

Admissions Regulations for Education at Bachelor, Master, and Doctoral Levels at Karlstad University

Part 1: Bachelor and Master levels (first and second cycles)

Part 2: Doctoral level (third cycle)

Under Ch. 6 sec. 3 of the Higher Education Ordinance (HF), the University Board must adopt a so-called admissions ordinance on the regulations that the university applies regarding admission, entry requirements, selection, and how decisions relating to admissions are made and the appeals process.

The Office for Student Affairs, at Karlstad University, proposes the regulations on admission in consultation with representatives of the university faculties and the student union before it is submitted to the university board for approval. The regulations are revised when called upon, with respect to internal or external changes of procedures and regulations.

Revised for the academic year 2020/2021. Approved by the University Board on 20 February 2020.

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Admission Regulations at Karlstad University

Part 1: Bachelor and Master Levels (first and second cycles)

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1. General regulations

The Government sets out the basic regulations in The Higher Education Ordinance Ch. 7. The Swedish Higher Education Authority (UKÄ) and the Swedish Council for Higher Education (UHR) set down the rules for higher education. Karlstad University issues additional local regulations. Should further regulations be required, the vice chancellor makes the decision.

The Swedish Council for Higher Education (UHR) and the higher education institutions in Sweden cooperate on producing qualification assessment manuals, partly for general issues and Swedish admission qualifications, partly for non-Swedish admission qualifications, partly for academic record. The manuals comprise directives aiming to ensure equal assessment of applicants to higher education in terms of eligibility and selection.

The qualification assessment manuals are attached to the approved admission ordinance. The manual for admission to higher education, Swedish upper secondary eligibility for tertiary education and the manual for assessing eligibility gained abroad are available at <https://bedomningshandboken.uhr.se/>

Fees

Applicants who at the time of application are citizens of a *non*-EU/EEA country (the European Economic Area) or Switzerland are charged application and tuition fees. Application fees are handled and received by UHR before the date stated on the website in English www.universityadmissions.se.

Applications from a *non*-EU/EEA country or Switzerland are only considered if the application fee has been paid or exemption from fee has been verified. Tuition fees are set and handled by the university. Further regulations on who must pay the fees are provided in Ordinance on application and tuition fees at universities and colleges (2010:543).

2. Application

Application to programmes and courses

Application to courses and programmes regularly offered at Karlstad University is made via the web www.antagning.se, or via a letter to the national admissions office, see address on www.antagning.se. Applicants with confidential personal information with protected identity apply via secrecy form available on www.antagning.se.

Local admission may take place, in which case the application should be addressed to Karlstad University.

Karlstad University follows the recommendations for the National admission rounds regarding timelines, number of course/programme application options, maximum number of credits, and number of selections issued by the Association of Swedish Higher Education Institutions (SUHF), REK 2016:2 rev 3. Last day of application for the autumn and spring semesters respectively are 15 April and 15 October. When these dates are on a Saturday, Sunday or a public holiday, the immediately subsequent workday applies as last day of application. Application rounds targeting specific groups such as international applicants, professional practitioners or involving entry tests may have other timelines.

The online application service opens one month before the last day of applications via www.antagning.se or www.universityadmissions.se for non-Swedish-speaking applicants. The last day of application for the various admission rounds are available on these sites.

Late application

Late applications are processed after the applications submitted on time. There is no merit rating. The ranking of eligible applicants is instead based on the date when the application was submitted.

Supplementary qualifications

Applicants can supplement their application with ongoing eligibility qualifications for autumn and spring semester applications. When supplementary qualifications are admissible, information of the last day of submission is available on www.antagning.se. Late supplementary qualifications are not considered. Students must notify if a late supplementary documentation should mean a late application to a previously deleted application option.

3. Eligibility

Entry requirements

In order to be admitted, applicants may be required to meet both general and specific criteria. Eligibility criteria should be set out clearly in programme curricula and course syllabi. Changes to eligibility criteria should be announced in good time so that applicants can plan their upper secondary school studies accordingly.

Exemption from admission requirements may only be granted if the applicant is considered to have the ability to complete the programme of study successfully.

In the admission process, qualifications submitted for eligibility are not assessed as potential credit transfer towards a degree programme.

Entry requirements for first semester Bachelor level studies

The general entry requirements for studies at Bachelor's level for new entrants to higher education are provided in the Higher Education ordinance Ch. 7 sec. 5-7.

Directives for specific requirements are set down in the Higher Education Ordinance Ch.7 sec 8-11. The Swedish Council for Higher Education (UHR) has determined the specific requirements applying to professional and artistic degree programmes listed in Annex 2 (System of Qualification) of the Higher Education Ordinance. See UHRFS 2019:1.

Regarding new entrants to a degree programme leading to such artistic qualification referred to in Annex 2 (System of Qualifications), a higher education institution may give directives that specific requirements include satisfactory entrance tests. Karlstad University requires entrance tests for eligibility and selection to degree programmes in music. For current information on entrance tests, see www.kau.se.

If there are special reasons, a higher education institution may set down other requirements than one or several upper secondary qualifying courses or other qualifications, after consulting UHR in accordance with Ch. 7 sec.11, Higher Education Ordinance. This applies if the requirements are conditioned by the education are of importance to the future professional area.

For other courses and programmes that lead to a general qualification, the higher education institution determines the special requirements that should apply. UHR has, in UHRFS 2019:1, issued regulations regarding upper secondary courses that may constitute specific requirements for general qualification studies.

At Karlstad University the specific requirements are stated in course syllabi and programme curricula.

Upper secondary courses that constitute specific requirements the lowest admissible grade is E, or equivalent grade in previous systems.

Entry requirements for Bachelor level studies for students who are *not* new entrants to higher education

General entry requirements for Bachelor's level studies are set out in the Higher Education Ordinance Ch.7, sec. 24. Specific entry requirements for applicants who are *not* new entrants to higher education are set out in Ch. 7, sec. 25. At Karlstad University the specific requirements are stated in course syllabi and programme curricula.

