the final date for applications for admission to courses beginning in the autumn term. The final date for submission of supplementary documentation issued after the final application date is 21 June, or 5 July, respectively, for certificates issued for education programmes completed after 21 June. If other application dates apply, this will be stated in the information and application material for the course in question.

For courses taught in English and courses primarily directed towards applicants who do not have a Swedish residence permit, the final date of application is 15 January for courses beginning the following autumn term. The final date for submission of supplementary documentation is approximately two weeks after the final application date.

5.1.2 Courses beginning in the spring term

In general 15 October is the final date for applications for admission to courses beginning in the spring term. The final date for submission of supplementary documentation issued after the final application date is 1 December. If other application dates apply, this will be stated in the information and application material for the course in question.

For courses taught in English and courses primarily directed towards applicants who do not have a Swedish residence permit, the final date of application is 15 August for courses beginning the following spring term. The final date for submission of supplementary documentation is approximately two weeks after the final application date.

5.2 Late applications, supplementary documentation and responses

Late applications, supplementary documentation or responses may be processed as though they had been received in time if there are extenuating circumstances, for example due to illness. The applicant should him or herself state what the extenuating circumstance was and be able to verify this.

If there are no extenuating circumstances the applicant, if he or she is eligible for entry, will be ranked according to date of submission.

5.3 Cancellation of courses

The department responsible for a course may cancel the course if this becomes necessary for financial or staffing reasons. Applicants who have applied to such courses will be notified at the earliest opportunity.

A course should not be cancelled, however, after applicants have received confirmation of admission to a course or allocation of a clearing place.

5.4 Admission to subsequent programme courses

If there are places available in the second or subsequent terms of a programme, applicants may be admitted to subsequent parts of study programmes.
Applications and admissions should be made in the manner decided by the responsible body (Faculty Board/Department).

5.5 Admission to programme continuation courses
Application and admission to further courses within a study programme are made, where applicable, according to the manner decided for the individual study programme.

5.6 Re-registration
A student who has been previously registered on a course but who has interrupted his or her education may continue their studies and attend tuition activities if a place is available and following a decision of the Dean of the department in question. The Dean of the department will take into consideration the difficulties the student encountered during the previous period of study.

For regulations governing study interruption please refer to section 15.

6 Access to first-cycle undergraduate education

Admission to first-cycle undergraduate studies refers to a course or study programme (Swedish Higher Education Ordinance Chapter 7, Section 1).

6.1 Eligibility
For admission to undergraduate education the applicant must meet the general eligibility requirements and also meet any specific entry requirements that may be prescribed in accordance with the Higher Education Ordinance Chapter 7, Sections 2, 5-11, 24-25.

More exact details of what these requirements are can be found in the application material.

6.1.1 General entry requirements
To be admitted for undergraduate studies the applicant must meet the general entry requirements (Higher Education Ordinance Chapter 7, Sections 5-7, 24). An applicant meets the general entry requirements if he or she:

1. has been awarded final school grades from a national or specially designed upper-secondary school programme and has attained at least the grade of 'Pass' for a minimum of 2250 upper-secondary school credits, including at least the grade of 'Pass' in core subject courses in Swedish language or Swedish as a second language, English and Mathematics;

2. has been awarded final school grades from an upper-secondary school programme in adult education and has attained at least the grade of 'Pass' for a minimum of 2250 upper-secondary school credits, including at least the grade of 'Pass' in core subject courses in Swedish language or Swedish as a second language, English and Mathematics;
3. has received an education in Sweden or abroad corresponding to the requirements stated in items 1 and 2;

4. is a resident of Denmark, Finland, Iceland or Norway and is eligible for admission to undergraduate studies there; or

5. by virtue of another education or practical experience has acquired knowledge and competence corresponding to the education requirements stated in items 1-4 above (see 6.1.3 recognition of prior learning).

6.1.2 Specific entry requirements

For admission the applicant must also meet any specific eligibility requirements for the course they have applied to. Specific entry requirements refer to prior competence that is essential for a student to be able to benefit from the course (Higher Education Ordinance Chapter 7, Section 8).

