



DECISION

Reg. No.

STYR 2021/1876

Date 2021-09-24

University Board

Admission rules for first and second cycle education, and qualifying and higher education access programmes at Lund University

Approved by the University Board on 24 September 2021 and replaces the previous admission rules. The present rules apply to admission to education starting after 31 May 2022.

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1. Introduction – general description of regulations and organisation

The admission rules contain regulations for admission to first and second cycle education as well as qualifying and higher education access programmes at Lund University. The admission rules also include provisions with regard to deferment of studies, approved leave from studies and non-completion of studies.

On the basis of the Higher Education Act (1992:1434) the government has established the basic regulations for admission to first and second cycle education in Chapter 7 of the Higher Education Ordinance, HEO (1993:100). Supported by HEO, the Swedish Council for Higher Education (UHR) issues regulations on general admission requirements and selection procedures,¹ regulations on specific admission requirements² and regulations concerning deferment of studies and approved leave from studies³.

The government has established rules for admission to qualifying and higher education access programmes in a separate ordinance (SFS 2018:1519).

Pursuant to the Higher Education Ordinance, the board of each higher education institution is to decide on an admissions procedure, in accordance with HEO Chapter 6 Section 3, second paragraph⁴ which states that the admission regulations are to be made available. The admission rules are to include the rules that the higher education institution applies with regard to applications, admission requirements, selection and admission, as well as how decisions are made and can be appealed.⁵

Lund University is to have an Admissions Board⁶ composed of members appointed by the vice-chancellor, with the exception of the

¹ Statute Book of the Swedish Council for Higher Education 2013:1

² Statute Book of the Swedish Council for Higher Education 2019:1

³ Statute Book of the Swedish Council for Higher Education 2013:3

⁴ Higher Education Ordinance Chapter 2 Section

⁵ Higher Education Ordinance Chapter 6 Section 3 second paragraph

⁶ Reg. no I A 19 10449/93

student representatives who are appointed by the students' union in accordance with the Ordinance on Students' Unions⁷. The Board is to be composed of four faculty representatives (including one chair) and three students. As a rule, the Admissions Board will decide on all admission matters, unless otherwise stated in the University's delegation rules.

The Admissions Office, within the Division of Student Affairs, is responsible for processing admissions to Lund University and works as an office for the Admissions Board. As a rule, admissions are processed within the national round of admissions coordinated by UHR on behalf of Swedish higher education institutions. Admission to the University's study programmes is organised in what are known as admission rounds which mainly consist of an application period, a period for submitting complementary documentation and a date for selection and publication of admission decisions.

Lund University is the public authority in charge of all decisions on admission to education at the University,⁸ even when applications are partially processed by UHR, and the University's decisions are communicated within the framework of the nationally coordinated admissions round.

Work on assessing specific admission requirements and any ranking of students is done by the Admissions Office together with the faculties and departments.

The Association of Swedish Higher Education Institutions (SUHF) has appointed an admissions review group (NBA) consisting of representatives from the country's higher education institutions. The group has been assigned the task of drafting evaluation handbooks on Swedish and international upper secondary school access programmes, and general admission requirements for second cycle courses and programmes. Their aim is to ensure equal assessment at Swedish higher education institutions. Lund University uses these

⁷ Ordinance on Students' Unions (2009:769) Section 7

⁸ Higher Education Ordinance Chapter 7 Section 4 "Issues relating to admission are determined by the higher education institution."

handbooks as support in its work with admissions. SUHF also issues recommendations aiming to facilitate national coordination of admissions to higher education institutions. These concern the application deadline for the national rounds of applications, for example. Lund University complies as far as possible with these recommendations and they form the basis for the admission rules, application instructions, admissions procedure and practice.

2. Application

A person seeking admission to first or second cycle education shall apply within the time prescribed and in compliance with the procedures laid down by the higher education institution⁹.

Local rules

Local rules in this chapter also apply to applications to qualifying and higher education access programmes.