Entry requirements for Master level studies

The general and specific entry requirements to Master level studies are set out in the Higher Education Ordinance, Ch.7, sec. 28-31.

- The general entry requirements for a general or artistic Master level degree programme are met by an applicant who has a Bachelor's degree of 180 higher education credits, or a corresponding qualification from abroad, equivalent studies in Swedish or abroad, practical experience or through other circumstances that make the applicant capable of completing the course or programme successfully.
- The general entry requirements for a degree programme leading to the award of a Master level professional qualification that requires a licence or a specific prior degree are met by an applicant who has such a licence or holds the required prior degree.
- The general requirements for courses at Master level are met by an applicant who has completed undergraduate courses or is considered to have the ability to complete a programme of study successfully through Swedish or foreign studies, practical experience or other circumstance. Eligibility to Master level courses are regulated through the specific requirements stated in every course syllabus.

International applicants

Applicants for Bachelor or Master level studies can support their eligibility through Swedish or other national qualifications.

A certain number of places on courses taught in English are reserved for students applying via a foreign university with which Karlstad University has an exchange student agreement.

Entry requirements for international applicants

Apart from record of completed upper secondary education that qualifies for entry to higher education in the applicant's home country, applicants with Danish, Faroese, Icelandic or Norwegian as their native language fulfil the requirement of Swedish as a general entry requirement through the corresponding knowledge in their native language. Applicants with Finnish as a native language, who have undertaken studies in the Swedish language in Finnish upper secondary education or corresponding Finnish educational institution for a period of three years or more, also have the required knowledge of Swedish.

Entry requirements for students who are not from Nordic countries also include:

1. Certificate of completed upper secondary education that qualifies for entry to higher education in the applicant's home country and
2. Documented knowledge of English and Mathematics

English requirement

- Pass in English A/6 or
- Satisfactory result on the tests TOEFL, First Certificate in English, Cambridge/Oxford, IELTS, Certificate in First English or Lower Certificate in English), or equivalent

Mathematics requirement

- applicant leaving upper secondary education in 2010 or later must have documented knowledge equivalent of Mathematics course A/1a, b or c

3. Requirements for applicants to courses/programmes taught in Swedish:

- Pass grade for Swedish/Swedish as a Second Language B/3,
- Satisfactory result on Test in Swedish for university studies (TISUS) or access programme at a university, or equivalent.

Specific eligibility for international applicants

Applicants with certificate of completed upper secondary education that qualifies for entry to higher education in the applicant's home country can verify specific eligibility through upper secondary qualifications from abroad or Sweden. Assessment of level of foreign qualifications is based on the assessment manual for foreign upper secondary education.

Specific eligibility for Bachelor level studies for other than first semester students can be verified through Swedish or foreign qualifications. Country-specific information regarding level, documentation and certification is available on www.antagning.se and www.universityadmissions.se

Master level eligibility requirements for international applicants

Applicants with undergraduate qualifications from a country other than Sweden, can verify their eligibility for Master level studies through academic and upper secondary qualifications from abroad or Sweden. Country-specific information regarding level, documentation and certification is available on www.antagning.se and www.universityadmissions.se

Conditional admission

Applicants who do not meet eligibility requirements at the time of application, but are expected to meet requirements through higher education courses the day before starting date at the latest, may be granted conditional admission for one or several specific requirements and/or general eligibility for master level programmes.

Registration, however, requires that all eligibility requirements are met. If eligibility is not verified, the student is removed from the programme/course and will receive a new admission decision.

Recognition of prior learning

Eligibility requirements for higher education are often detailed in terms of programmes, courses and subjects from upper secondary school (*gymnasieskola*) or a higher education institution (*högskola*). For those who lack such formal qualifications, Karlstad University can assess other relevant knowledge and experience according to the Higher Education Ordinance Chapter 7, sec. 5, item 5 and Ch. 8, sec. 4. *Application form for recognition of prior learning/exemption* is available at www.antagning.se and sent to the address stated there when applying. Late applications are considered if time allows. A personal letter should also be attached which details and systematically describes the applicant's knowledge and experience and how it was acquired and also why the applicant considers that this knowledge gives them the possibility to succeed in the course or programme applied for. Documents which strengthen this information, such as certificates or assessments from other people or institutions, should likewise be attached.

Applicants who can demonstrate a pass grade in upper secondary school Swedish/Swedish 2 course A and B or 1,2,and 3, English B or 5 and 6, Mathematics A or 1a, b or c and Social Studies A or 1b or 1a1 and 1a2, and who have worked at least three years part-time after normally finishing upper secondary school (at the age of 19), are considered by Karlstad University to have fulfilled the general requirement in accordance with rules involving so-called "prior learning" (SUHF recommendation REK 2009:2).

The head of the Office for Student Affairs decides on the basis of submitted documents if the applicant has provided support of the prior learning necessary to manage the programme/course applied for.

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4. Selection

The number of places at Karlstad University should as far as possible be sufficient to meet the demands of students. If the number of places on a course is insufficient, selection must be undertaken among the eligible applicants. Karlstad University determines which selection procedures each programme shall have based on the Higher Education Ordinance and those regulations stipulated by the UHR. The Government has established guidelines for how this should occur.

The following basic selection criteria may be used: *Betyg* (certificate of upper secondary education), *högskoleprov* (Swedish scholastic aptitude test), other specific tests, prior education, work experience and special grounds.