The Swedish National Agency for Higher Education has issued regulations governing the combinations of upper-secondary school courses (so called 'field-specific entry requirements') that may be imposed as specific entry qualifications for courses intended for new entrants/freshers, i.e. courses that do not require previous studies at university level.

Each field-specific entry requirement comprises qualifying courses and merit course weightings (Higher Education Ordinance Chapter 7, Section 9).

Approval from the Swedish National Agency for Higher Education is required if a university imposes specific entry requirements other than the field-specific entry requirements prescribed (Higher Education Ordinance Chapter 7, Section 11).

The Swedish National Agency for Higher Education also determines the field-specific entry requirements for course programmes leading to vocational qualifications (Higher Education Ordinance Chapter 7, Section 10a).

At Stockholm University it is the respective Faculty Board or individual department that determines the specific entry requirements that apply for particular courses, based on the general regulations.

6.1.3 Recognition of prior learning

The term recognition of prior learning is used for applicants who lack the formal eligibility requirements for admission but who meet the general entry requirements for first-cycle undergraduate education and/or specific entry requirements "by virtue of practical experience or by some other circumstance have the potential to benefit from the course or study programme." (Higher Education Ordinance Chapter 7, Sections 5, 8, 24, 25).
The applicant must him or herself claim recognition of prior learning. Instructions for applying on grounds of recognition of prior learning can be found by going to www.studera.nu.

The Vice-Chancellor has established local guidelines for verification of recognition of prior learning at Stockholm University (10 June 2004, D-no. SU 50-1902-03). These were updated on 10 April 2008 More detailed information can be found by going to www.su.se.

If the applicant claims recognition of prior learning and has at least a 'Pass' in Swedish/Swedish as a second language courses A and B, English course A, Mathematics course A and Social Sciences course A, in addition to three years of working experience (a minimum of 50% part-time) following the time that the applicant would normally have completed upper-secondary schooling, the applicant is regarded to meet the general entry requirements (ruling of the Vice-Chancellor 30 September 2009, D no. 40-3231-08).

6.1.4 Exemption from entry requirements

If special grounds exist, a higher education institution may decide to waive one or more of the entry requirements if the applicant has the capacity to benefit from the course or study programme without meeting the entry requirements (Higher Education Ordinance Chapter 7, Section 3).

6.2 Selection

Selection among the application candidates may be applied if there are more eligible applicants than there are places available.

Selection criteria are:

- Grades (upper-secondary school certificates or equivalent);
- Swedish Scholastic Aptitude Test;
- Prioritisation of applicants who are already students at the university in question (for first-cycle courses directed towards new entrants);
- Previous courses (for courses directed towards students who are not new entrants);
- Locally determined selection criteria (see section 6.2.4).

Places should be allocated at least one-third on the basis of grades, at least one-third on the basis of results from the Swedish Scholastic Aptitude Test and at most one-third on the basis of selection criteria determined by the higher education institution (Higher Education Ordinance Chapter 7, Section 13).

If specific reasons exist for applying other means of allocating places this must first be approved by the Swedish National Agency for Higher Education.
For admission to individual courses, in addition to grades and test examination criteria for selection, individual universities also normally establish the Higher Education Credits required for eligibility for a course (at least 7.5 credits and at most 225 credits).

6.2.1 Selection criteria for study programmes at undergraduate level directed towards new entrants/freshers

Places should normally be allocated in accordance with one of the following models that are exclusively based on grades and Swedish Scholastic Aptitude Test results:

- Grades 67%, Swedish Scholastic Aptitude Test 33%
- Grades 50%, Swedish Scholastic Aptitude Test 50%
- Grades 33%, Swedish Scholastic Aptitude Test 67%

6.2.2 Selection criteria for undergraduate courses directed towards new entrants

Places should normally be allocated in accordance with one of the following models that are based on grades, Swedish Scholastic Aptitude Test results and Higher Education Credits:

- Grades 33%, Swedish Scholastic Aptitude Test 47%, Higher Education Credits 20%
- Grades 40%, Swedish Scholastic Aptitude Test 40%, Higher Education Credits 20%
- Grades 47%, Swedish Scholastic Aptitude Test 33%, Higher Education Credits 20%
- Grades 34%, Swedish Scholastic Aptitude Test 33%, Higher Education Credits 33%

6.2.2 Selection criteria for undergraduate courses directed towards students who are not new entrants

The selection criteria are previous studies.