2.1 Application instructions

Local rules

Application instructions are to be available on the University's websites and in the instructions for students applying within study programmes. The Admissions Board establishes the application instructions. The instructions are to include a description of the rules applicable to all courses and programmes open for applications in the round in question.¹⁰ The instructions must be sufficiently clear for the applicants to be able to assess their eligibility and understand the criteria applied in any selection procedures.

2.2 Range of courses and programmes

Local rules

All education to which prospective and currently enrolled students can apply are to be publicly advertised. The courses and programmes are

⁹ Higher Education Ordinance Chapter 7 Section 4

¹⁰ *Rules on the allocation of decision-making powers and the right to sign agreements at Lund University*

to be entered as available sessions in the University's course database and the sessions are to be published in an online course catalogue. Complete and correct admission requirements and selection criteria are to be clearly stated for each individual course or programme session offered.

Each department or equivalent is responsible for entering information about their courses and programmes in accordance with the instructions from the course database manager.

In compliance with the University's application regulations for course syllabi¹¹ and programme syllabi,¹² such syllabi are to be approved and made available to students no later than the day on which applications open for a session of the relevant course or programme.

The session is offered on condition that resources are available and that the number of applicants who meet the admission requirements is sufficient to implement the course or programme session. In case of special circumstances, the faculty or equivalent unit responsible may decide to cancel a session of a course or programme. The decision to cancel such a session due to an insufficient number of qualified applicants is always to be made before the selection and decision on admission. The decision to cancel a session of a course or programme is to be communicated promptly to those who have applied for it.

In cases where the University is obliged to cancel a course or programme session due to other special circumstances after decisions on admission have been taken, the University undertakes to notify the admitted applicants immediately and, to the extent possible, offer the admitted applicants a satisfactory alternative. A condition for cancelling a session of a course or programme after decisions on admission have been taken is that the specific decision on admission included a reservation on possible revocation.

¹¹ STYR 2020/1693 Application regulations on course syllabi for first and second cycle study programmes at Lund University

¹² STYR 2020/1692 Application regulations on programme syllabi for first and second cycle study programmes at Lund University

2.3 Application deadline and complementary documents

Local rules

As a rule, the deadline to apply for courses and programmes advertised on the Swedish website is 15 April for the autumn semester and 15 October for the spring semester.

As a rule, the deadline to apply for courses and programmes advertised on the international website is 15 January for the autumn semester and 15 August for the spring semester.

The deadline to apply for artistic degree programmes in music and theatre is 15 January for the autumn semester.

The deadline to apply for studies that can be categorised as continuing professional development for professionals is 15 March for the autumn semester and 15 September for the spring semester.

The deadline to apply for a degree programme in the fine arts is 1 March.

The deadline to apply for summer courses is 15 March.

If the deadline falls on a weekend or public holiday, the next working day applies instead.

If special circumstances apply, the Education Board may decide on application deadlines different from those stated in the present admission rules.¹³

Complementary documentation is to have been received by the University within the deadline stated in the application instructions.

2.4 Late applications and late complementary documents

Local rules

A faculty may decide that one or several course or programme sessions are to open for late applications once the first selection has been conducted in the round of admissions, on condition that the possibility of late applicants being admitted to the course or programme is deemed reasonable. Each faculty is responsible for ensuring that applications are closed at the time when there is no

¹³ *Rules on the allocation of decision-making powers and the right to sign agreements at Lund University*

longer a chance of admission to, and completion of, the whole course or programme.

Late applications are processed as far as time and availability will allow. A late application is always processed after those that have been received on time.

If an applicant has submitted an application in time but their complementary documents proving eligibility have been received late, these will only be considered if the applicant also reapplies to the course or programme.

A reapplication entails a new application after the deadline for a course or programme session, when the earlier application has been deleted for various possible reasons. A reapplication is only possible if the course or programme is open for late applications as above.

If the documentation to support a waiver of the tuition fee or the payment of the application fee is late, the application date will be changed to the date on which the supporting documents regarding fee waiver or application fee payment were received. If the course or programme session applied for is open for late applications at the time of the new application date, the application will subsequently be processed as a late application. If the course or programme session applied for is not open on the new application date, the application will be rejected for that course or programme session.