Selection categories

- BI – Upper secondary school grades without supplementation, merit rating 0-22.50
- BII – Upper secondary school grades from Sweden or abroad with eligibility supplementation, merit rating 0-22.50

- BF – Study assessment from folk high school (*folkhögskola*), merit rating 1-4
- HP – Results from Swedish Scholastic Aptitude test, merit rating 0.05–2.00
- AP – Higher education credits (7.5-225 cr), for previously completed undergraduate or master level courses
- PF – Number of higher education credits in prerequisite subject, total number of credits in the subject at undergraduate and master levels
- HS - Higher education credits, total number (undergraduate and master levels)
- PR – Programme students have priority access
- DA – Direct admission for alternative selection, approved deferment, special circumstances, etc.
- L – Teacher category
- PG – Guaranteed place
- K – Guaranteed place on specific course
- ÖS – other eligible applicants who do not fit in any other selection group,
- SA – Late applications submitted after second round, ranking on the basis of date of submission

Higher education qualifications from abroad are assessed in selection categories BI and BII. If the applicant has supplemented courses from upper secondary school or adult education, merit rating includes the supplementary courses.

For higher education qualifications from outside Nordic countries to be assessed, it is required that the applicant has presented “sufficient information” about the content and duration of their previous studies. A statement from an approved Swedish authority is required, such as UHR. Such a statement is regarded as “sufficient information.”

Assessment of foreign academic qualifications is not usually performed as part of the admissions round. If such an assessment should, however, occur, it does not mean that those qualifications will be transferred. The decision is not binding for the higher education institutions as regards the transfer of credits for previous studies.

Education which is taken to be of a preparatory nature (foundation year, foundation term or courses which cannot be included in the degree or qualification) are not counted.

Selection in case of equal merit

According to The Higher Education Ordinance, Ch.7, sec. 12, selection made be made through tests, interviews or by lot if merits are equal. From 1 January 2022 selection among applicants with equal merits may be made through

1. result from Scholastic Aptitude Test
2. other tests than the Scholastic Aptitude Test
3. interviews, or
4. by lot.

Karlstad University applies the Scholastic Aptitude Test as selection criterion in case of equal merit in terms of grade rating. The next selection criterion is by lot.

Guaranteed place

Karlstad University gives a “place guarantee” for certain courses, which means that the applicant needs only to apply to the course in a given time in order to be ensured a place. Guaranteed admission applies wherever possible, given the university’s expectation of enrolment numbers, based on the University’s previous experience. In order to be assured a place, applications must be submitted by the due date and meet entry requirements. Regular admission rules apply such as reply required and credit limitation (see Chapter 7, Admission), and also in case the course has guaranteed places.

Alternative selection

For at most a third of places which are allocated to new entrants at a higher education institution, the Higher Education Ordinance Ch. 7 sec.23 makes it possible to apply locally pre-determined criteria for admission, so-called alternative selection, besides admission via grades from upper secondary school level education and results from the Swedish scholastic aptitude test.

New entrants are here defined as all applicants to an education that does not require previous higher education credits for admission. In such cases the higher education institution decides the general selection criteria which comprise other special forms of testing than the scholastic aptitude test, as well as knowledge, work experience or other experience which might be considered valuable for the course/programme applied for or other factual circumstances.

The aim of alternative selection is to broaden recruitment from a social and/or ethnic perspective.

Alternative selection is used for the following areas:

- Karlstad University offers a probationary year to prepare students for university, which comprises one academic year of university studies on a half-time basis and supplementary studies at upper secondary school level on a part-time basis, in the form of a so-called College year.
- Applicants, who are admitted to the College year’s upper secondary part at an adult education institution or folk high school (*folkhögskola*), in conjunction with the University, are accepted to a course of 30 higher education credits.
- Students who go through this College year are guaranteed admission to a finite number of places to certain courses and programmes, according to a special decision, if the demand for general and special requirements is fulfilled and the University’s course as well as the adult education are completed. If a selection has to be made, it is based on the applicant’s grades and/or the scholastic aptitude test.
- Applicants who are deemed competent on the basis of recognition of prior learning and who therefore have potentially limited possibilities to compete in the ordinary selection process, shall, therefore, in the first instance be recommended to take the Swedish scholastic aptitude test (*högskoleprov*) in order to use their results of that test to compete for a place on a programme.
- Applicants who, because of a diagnosed physical disability or other special circumstances, are unable to take their scholastic aptitude test, can be eligible for admission via alternative selection and should include in their application evidence to substantiate these circumstances. An assessment is made on the basis of all the merits and competencies of the applicant with consideration given to the applicant’s capacity to successfully complete the education applied for. The applicant’s merit rating must not deviate considerably from what is normally required for admission. See also Individual tests.

If other programmes are to be included in the so-called alternative selection, the Head of the Office for Student Affairs makes the decision on request from the faculty concerned.

Special tests

A higher education institution may issue regulations stipulating that a satisfactory result on an artistic test is a requirement for admission to a start of an artistic degree programme listed in Annex 2, Higher Education Ordinance. In the selection of students to an artistic degree programme all places may be distributed on the basis of special tests, according to Ch. 7 sect.14, HEO. At Karlstad University, eligibility and selection to degree programmes in music is based on entrance tests. See current information on www.kau.se.

Individual assessment

A higher education institution can on occasion depart from the use of selection criteria as set out in the Higher Education Ordinance in Ch. 7, sec. 16 and 27. This can take place only if an applicant's merits cannot be judged in a suitable way according to other general selection criteria or if the applicant, through previous education, work experience or some other circumstance, has special knowledge or other special prior learning or experience which qualifies them for entry.

For individual assessment, as it pertains to Karlstad University, the applicant must have applied in time (see Chapter 2, Application). No later than the last day of application, the applicant must submit a written application for individual assessment. Late applications are considered if time allows. The grounds for individual assessment of eligibility should be supported with relevant certificates. The grounds for individual assessment of eligibility should be supported with relevant certificates attached to the application. The application will be judged in its entirety, including the applicant's merits (upper secondary school certificate, other education, scholastic aptitude test result, work experience) and other circumstances which are submitted by the applicant. If the application is approved, applicants with upper secondary school certificate primarily get merit rating increase in selection category BI.