- Selection is normally based on the Higher Education Credits attained (at least 7.5 credits and at most 225 credits).
- If necessary a guarantee of a place can be given to an applicant who has read the entry requirement course(s) at Stockholm University during the previous term or during an earlier term.
- It is also possible to grade applicants based on quality aspects from their previous higher education courses, for example higher education course grades.
- In exceptional cases upper-secondary school grades and Swedish Scholastic Aptitude Test results may be used as selection criteria.

6.2.4 Selection criteria determined by the higher education institution

According to the Higher Education Ordinance Chapter 7, Section 23, a higher education institution may determine local selection criteria that may comprise special tests other than the Swedish Scholastic Aptitude Test, knowledge, professional or vocational experience or other experience that is of particular
merit for the course or study programme applied for, and other objective circumstances that are relevant for the programme.

According to the Ordinance a maximum of one-third of the places on an undergraduate course directed towards new entrants/freshers may be allocated on such grounds.

Stockholm University currently has six established local selection criteria categories. These are listed below. Departments wishing to apply any of the local selection criteria categories to a particular course should apply to the Vice-Chancellor, who will decide on the matter. Applications are prepared by Student Services.

Departments wishing to apply a selection criteria other than those already established must apply to the Vice-Chancellor for a decision on the matter.

The following local selection criteria may apply with regard to undergraduate courses (these have previously been approved by the University Board 29 November 2002, D-no. SU 40-2907-02).

- Tuition in native language at a Swedish or foreign upper-secondary school or college and/or experience abroad.
  - The purpose of this selection criteria category is to increase ethnic diversity. This category targets individuals whose cultural origins lie outside of Scandinavia.

- International qualifications
  - The purpose of this selection criteria category is to enable academics from abroad to gain entry to the Swedish labour market more easily and is targeted towards individuals with qualifications from a country outside of Sweden who require supplementary qualifications to conform to the situation in Sweden in the profession the qualification concerns.

- Professional and vocational experience
  - The purpose of this selection criteria category is to improve social diversity, meet the needs of the labour market and contribute to lifelong learning. This category targets individuals with professional or vocational experience who do not have an academic background and individuals seeking further education.

- Eligibility examination tests and/or interviews
  - The purpose of such selection criteria is to provide an additional avenue of entry into higher education courses. This category targets individuals with a special aptitude for the subject/course.

- Specific qualifications relevant to the subject and/or upper-secondary school project work
  - The purpose of this selection criteria category is to provide an additional avenue of entry into higher education studies.

- Regional association with a residential district or workplace
  - The purpose of this selection criteria category is to increase diversity by Stockholm University coming to the district in question. This category targets individuals living or working within a particular geographical area or who have a particular education.
6.2.5 Selection categories at undergraduate level

The following selection categories are used in relation to undergraduate study programmes and courses at Stockholm University.

BI  Upper-secondary school grades without supplementation, 0.1-22.50
BII  Upper-secondary school grades with supplementation, 0.1-22.50
BIII Grades from an upper-secondary school education abroad, 300-500
BIV Study assessments from further education college, 1-4
BV  Upper-secondary school grades, 0.1-20.00. (Applies to courses directed towards students who are not new entrants/freshers)
HP  Results from Swedish Scholastic Aptitude Test, 0.1-2.0.
APS Higher Education Credits, 7.5-225 credits.
APL Higher Education Credits within a study programme, 1-300 credits
APSG Guaranteed place for applicants with specific registration, 990 (Stockholm prioritisation)
PG  Guaranteed place 999
PGIU Guaranteed place, no selection, 999
PGL Guaranteed place for study programme students, 999
DA  Direct admission, 999
ÖS Other eligible applicants, 999
SA  Late applications, 1-999
EA  Post-closure applications, 1-999

Other variations may also occur.