2.5 Response requirement

Local rules

Notification of admission or placement on a waiting list may require a response, depending on the instructions given in the application instructions and in the admission decision. Failure to respond within the stated deadline will, in such cases, result in the loss of the place.

2.6 Fees for application and admission to first and second cycle education

Sections 2 and 3 of the Swedish Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (2010:543) lay down

that in certain cases, payment of an application fee is required before an application can be considered.¹⁴

For registration on a course or programme, a student who is subject to tuition fees must have paid those fees in accordance with local regulations at Lund University with regard to the amount and time of payment of the tuition fees. The University is to establish the time of payment of tuition fees after a consultation with the Swedish Migration Board.¹⁵

3. Admission to first and second cycle education

3.1 General rules on admission to first and second cycle education

3.1.1 Admission requirements

In order to be admitted, applicants must meet the general admission requirements, and any specific admission requirements.¹⁶

If special grounds exist, a higher education institution may decide to waive one or more admission requirements. A higher education institution shall waive one or more admission requirements if the applicant has the capacity to benefit from the course or study programme without meeting the entry requirements.¹⁷

For admission to education, the general and specific admission requirements can be met through Swedish or international education, practical experience, or on the basis of some other circumstance which provides the conditions for the applicant to benefit from the course or study programme.¹⁸

Local rules

The University always conducts an assessment of whether the applicant's prior formal education meets the admission requirements.

¹⁴ Higher Education Ordinance Chapter 7 Section 4

¹⁵ Ordinance (2010:543) on Application Fees and Tuition Fees at Higher Education Institutions Sections 5-8

¹⁶ Higher Education Ordinance Chapter 7 Section 2

¹⁷ Higher Education Ordinance Chapter 7 Section 3

¹⁸ Higher Education Ordinance Chapter 7 Sections 5-8, 25, 28, 31

For practical experience and other circumstances, the concept of prior learning is applied. Prior learning is thus the collective, actual expertise an individual possesses regardless of how, when or where it has been developed, which provides the conditions for the applicant to benefit from the course or programme.

Applicants who wish to have their application processed on the grounds of prior learning must, together with their application, submit a special request in accordance with the application instructions that apply. The University will assess whether the collective qualifications and skills of the applicant are sufficient for them to be able to benefit from the course or programme.

3.1.2 Selection

If a course or programme has fewer places available than the number of qualified applicants, a selection must be made.¹⁹ The procedure for this has been determined by the government and is set out in the Higher Education Ordinance.²⁰

Local rules

The University is to avoid selection procedures for courses or programmes for which it may be presumed in advance that all qualified applicants will receive a place. Such advance information, termed guaranteed admission, is crucial to applicants in planning their studies. For guaranteed admission to be applicable, the applicant must be qualified, have applied by the deadline and have responded to the admission decision, if required, within the prescribed time.

Lund University applies a selection criterion referred to as “previous credits”. An applicant competes on this selection criterion on the following conditions:

- For applicants to a first cycle course, all credits are counted up to a maximum of 165 credits.

¹⁹ Higher Education Act Chapter 4 Section 3

²⁰ Higher Education Ordinance Chapter 7 Sections 12-23, 26-27, 32-32a

- For applicants to second cycle courses or programmes, all credits are counted from 90 credits up to a maximum of 285 credits.
- The assessment of qualifications is based on the number of credits completed by the application deadline.
- All Swedish state and municipal first and second cycle education, and equivalent recognised international qualifications are counted, with the exception of contract education, post-secondary vocational training, foundation year programmes or preparatory courses for international students.

In cases of otherwise equal qualifications, the selection for courses and programmes intended for beginners is based firstly on the results of the Swedish Scholastic Aptitude Test (Högskoleprovet), and secondly on drawing lots. For other courses or programmes, the drawing of lots is applied in cases of equal qualifications. The Admissions Board may decide that other tests may be used.²¹