For approval of merit rating increase or any other form of priority access to a programme of study, applicants must support knowledge and prerequisites for the chosen studies as well as the circumstances entailing that qualifications cannot be appropriately assessed according to other selection criteria. One such other circumstance can be physical disability. Grounds must be proven on an individual, case by case basis and Head of the Office for Student Affairs makes the decision. Application for individual assessment and supporting documentation should be sent by mail to:

Antagningen
Karlstads universitet
651 88 Karlstad

5. Selection criteria: Bachelor level

Degree programmes

The principal rule according to The Higher Education Ordinance chapter 7, section 13, is that the distribution of places on degree programmes which are aimed at first year students should be at least one third to those qualifying through their upper secondary grades and at least one third on the basis of their results from the Swedish Scholastic Aptitude Test. Alternative selection can apply, at most, to one third of available places. See the section on *Alternative selection* p. 6.

At Karlstad University the places for new entrants to degree programmes are allocated on the model of 60% based on grades and 40% based on the Swedish Aptitude Test.

Selection to the Social Work programme is based on a 50-50% allocation model with the aim of attracting applicants with work experience.

Selection to artistic degree programmes in Music is based on entrance tests only.

Degree programme courses

The following selection categories are used for admission to degree programme courses:

- Priority access, PR
- Academic credits awarded for courses in the 1–90 credit range, AP
- Merit rating in prerequisite subjects to certain elective courses, PF

Students undertaking degree programs have priority access to courses within the programmes applied for in time and correspond to full-time study. For so-called elective academic terms, students normally choose among all the university's course offerings. The main rule is that students undertaking programmes shall be given a place on their first choice of course where possible, with a view to available places and economic resources.

Single-subject courses

The following selection categories are used for applications to non-programme courses:

Courses at the 1–30 level:

- 33 per cent – academic credits, AP
- 33 per cent – upper secondary school grades, B
- 34 per cent – SAT score, HP
- alternative selection can be used for a maximum of a third of places, see *Alternative selection* pp. 8–9.

Courses at the 31–90 level:

- academic credits, AP
- applicants without any academic credits, ÖS

6. Selection criteria: Master level

If selection to Master-level studies is necessary, selection is carried out on the basis of a criterion listed below:

Degree programmes

- total number of higher education credits earned, HS
- higher education credits earned over and above the undergraduate degree required for eligibility, HS
- higher education credits, higher education credits earned over and above the professional degree or higher education diploma required for specific eligibility, L or HS
- certain target groups can be given priority, K
- total number of credits in prerequisite subject, PF
- alternative selection, DA

Degree programme courses

- priority access, PR
- total number of higher education credits, HS
- total number of credits in prerequisite subjects, PF

Single-subject courses

- total number of higher education credits, HS
- certain target groups can be given priority, K
- total number of credits in prerequisite subjects, PF
- alternative selection, DA

7. Admission

Admission notification

Notification of admission is provided via www.antagning.se. Notification of admission via postal services is only sent to applicants who have applied via letter, who lack an e-mail address, or have chosen regular mail as means of communication, and is addressed to the address on file in the Swedish civil register or the temporary address stated in the application.

Admission notifications for programmes to which application should be made to Karlstad University directly are provided by the university.

Reply required

Students admitted or placed on the reserve list must reply if they want to accept the place offered or remain on the reserve list via the web or by mail *within the prescribed time*. Failure to reply, incorrectly filled in information, or late replies will be interpreted as non-acceptance and the applicants will have forfeited their places.

The response time will be of a fair duration so that the applicant has sufficient time to respond to the offer. One week at a minimum is considered normal in relation to an ordinary offer of a place. Karlstad University applies the response dates set by the UHR and announced on www.antagning.se With respect to offers of a place on a reserve list, where vacant places need to be filled quickly in order for a course to start, shorter times for acceptance can sometimes apply.

Changing places

Students admitted to Karlstad University cannot change places on programmes or courses with each other, or between Karlstad University and another higher education institution.

Course cancellation

Courses may be cancelled before selection takes place, that is, before a notice of admission has been sent out. Decisions in such matters are made by the respective faculty. Applicants should be informed of the cancellation, at the latest in their admission notification.

In principle, a course cannot be cancelled after selection and admission, because an admission decision is a decision of a public authority in favour of an individual.

Credit limitations

The maximum number of credits of study that can be undertaken in either the Autumn or Spring term is 45 credits of which 30 credits are programme credits, and a maximum of 22.5 credits.

Applicants who wish to earn further credits in the same semester are recommended to hand in a late application after the last admission round, when the credit limit is removed and there is an opportunity to be admitted to vacant places.

Withdrawal

Students who have been admitted to or placed on the reserve list at Karlstad University and wishes to give up the place should withdraw after the last admission round via www.antagning.se to make places available to applicants on the reserve list. If students already registered withdraw, the course administrator can register discontinuation in Ladok.

Reserve admission

To make up for any anticipated withdrawal among those who have been accepted, the university may accept numbers above the available number of places. In turn, applicants will be notified as early as practicable about their possible acceptances. This also means that applicants on the reserve list may not always be called despite withdrawals after the last admission round.

Supplementary admission is ongoing for study programmes and courses for as long as there are vacant places and pedagogically possible.

Reserves are admitted to vacant places in accordance with the algorithm used in the regular selection process.

Reserve students admitted are notified in the same way as notifications of regular admissions and provided via www.antagning.se.

Admission to later stages of a degree programme

A student can be accepted to a later stage of a degree programme at the earliest before semester two, if an available place exists. In order to be accepted, the student must meet the eligibility requirements for the programme and have transferable course credits that correspond with the courses missed in the early part of the course of study. A student who is admitted cannot claim the right to instruction for courses in semester one, except in special circumstances. First semester courses are designed for new starters. Admission to a later part of the degree programme is possible for single-subject students at Karlstad University or another higher education institution, or students of an equivalent degree programme at another university.