7 Access to second-cycle higher education

Admission to second-cycle (or advanced level) studies refers to a course or a study programme (Swedish Higher Education Ordinance Chapter 7, Section 1).

7.1 Eligibility

For admission to second-cycle higher education courses the applicant must meet the general eligibility requirements and also meet any specific entry requirements that may be prescribed in accordance with the Higher Education Ordinance Chapter 7, Sections 2, 28-31.

More exact details of what these requirements are can be found in the application material.

7.1.1 General entry requirements for second-cycle study programmes

For second-cycle study programmes leading to a general or arts degree there is a requirement for a first-cycle qualification comprising at least 180 Higher Education Credits or an equivalent qualification from abroad, or that the applicant, by virtue of courses or study programmes in Sweden or abroad, has practical experience or by some other circumstance has the aptitude to benefit from the course or study programme. An exception may be made to the requirement for a qualification if the applicant is considered to meet the...
requirements for the award of such a qualification but no certificate has been issued prior to the starting
date for the course (Higher Education Ordinance Chapter 7, Section 28).

The general entry requirements make no stipulations regarding Swedish or English language competence.
Such competence requirements should be stated in the special entry requirements (see section 7.1.3).

General entry requirements for access to a second-cycle higher education study programme may also be
met by the examination of recognition of prior learning (see section 7.1.4).

7.1.2 General entry requirements for second-cycle higher education courses
According to the Higher Education Ordinance Chapter 7, Section 30, an applicant meets the general entry
requirements if he or she has completed first-cycle courses or has the aptitude to benefit from the course
or study programme.

General entry requirements for access to second-cycle higher education courses may also be met by the
examination of recognition of prior learning (see section 7.1.4).

The general entry requirements make no stipulations regarding Swedish or English language competence.
Such competence requirements should be stated in the special entry requirements.

7.1.3 Special entry requirements for second-cycle higher education courses
The special entry requirements imposed must be essential for students to be able to benefit
from the course or study programme. Such requirements may be knowledge from one or more
higher education courses or other conditions determined by the course or study programme or
may be of significance for the professional or vocational area for which students are to be
prepared.

At Stockholm University it is the respective Faculty Board or individual department that determines the
specific entry requirements that apply for particular courses, based on the general regulations. General
entry requirements for access to second-cycle higher education courses may also be met by the testing of
recognition of prior learning (see section 7.1.4).

7.1.4 Recognition of prior learning
The term recognition of prior learning is used for applicants who lack the formal eligibility
requirements for admission but who meet the general entry requirements for first-cycle
undergraduate education and/or specific entry requirements "by virtue of practical experience
or by some other circumstance have the potential to benefit from the course or study
programme." (Higher Education Ordinance Chapter 7, Sections 5, 8, 24, 25).

The applicant must him or herself claim recognition of prior learning. Instructions for
applying on grounds of recognition of prior learning can be found by going to
www.studera.nu.
7.1.5 Exemption from entry requirements

If special grounds exist, a higher education institution may decide to waive one or more of the entry requirements if the applicant has the capacity to benefit from the course or study programme applied for despite failing to meet the entry requirements (Higher Education Ordinance Chapter 7, Section 3).

The applicant must him or herself apply for exemption. If such application is not made Stockholm University may nevertheless examine whether exemption may be granted for an applicant.

7.2 Selection for second-cycle higher education courses

The higher education institution may itself determine which of the selection criteria grades, results from Swedish Scholastic Aptitude Tests, previous courses or other selection criteria to apply to selection. The higher education institution may also itself determine how the places on courses will be distributed based on the selection criteria.