The highest number of credits that an individual applicant can be admitted for in regular selection in a round of admissions is to be determined in the application instructions that apply for that admission round. If special circumstances apply, the Admissions Board may grant an exemption to an individual applicant and allow admission for a higher number of credits in the regular selection process. The Admissions Board determines what constitutes special circumstances. Qualified applicants who apply late are ranked in date order and can only be admitted once all qualified applicants who applied within the deadline have been admitted. If two late applicants have the same application date, lots will be drawn as a distinguishing criterion. Qualified applicants who apply late to a course or programme in music with limited places for the various instrument groups and a regular selection process based on special tests²² will be ranked in date order in the relevant instrument selection group. All qualified

²¹ *Rules on the allocation of decision-making powers and the right to sign agreements at Lund University*

²² Higher Education Ordinance Chapter 7 Section 14

applicants who applied within the deadline for an instrument selection group are to be admitted before the late applicants in the relevant instrument selection group may be admitted.

3.2 Admission to first cycle education intended for beginners

3.2.1 Admission requirements

The applicant must meet the general admission requirements that are set out in HEO²³ and the UHR regulations²⁴ and described in the relevant application instructions.

In addition to the general admission requirements, there may be specific admission requirements. The specific admission requirements that are set are to be completely necessary for the student to be able to benefit from the course or programme.²⁵

Pursuant to the Higher Education Ordinance, the specific admission requirements for first cycle courses or programmes intended for beginners are to concern:²⁶

1. knowledge from one or several upper secondary school courses or equivalent knowledge,
2. a pass grade on an artistic test for a programme leading to a degree in the fine or performing arts,
3. suitability as stated in Section 9 b, and
4. other conditions as stated in Section 11 first paragraph 2.

UHR prescribes which upper secondary school courses may be included in specific admission requirements according to point one above and which specific admission requirements are to apply to courses or programmes leading to a professional qualification.²⁷ On the basis of the UHR's regulations, the University decides which

²³ Higher Education Ordinance Chapter 7 Sections 5-7

²⁴ Statute Book of the Swedish Council for Higher Education 2013:1

²⁵ Higher Education Ordinance Chapter 7 Section 8

²⁶ Higher Education Ordinance Chapter 7 Sections 8-11

²⁷ Higher Education Ordinance Chapter 7 Section 9

specific admission requirements are to apply to all other courses and programmes.²⁸

Point three entails that, in its regulations, the University may set suitability as a specific admission requirement for study programmes starting in the first cycle and leading to a qualification as a teacher in pre-school, primary, middle and upper secondary school.²⁹

Point four entails that the University may decide on other requirements besides courses from upper secondary school if there are special reasons to do so and once the UHR has been given the opportunity to make a statement on the University's proposed requirements. The other requirements are to be conditioned by the course or programme or be significant for the professional field for which the course or programme prepares students.³⁰

Local rules

As a rule, exceptions are made with regard to the general admission requirement of Swedish language proficiency for courses conducted in English, as it is possible to benefit from the course or programme without meeting that admission requirement.³¹ However, the exception does not apply for courses or programmes for which the possibility of exception is tested for each individual session of the course or programme. It is to be decided in the course or programme syllabus that English is the language of instruction.

Exceptions can be made with regard to the general admission requirement of Swedish and/or English language proficiency if the course or programme is entirely conducted in a third language, as it is possible to benefit from the course or programme without meeting that admission requirement.³² It is to be decided in the course or programme syllabus that a third language is the language of instruction.

²⁸ Higher Education Ordinance Chapter 7 Section 10

²⁹ Higher Education Ordinance Chapter 7 Section 9b

³⁰ Higher Education Ordinance Chapter 7 Section 11

³¹ Higher Education Ordinance Chapter 7 Section 3

³² Higher Education Ordinance Chapter 7 Section 3

3.2.2 Selection

In the selection for first cycle courses or programmes intended for beginners, places are to be allocated with at least one third based on grades, at least one third based on results from the Swedish Scholastic Aptitude Test and at most one third based on the selection criteria determined by the University.³³

For admission to a course or programme leading to a degree in the fine or performing arts, the University may allocate all study places on the basis of special entry tests.

Local rules

For first cycle programmes intended for beginners, 66% of places are to be allocated on the basis of upper secondary school grades and 34% of places on the basis of results from the Swedish Scholastic Aptitude Test.