Students should be notified in advance about which model is applicable to admission to a later stage of a degree programme and, if local notification applies, at which points in time per academic year this occurs.

Admission to a later stage of an degree programme can occur with respect to ordinary admission or through notification/announcement of available places locally. Other ways can be considered if the students in question are given access to equivalent information.

When a student has been admitted to a degree programme and has previous studies which can be used as credits towards earlier stages of the programme, they can be placed in the relevant stage of the programme if there is an available place.

If there are insufficient places for all applicants to vacant places, applicants can be ranked in groups according to:

1. students already enrolled at Karlstad University
2. students who have applied for a change of university

Thereafter, selection is based on assessment of credits earned, tests or qualifications through higher education studies.

8. Special needs

Applicants with permanent or long-term physical or psychological disabilities have the right to support during their studies. If applicants have special requirements or needs or require extra support to aid them in carrying out their studies, they should contact the University's contact person for disability services at the Office for Student Affairs. Contact should be made as early as possible, preferably at the same time as the application to study at the University. Those who have medical grounds which limit their ability to compete and/or limit their choice of education or place of study can request that their condition be taken into consideration in the selection process. See the section on *Individual Assessment*.

9. Commencement and deferment of studies

Students who are admitted to a programme or course shall begin their studies in the term referred to in the admission decision. Registration is obligatory in order to participate in tuition and examinations. Registration period and rules for commencement may be stated in the admission notification.

Karlstad University applies UHR's regulations on deferment of studies and leave of absence from studies (UHRFS 2013:3, UHRFS 2016:1). Deferment refers to admitted students' choice of delaying start of studies, a matter on which the university decides. Deferment of studies may be granted on certain grounds. Grounds for deferment can be social, medical or any other special circumstances such as parental leave, service in the defence or civilian forces, elected position in student union or delayed vacation according to the law on leave for studying. Request for deferment is made via a form available on the university website.

Deferment is granted for no more than 18 months. In extreme circumstances, deferment can be extended. The decision is conditional upon making a new application for the planned semester of start. A copy of the approval to defer studies should be attached to the new application. This information is also given in the decision

Deferment of the commencement of courses will only be granted if there are exceptional reasons, given that the offer of single-subject courses varies and therefore the university can only in exceptional cases guarantee that particular courses will commence in a specific semester.

Appeals can be lodged against decisions not to grant deferment of studies at Bachelor's and Master's level, see Higher Education Ordinance Ch.12 sec. 2, item 10. Appeals should be addressed to the Appeals Board for Higher Education and posted to
Karlstads universitet
Registrator
651 88 Karlstad.

10. Approved leave from studies

Approved leave from studies refers to the situation when a student starts studying and is granted leave by the university. Students who plan to take temporary leave from studies must notify the student advisor of this

Karlstad University applies UHR's regulations on deferment of studies and leave of absence from studies (UHRFS 2013:3, UHRFS 2016:1). If there are special reasons, a university can decide that an admitted student at undergraduate or Master level may continue studying after leave from studies. The university's decision that a student may continue studying after leave shall pertain to a particular time period.

Special reasons for continuing studying after leave are social, medical or any other special circumstances such as parental leave, service in the defence or civilian forces, or elected position in student union.

Students who have special reasons to continue studying after leave from studies shall apply for leave with place guarantee in writing to the student advisor before going on leave, and specify the time of return.

Leave from a course can also be granted if there are special reasons. However, since the offer of single-subject courses varies, it is not always possible to resume studies at a specific later semester.

Appeals can be lodged against decisions not to grant approved leave from studies, see Higher Education Ordinance Ch.12 sec. 2, item 10. Appeals should be addressed to the Appeals Board for Higher Education and posted to

Karlstads universitet
Registrator
651 88 Karlstad

11. Discontinuation of studies and reregistration

Students should notify the course administrator if they intend to discontinue a course. Registered students who give notification later than three weeks after course start cannot be readmitted to the same course. Students can, however, reregister for a course still offered at the university and get access to web-based information, and the right to sit exams. Opportunity to participate in instruction or individual supervision may be provided if permitted by circumstances, unless otherwise stated in the syllabus.

The student advisor should be notified of discontinuation of a study programme. Students who leave their studies without approved leave will be considered to have terminated their studies. A record of discontinuation of studies is made in Ladok at the earliest after one academic year and the student is notified. Students who have discontinued programme studies may return to the programme if there is an available place and the programme is still offered at the university.

12. Reconsideration of admission decision

Applicants can during all the stages of the admission process contact officers at Karlstad University to request a reconsideration of preliminary decisions or admission decisions pertaining to eligibility, merit rating or selection.

If such a reconsideration is made after the regular selection and a student's eligibility or merit rating has changed in relation to the information stated on the admission decision, the student will get a new admission decision via www.antagning.se.

13. Decisions in relation to admission

14. Specific entry requirements

The individual faculty board decides whether there should be specific entry requirements for courses and programmes at both the Bachelor's and Master's levels stated in syllabi and curricula. For programmes of study leading to the professional or artistic degrees listed in Annex 2, HEO, the specific entry requirements are based on UHR regulations.

Selection criteria

It is the decision of a faculty board, based on the Higher Education Ordinance and local regulations, as to which selection criteria should be used for degree programmes and courses. Head of the Office for Student Affairs decides on alternative selection to undergraduate programmes for new starters.

Deferment, leave from study and admission to later stage

Head of the Office for Student Affairs decides on deferment of studies, leave from studies, and admission to later stage of programmes.

Application of admission regulations

Head of the Office for Student Affairs decides on the application of current regulations pertaining to individual students in the application of current regulations on eligibility and merit rating issues, for example exemption from eligibility requirements and individual assessment.