Selection based on previous studies is normally the criteria applied for courses and study programmes at second-cycle higher education level. There are two different methods available for ranking the applicants:

- Previous studies
  - Option 1 Selection may be based on the number of Higher Education Credits attained (up to a maximum of 270 credits). If necessary a guarantee of a place can be given to applicants who have read the entry requirement course(s) at Stockholm University during the period immediately preceding continuation to the course applied for. In addition it should also be possible to grade applicants based on previous higher education course qualifications.
  - Option 2 Selection is based on a weighted assessment of quantity (number of Higher Education Credits), quality (higher education course results and/or the quality of dissertation/project work) and the relevance of the previous studies in relation to the course or study programme applied for. The departments offering the courses determine the details of how selection criteria will be applied. These regulations should be accessible to applicants at the time of application.

Higher Education Credits are calculated up until the closing day for applications.

7.2.1 Selection criteria determined by the higher education institution

According to the Higher Education Ordinance Chapter 7, Section 23, a higher education institution may determine local selection criteria that may comprise special tests other than the Swedish Scholastic Aptitude Test, knowledge, professional or vocational experience or other experience that is of particular merit for the course or study programme applied for, and other objective circumstances that are relevant for the programme.
According to the Ordinance a maximum of one-third of the places on an undergraduate course directed towards new entrants/freshers may be allocated on such grounds. For second-cycle higher education courses there are no restrictions on the distribution of place allocation, which means, for example, that all of the places on a particular course at second-cycle higher education level may be allocated via test examination.

Stockholm University currently has six established local selection criteria categories. These are listed below. Departments wishing to apply any of the local selection criteria should apply to the Vice-Chancellor, who will decide on the matter. Applications are prepared by Student Services.

Departments wishing to apply a selection criteria other than those already established must apply to the Vice-Chancellor for a decision on the matter.

The following local selection criteria may apply with regard to second-cycle higher education level courses (these have previously been approved by the University Board 29 November 2002, D-no. SU 40-2907-02).

- Tuition in native language at a Swedish or foreign upper-secondary school or college and/or experience abroad.
  - The purpose of this selection criteria category is to increase ethnic diversity. This category targets individuals whose cultural origins lie outside of Scandinavia.

- International qualifications
  - The purpose of this selection criteria category is to enable academics from abroad to gain entry to the Swedish labour market more easily and is targeted towards individuals with qualifications from a country outside of Sweden who require supplementary qualifications to conform to the situation in Sweden in the profession the qualification concerns.

- Professional and vocational experience
  - The purpose of this selection criteria category is to improve social diversity, meet the needs of the labour market and contribute to lifelong learning. This category targets individuals with professional or vocational experience who do not have an academic background and individuals seeking further education.

- Eligibility examination tests and/or interviews
  - The purpose of such selection criteria is to provide an additional avenue of entry into higher education courses. This category targets individuals with a special aptitude for the subject/course.

- Regional association with a residential district or workplace
  - The purpose of this selection criteria category is to increase diversity by Stockholm University coming to the district in question. This category targets individuals living or working within a particular geographical area or who have a particular education.

7.2.2 Selection categories at second-cycle level

The following selection categories are used in relation to second-cycle study programmes and courses at Stockholm University.
8 Individual examination testing

According to the Higher Education Ordinance (Chapter 6, Sections 16, 27), in isolated cases a higher education institution may deviate from the prescribed selection criteria. This may only occur if it is impossible to assess the applicant's qualifications appropriately in accordance with the existing selection criteria and if 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.

The following criteria should be applied to individual examination testing at Stockholm University. The applicant must him or herself apply for individual examination testing. The grounds that he or she requests to be assessed on must be able to be verified by the relevant certification. When Stockholm University examines such an application a holistic assessment is performed based on the applicant's merits (upper-secondary school grades, other courses, higher education course results, professional or vocational experience) and the other circumstances claimed by the applicant. Such other circumstances may include functional limitations.

9 Continued studies within a study programme

A guarantee of a place should normally apply for applicants continuing their basic undergraduate or second-cycle study programme.