15. Appeals in relation to admission decisions

According to the Higher Education Ordinance, Ch. 12, sec.2, complaints about decisions in relation to whether an applicant has fulfilled the admission requirements to be accepted to an entry level of a higher education programme or decisions not to exempt from the eligibility criteria, can be made to the Appeals Board for Higher Education. (ÖNH). According to the Discrimination Act, Ch.4, sec.18, also decisions in violation of prohibition to discriminate on grounds stated in Ch.2, sec.5 and in Ch. 4, sec. 3 and the prohibition against reprisals in Ch.2, sec.19 can be appealed. Other parts of the admission decision cannot be appealed.

Appeals shall be addressed to the Appeals Board, but posted to www.antagning.se, or the address stated on the web page. If an obvious mistake has been made, the decision will be changed and a new decision issued. Copies of the old and the new admission decision and a statement on the change made are sent to the Appeals Board. If the decision is not changed, all documents are sent together with a statement to the Appeals Board for final review.

Appeals should arrive at the latest three weeks from the day the student received the decision.

Those who are dissatisfied with aspects of the admission process other than those concerning eligibility criteria, for example, questions about merit-based evaluation, cannot appeal, according to Higher Education Ordinance.

Written complaints from applicants indicating their intention to appeal an admission decision are forwarded to the Appeals Board for dismissal. Applicants who consider that they have not been correctly assessed according to the rules and regulations can submit a request to the student service centre at Karlstad University for re-assessment. See Chapter 12 Reconsideration of admission decision.

Part 2: Admission Regulations for Doctoral level (third-cycle)

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I. Doctoral level studies

Regulations for admission to doctoral level studies are, according to the Higher Education Ordinance (Hf) Ch.6 sec.3, the rules applied at the university pertaining to application, eligibility, exemption from admission requirements, and selection as well as how decisions on admission and exemption are made. The University Board takes a decision on the regulations annually. The admissions regulations are based on the Higher Education Ordinance Ch. 5, 6, 7 and the attached System of Qualifications, and on the ordinance on doctoral grants.

Karlstad University follows the recommendations issued by the board of the Association of Swedish Higher Education pertaining to third-cycle studies (REK2011:3).

General provisions

HEO, Annex 2, Qualification Ordinance

A Degree of Licentiate is awarded either after a third-cycle student has completed a study programme of at least 120 credits in a subject in which third-cycle teaching is offered ,or after a third-cycle student has completed one part comprising at least 120 credits of a study programme intended to conclude with the award of a PhD, if a higher education institution decides that a Degree of Licentiate of this kind may be awarded at the institution.

A Degree of Doctor is awarded after the third-cycle student has completed a study programme of 240 credits in a subject in which third-cycle teaching is offered.

According to the Rules of Procedure adopted by the university board (reg.no (dnr C 2019/887)) the faculty boards “have the general responsibility for the quality, efficiency, organisation, syllabi, supervision, and the coordination and training of supervisors. The faculty boards shall also generally monitor doctoral level studies.”

Admission to doctoral studies requires that supervision, funding and acceptable conditions are guaranteed for the whole period of study. Admission of doctoral students takes place in two steps. In the first step, the faculty board concerned decides to approve a doctoral studentship on the vice-chancellor's delegation. In the second step, the faculty board concerned, or the delegated body, decides on admission, main supervisor, co-supervisor and examiner for each doctoral student.

Education at doctoral level concludes with a licentiate or a doctor's degree. A person can apply for and be admitted to either of these degree programmes. Students admitted to the doctoral degree programme can request to conclude their studies with a licentiate degree when they have completed 120 ECTS cr. A student who has been admitted to the licentiate degree programme and would like to continue towards a doctor's degree will have to be re-admitted.

II. Approval

HEO, Ch. 7, sec. 34

The number of doctoral students admitted to third-cycle courses and study programmes may not exceed the number that can be offered supervision and otherwise acceptable conditions for study and whose studies are funded pursuant to Section 36.

HEO, Ch. 6, sec. 28

At least two supervisors shall be appointed for each doctoral student. One of them shall be nominated as the principal supervisor. The doctoral student is entitled to supervision during his or her studies unless the vice-chancellor has decided otherwise by virtue of Section 30.

Application

Before the approval of a doctoral studentship, the faculty department concerned shall give an account of the following issues:

1. How the funding of the studentship is to be guaranteed for the whole period
At Karlstad University scholarships may not be used to finance doctoral studies (see under heading IX Employment and funding, item 4).
2. How supervision can be arranged in an acceptable way. Each doctoral student shall be entitled to 160 hrs of supervision per year when their degree of activity is 100 per cent. A lower degree of activity means proportional reduction.
3. How other conditions of study can be arranged satisfactorily. This refers to a work station, equipment and other resources required to complete the studies. Head of department and the dean are responsible for ensuring acceptable study conditions.

Before the approval of a doctoral studentship, the department concerned shall also propose:

1. A main supervisor and at least one co-supervisor for each doctoral student

The main supervisor must be a professor or a docent/reader. In exceptional cases, the main supervisor may be a university teacher with a doctorate, but then the co-supervisor must a professor or a docent/reader. Such cases must be restricted and only used when a supervisor has special expertise of great relevance to a student's research area.

2. The examiner, a professor or docent/reader, according to Karlstad University's Rules of Procedure (C2019/877)
3. Selection criteria formulated in connection with the announcement of the doctoral studentship, which shall clearly state the required qualifications.

II. Announcement

HEO, Ch. 7, sec. 37

Decisions relating to admissions are made by the higher education institution. A person who wishes to be admitted to a third-cycle course or study programme shall apply within the time prescribed and in compliance with the procedures laid down by the higher education institution.

When a higher education institution intends to admit one or several third-cycle students, information shall be provided by the higher education institution through advertising or some equivalent method. Information need not, however, be provided:

1. *about the admission of a third-cycle student who is to complete the course or study programme within the framework of employment by an employer other than the higher education institution,*
2. *about the admission of a third-cycle student who has previously begun third-cycle studies at another higher education institution, or*
3. *if there are similar special grounds. Ordinance (2006:1053).*

Application

All recruitment of doctoral students shall be based on selection procedures. If studies are to be undertaken as part of doctoral studentship employment, the opening shall be announced on the university website for at least three weeks.

Exceptions from the announcement requirement pursuant to HEO Ch. 7, sec. 37 (see above) are the following:

- In case the admission concerns a third-cycle student who is to complete the course or study programme within the framework of employment by an employer other than the higher education institution.
- In case the admission concerns a third-cycle student who has previously begun third-cycle studies at another higher education institution.
- If there are similar special grounds.

A doctoral studentship shall be announced on the university website.

III. Application to doctoral (third-cycle) studies

Application for a doctoral studentship shall be made in the way and within the time limit specified on the university website. Application should include documents supporting eligibility and selection criteria qualifications. Required documentation

shall be stated in the advertisement (p.1- 2), as well as documentation that the applicant may submit for consideration (p. 3-5).

- List of qualifications with certified copies
- Academic record/qualifications, degree certificates
- Submitted Bachelor and Master theses (or equivalent), and any other research papers, such as scholarly articles or book chapters the applicant wishes to submit for consideration)
- Account of the research, research issues or field that the applicant is interested in according to instructions given in the advertisement
- Any other documents demonstrating the applicant 's ability to successfully complete a doctoral programme.

After the last day of application and completed registration of documents, the matter is forwarded to the department concerned.

IV. Eligibility

HEO, Ch.7, sec. 35

The requirements for admission to third-cycle courses and study programmes are that the applicant

1. meets the general and specific entry requirements that the higher education institution may have laid down, and

2. is considered in other respects to have the ability required to benefit from the course or study programme. Ordinance (2010:1064).

HEO, Ch.7, sec. 39

A person meets the general entry requirements for third-cycle courses and study programmes if he or she:

- 1. has been awarded a second-cycle qualification*
- 2. has satisfied the requirements for courses comprising at least 240 credits of which at least 60 credits were awarded in the second-cycle, or*
- 3. has acquired substantially equivalent knowledge in some other way in Sweden or abroad.*

The higher education institution may permit an exemption from the general entry requirements for an individual applicant, if there are special grounds. Ordinance (2010:1064).

HEO, Ch.7, sec. 40

The specific entry requirements laid down shall be essential for students to be able to benefit from the course or study programme. These requirements may comprise:

- 1. knowledge from one or more higher education courses and study programmes or corresponding courses and study programmes*
- 2. specific professional or vocational experience, and*
- 3. requisite language skills or other conditions determined by the course or study programme. Ordinance (2006:1053).*

Application

The requirements for admission to an announced doctoral studentship shall be stated in the announcement posted on the university website. All applications to

Karlstad University submitted in time are assessed for eligibility. The assessment of foreign qualifications are based on the Swedish NARIC portal, provided by the UHR. The faculty board concerned may grant exemption from general eligibility if there are special reasons.

The specific requirements are stated in the doctoral studies curriculum for the discipline and are assessed by the department.

V. Procedure and selection

HEO, Ch.7, sec. 41

In selecting between applicants who meet the requirements laid down in Sections 35 & 36 their ability to benefit from the course or the study programme shall be considered. The higher education institution determines which assessment criteria shall be used in determining the ability to benefit from the courses and study programmes. However, the fact that an applicant is considered able to transfer credits from prior courses and study programmes or for professional or vocational experience may not alone give the applicant priority over other applicants. Ordinance (2010:1064).

When the applicants' eligibility has been assessed, the department ranks the applicants and a selection of the top candidates are called for an interview. The ranking must be reported and justified in relation to the published criteria, and a proposal for admission is submitted.

If the study programme is to be undertaken as part of employment as lecturer at Karlstad University, the department concerned is responsible for the selection.

The selection of so called industrial doctoral students is made by the employer concerned. In all other cases, admission proceeds according to the procedures adopted by the university board.

The matter and all documentation are then referred to the faculty board.

The faculty reviews the department's proposal and presents the matter to the faculty board in question or to the body delegated admission of doctoral students.

A student representative shall be given opportunity to participate in the preparatory stage.

VI. Decision of admission

In the next step of the process, the relevant faculty board, or other delegated body, makes a decision of admission, main supervisor, co-supervisor and examiner for each student.

Eligible applicants are admitted in order of ranking if there is a withdrawal (see section VI Procedure and selection).

The decision of admission to doctoral studies at Karlstad University is signed by the dean. Notification of the decision is sent to the applicant. The university human resource office is notified and the admission is registered in Ladok.

Pursuant to HEO Ch.6, sec. 29, an individual study plan (ISP) shall be drawn up for each doctoral student. The plan should include the commitments of the university and the student as well as a time plan for the studies. The ISP is drawn up in when the admission decision is signed.

A person admitted to a doctoral studies programme is called a doctoral student and may start on the programme.

VII. *Transfer between institutions*

HEO, Ch.7, sec. 41

A higher education institution that has been entitled to award third-cycle qualifications within an area may permit a third-cycle student who has been admitted to some other university or some other higher education institution to transfer without a new admission process to the higher education institution and to continue his or her courses and study programmes and receive his or her qualification there. This only applies, however, if the third-cycle student has completed the major part of his or her third-cycle studies at the higher education institution in the area in which entitlement to award third-cycle qualifications has been granted.

Application

At Karlstad University there are a number of doctoral students who are admitted students at another university or equivalent. Provided that the majority of their duties are undertaken at Karlstad University, the faculty board concerned may, on the doctoral student's request, decide that the student be transferred to Karlstad University to complete their doctoral studies and degrees.

Such a transfer may be made on the conditions that

1. the doctoral student requests a transfer in writing to the appropriate faculty office.
2. the doctoral student can verify admission at the faculty and university in question.
3. that the receiving department reports on how funding and supervision are ensured and that the transfer is made in consultation with the university where the student is admitted. Any change of supervision arrangement must be stated.
4. that the faculty dean approves the transference.