If this is not possible there are two methods of student ranking and selection that may be applied:

- The number of Higher Education Credits attained within the study programme.
- Selection based on quality aspects, e.g. grades for the courses included in the study programme.

For students who entered a study programme beginning no later than the 2007 spring term, ranking can be performed in accordance with the number of Higher Education Credits attained (up to a maximum of 225 credits).
10 Differentiating between applicants of equivalent merit

First-cycle undergraduate courses directed towards new entrants: Applicants who have equivalent merits in terms of grades shall be differentiated on the basis of the results of the Swedish Scholastic Aptitude Test. As an alternative to a Swedish Scholastic Aptitude Test, an interview procedure or selection by lot may be applied (Higher Education Ordinance Chapter 7, Section 12).

First-cycle and second-cycle courses not directed towards new entrants: Selection based on examination test or interview may be used when required for applicants who have equivalent merits. By examination test is intended a Swedish Scholastic Aptitude Test or other test.

11 Letter of admission

All applicants to courses at Stockholm University will receive confirmation of the result of their application. This information will clearly state if the applicant has been accepted, has been placed on a provisional clearing list or has not been accepted. For applicants on clearing lists the position number the candidate occupies on this provisional stand-by list shall be stated. Information providing details of how to appeal against admission decisions shall be provided for applicants who have not been accepted. The letter of admission shall also include instructions regarding any reply requirements.

If a student is liable to pay tuition fees the following information shall also be stated in the letter of admission: The amount of the tuition fee, the final date for payment of fees and that admission is conditional on the payment of the tuition fees.

For courses that have been applied for via the coordinated NyA application system the results of applications will be communicated via a computer-generated standard letter. There is a limit to the amount of points an applicant can be accepted to study and/or placed on a clearing list for. This is stated in the application material.

The letter of admission issued by the NyA system also contains instructions about how and when any replies should be submitted. If the applicant replies too late, he or she will lose their place or clearing place.

A new selection process is performed once the replies from applicants have been received and a confirmation letter is sent out.

12 Admission of those on clearing lists, roll calls and registrations

Those who have been allocated a place should begin their studies in the term the admission acceptance concerns. If there are places available on a course or study programme once all of those who have been admitted have been given the opportunity to begin their studies, the department may then call-up the applicants on the provisional clearing list.

These should be admitted based on selection criteria category when and where places become available and in the order of their placing in the clearing list. If there are no applicants on a clearing list for a particular selection criteria category, students may be admitted from another category. The selection
criteria category "Other eligible applicants" (applicants lacking the merits that selection was based on) as well as "Late applications" (applicants whose applications have been received after the closing date for applications) are placed last in terms of priority and ranking.

Departments may themselves choose a suitable format for the call-up of applicants from the clearing list. This should be done in such a way that applicants are given reasonable opportunity to respond to the offer that is made. In cases where the method selected is offer by telephone call and the applicant cannot be contacted, a written offer should be sent out with information about the final date for replying to the offer. If an applicant from the clearing list declines the offer of a place, this should be noted on the list or documented in some other way.

Each department may decide on the need for a mandatory roll call for those accepted and/or called-up. If an accepted student/student accepted from the clearing list fails to appear for a mandatory course roll call then he or she will lose their place.

Departments may also decide on the registration time(s) for courses and study programmes, based on the framework annually decreed by the Vice-Chancellor. A student who fails to register in time will also lose their place.

Information about course roll calls and registration shall be communicated to the accepted and called-up students concerned.

Departments may decide that the placing order of the clearing list will cease to apply at the earliest one week following the course commencement date. After that time stand-by students may be called in any order. The students concerned, however, must be informed of this in advance, e.g. in conjunction with the provision of course information, information about registration or suchlike.

13 Admission to available places

If there are still places available when all of the accepted students and clearing list students have been presented with the opportunity to commence study on the course or study programme, post-closure applications may still be submitted via the website www.studera.nu.

Eligible applicants will be admitted in turn according to the date of application submission.

14 Deferral of study commencement

Those who have been allocated a place on a course or study programme should begin their studies in the term the admission concerns. If there are extenuating circumstances a higher education institution may decide in individual cases that a student accepted onto an undergraduate or Master's degree course may defer the commencement of their studies (Higher Education Ordinance).

Reasons for study deferrals may be, according to the provisions of the Swedish National Agency for Higher Education (HSVFS 1999:1), "social, medical or other special circumstances such as caring for a child, national service or civil defence duties, student union duties or deferred holiday entitlements in accordance with the Employee's Right to Educational Leave Act (1974:981). The deferral period may not extend beyond 18 months unless there are specific reasons for this period to be extended."
Stockholm University applies these regulations in the following way: The reason for deferral should concern the applicant and have arisen following the application closure date. Study deferrals are granted in the first instance for studies of longer duration, such as study programmes. In exceptional cases deferral of course commencements may be granted. Study deferrals may be granted, however, for courses that require studies of at least 30 Higher Education Credits on grounds of national service or civil defence duties.

The applicant must him or herself apply for deferral and verify the reason for the deferral by providing documentation such as a doctor's certificate, child's birth certificate, call-up papers or an employer's letter. Deferrals are normally granted until the commencement of the next academic term, but deferrals may be granted for up to three academic terms.

Unless otherwise stated in the Course Catalogue or other information material, the application should be submitted to Student Services, Admissions Office, Stockholm University, SE-106 91, Stockholm, Sweden.

If the reason for study deferral is national service or civil defence duty the application for study deferral may be made directly when submitting the course or study programme admission application. More detailed instructions can be found in the Course Catalogue.

15 Study interruption

If there are extenuating circumstances a higher education institution may decide in individual cases that a student accepted onto an undergraduate or Master's degree course may continue with their studies following a period of interruption (Higher Education Ordinance). Specific reasons for being allowed to continue studies following a period of interruption may be, according to the provisions of the Swedish National Agency for Higher Education (HSVFS 1999:1), "social, medical or other special circumstance such as caring for a child, national service or civil defence duties or student union duties."

Anyone intending to interrupt their studies on a study programme or course at Stockholm University should notify the department responsible for the course and state the reason for the study interruption. The applicant may then be granted leave to return to their studies following the period of interruption. Leave to return to a study programme is granted conditional on the applicant, at the time of study interruption, having read and passed at least one term of the study programme and having attained a minimum of 15 Higher Education Credits.

The length of the period of study interruption must be stated in the decision in addition to whether or not the applicant will be permitted to continue to study when he or she returns. If the applicant is not granted leave to return to his or her studies, information about how to appeal against this decision shall be included with the decision (section 17).

Anyone not notifying interruption to studies in advance may continue to study on his or her return if a place is available on the course or study programme, see section 5.5.

16 Notification of study interruption

Students interrupting their studies on a course or study programme shall notify the department responsible for the course, which in turn will enter the information of the study interruption into the study
documentation system at Stockholm University. Departments must have information available to students about the procedures that apply when studies are interrupted (information material, homepage or suchlike).

17 Reviews and appeals

Anyone receiving a decision that it is possible to appeal against shall be provided at the same time with information about how to submit an appeal.

The following admission decisions may be appealed against according to Chapter 12 of the Higher Education Ordinance.

- A decision that the applicant does not meet the entry requirements or a decision not to grant an exemption.
- A decision not to grant deferral of study commencement.
- A decision that a student may not continue with his or her studies in a study programme following a period of study interruption.

Appeals must be made in writing. The applicant must state the amendment to the decision he or she is seeking and the grounds the appeal is based on.

The written appeal should be directed to the Higher Education Appeals Board, but is sent to the postal address stated in the decision information.

The appeal must be received no later than three weeks from the date of the applicant having been informed of the decision.

Stockholm University will review the original decision and amend this if any error has been made. If not, the appeal will be further communicated, together with a written opinion, to the Higher Education Appeals Board for a decision.