These documents are sent the appropriate faculty office for the approval of the relevant faculty board or the board for teacher education.

VIII. *Employment and funding*

HEO, Ch.7, sec. 36

A higher education institution may admit an applicant to third-cycle courses and study programmes who has been appointed to a doctoral studentship. The higher education institution may also admit an applicant who has some other form of funding for their studies if it assesses that funding can be guaranteed during the entire period of study, and that the applicant can devote enough time to their studies to enable their completion within four years in the case of a licentiate degree or a licentiate degree in the fine, applied and performing arts or eight years in the case of a PhD or a doctorate in the fine, applied and performing arts.

HEO, Ch.5 sec.1

Higher education institutions may establish specific posts for third-cycle students to enable them to complete their third-cycle studies. Ordinance (2006:1053).

HEO, Ch.5 sec.3

Only those who are or have been admitted to third-cycle courses and study programmes at a higher education may be appointed to doctoral studentships. Ordinance (2006:1053).

HEO, Ch.5 sec.3a

A doctoral studentship shall be a full-time post. If a third-cycle student so requests, the appointment may be a part-time post but for no less than 50 per cent of a full-time post. Ordinance (2002:139).

HEO, Ch.5 sec.7

Appointment to a doctoral studentship shall apply for an indefinite period, however for no longer than until a specified date and never for a period extending more than one year after the award of a PhD or a doctorate in the fine, applied and performing arts.

The initial appointment may apply for no longer than one year. An appointment may be renewed for no more than two years at a time.

A person may be appointed to a doctoral studentship for a total of eight years. The total employment period may, however, not exceed the time corresponding to full-time third-cycle study for four years. For courses or study programmes to be concluded with the award of a licentiate degree or a licentiate degree in the fine, applied and performing arts the total employment period may not exceed the time corresponding to full-time third-cycle study for two years. The time spent studying by the third-cycle student while not appointed to a doctoral studentship shall be deducted from these periods.

The total period of employment may, however, exceed that stated in the third paragraph if special grounds exist. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave. Ordinance (2009:933).

Application

The faculty dean concerned approves employment. The dean is also responsible for ensuring that the supervisors' allocation of hours are sufficient and that the doctoral student's study conditions are satisfactory. A doctoral student admitted at Karlstad University can be employed and funded in various ways (see section II, *Approval*.)

1. Employment as doctoral student

HEO, Ch.5 sec.2

Those appointed to doctoral studentships shall primarily devote themselves to their studies.

Those appointed to doctoral studentships may, however, work to a limited extent with educational tasks, research, artistic research and administration. Before a PhD or a doctorate in the fine, applied and performing arts has been awarded, however, duties of this kind may not comprise more than 20 per cent of a full-time post.

Application

Research here (HEO Ch. 5 sec.2) refers to other research activities than thesis work.

Employment as doctoral student may be part time, but no less than 50 per cent, if the student so requests and the supervisor approves such an organisation and that the dean approves. The total period of employment must not however exceed the stipulated four years of full time for doctoral studies. For licentiate studies the corresponding period is two years of full time. Deduction is made of the time periods when the doctoral student was not employed as a doctoral student.

The period can be extended after leave of absence in special circumstances such as illness, parental leave, service in the defence or civilian forces, or elected position in student union or employee union. The first employment can be no more than one year, and the employment is renewed with no more than two years each time.

Employment can be funded internally or externally or a combination. Only a person admitted to doctoral studies can be employed as a doctoral student.

2. Non-fixed-term employee at Karlstad University with funding for doctoral studies for at least 50 per cent

Employment shall be at least 50 per cent and doctoral studies shall be at least 50 per cent for the whole study period. This means that a non-fixed term employed lecturer can pursue doctoral studies as part of their full-time employment. Studies can be funded internally or externally or a combination.

3. Non-employee of Karlstad University

Other employers may refer to industry, education system, other universities or public authorities. Scope of employment shall be 50 per cent and doctoral studies shall be undertaken for at least 50 per cent. Agreements shall be entered into for doctoral students with other employer regarding the whole study period. Such employments are always completely externally funded. In special circumstances, the vice-chancellor can make exceptions.

4. Other forms of employment

At Karlstad University applies strong restrictions on admitting doctoral students who are not funded in any way as stated above. The vice-chancellor decides on such matters after consulting with the dean concerned.

If such students on the vice-chancellor's decision may be admitted, funding must correspond with doctoral student employment irrespective of form and origin.

Scholarships or grants may not be used to finance doctoral studies at Karlstad University.

The faculty boards shall in particular review and ensure that all doctoral students enjoy the same social security rights regarding illness and parental leave irrespective of form of employment.

The faculty boards are responsible for ensuring that doctoral student employees at the university are funded for the whole study period even if the financial conditions have changed over time. For other doctoral students, funding is regulated through agreements with external employers.

IX. Information of studies

HEO, Ch. 6, sec.3

/. . . / Higher education institutions shall ensure that those intending to begin a course or study programme have access to the information about it that is required. /.../

Application

Faculties shall inform about how admission to doctoral studies is organised, admission procedures, main content of studies, structure and emphasis, current admission requirements, assessment criteria beyond the HEO provisions, last day of application and what the application should include.

Information of the above is presented in the doctoral curriculum, Rules of Procedures and the studentship announcement on the university website.

Information shall similarly be available in English.

According to the Discrimination Act, Ch.4, sec.18, decisions in violation of prohibition to discriminate on grounds stated in Ch.2, sec.5 and in Ch. 4, sec. 3 and the prohibition against reprisals in Ch.2, sec.19 can be appealed.

Decisions that an applicant does not meet the general and specific eligibility for admission to doctoral level studies cannot be appealed (HEO Ch. 12).