For free-standing courses intended for beginners, 32% of places are to be allocated on the basis of higher education credits, 34% on the basis of upper secondary school grades and 34% on the basis of results from the Swedish Scholastic Aptitude Test.³⁴

For programmes leading to a degree in the fine or performing arts, all places are to be allocated on the basis of special entry tests.

The Education Board can adopt selection criteria other than those above or, when required in accordance with HEO, submit a request to UHR for alternative selection criteria,³⁵ after a proposal from the relevant faculty board/equivalent.

3.2.3 Selection with reference to special reasons

A higher education institution may, in certain cases, deviate from Chapter 7 Sections 12 and 13 of the Higher Education Ordinance. However, this is only permitted if an applicant's qualifications cannot be appropriately assessed on the basis of the selection criteria stated in Section 12 and if the applicant, through prior education, work

³³ Higher Education Ordinance Chapter 7 Sections 12-13

³⁴ Higher Education Ordinance Chapter 7 Section 14

³⁵ Higher Education Ordinance Chapter 7 Sections 15, 15a

experience or some other circumstance has particular knowledge or other special conditions for the course or programme.³⁶

Decisions on special selection are communicated on the admission notification and cannot be appealed.³⁷

Local rules

In certain cases, applicants may be admitted with reference to special reasons. When priority is applied through individual review of qualifications, the special reasons to which the qualified applicants wish to refer are to be taken into account. An applicant may request individual review, according to the relevant application instructions, to be granted priority for a course or programme to which they have applied at Lund University. A holistic assessment is to be made of the reasons and qualifications in relation to the chosen course or programme. The applicant is required to be qualified for the course or programme to which they have applied and to be relatively close to the boundary of the regular requirements for admission to the course or programme in question.

Examples of when the applicant's qualifications cannot be assessed appropriately could include medical or similar invoked reasons over which the applicant had no control, which have negatively impacted/limited their competitiveness regarding upper secondary school grades or Swedish Scholastic Aptitude Test results, or reasons that limit their choice of study location or study programme. One condition is that the reasons invoked have not been previously compensated.

Being granted priority entails the applicant being granted a standard bonus on their existing qualifications, which is to improve their chances of obtaining a place in the selection process. The bonus is the same for everyone, regardless of the programme applied to, and is set in the application instructions.

³⁶ Higher Education Ordinance Chapter 7 Section 16

³⁷ Higher Education Ordinance Chapter 12 Section 2

Any compensation is made in the BI and BII selection groups for upper secondary school grades and the Swedish Scholastic Aptitude Test.

3.3 Admission to first cycle education intended for students other than beginners

3.3.1 Admission requirements

The general admission requirements that the applicant must meet are specified in the HEO³⁸ and described in the relevant application instructions.

In addition to the general admission requirements, there may be *specific admission requirements*.³⁹ The specific admission requirements for first cycle courses or programmes intended for students other than beginners may consist of qualifications from upper secondary school courses, knowledge from higher education courses and other conditions relevant to the course or programme.

Local rules

As a rule, exceptions are made with regard to the general admission requirement of Swedish language proficiency for courses conducted in English, as it is possible to benefit from the course or programme without meeting that admission requirement.⁴⁰ However, the exception does not apply for courses or programmes for which the possibility of exception is tested for each individual session of the course or programme. It is to be decided in the course or programme syllabus that English is the language of instruction.

Exceptions can be made with regard to the general admission requirement of Swedish and/or English language proficiency if the course is entirely conducted in a third language, as it is possible to benefit from the course or programme without meeting that admission requirement. It is to be decided in the course or programme syllabus that a third language is the language of instruction.

³⁸ Higher Education Ordinance Chapter 7 Section 24

³⁹ Higher Education Ordinance Chapter 7 Section 25

⁴⁰ Higher Education Ordinance Chapter 7 Section 3

Applicants who do not meet the specific admission requirements, expressed as knowledge from higher education courses, at the time of application, may be admitted on condition that the specific admission requirement is to be met no later than at the start of the course or programme. This presumes that, at the time of application, the applicant has studies underway whose completion will meet the specific entry requirements. At the start of the course or programme, the department/equivalent responsible is to check that the admission requirements have been met before the applicant is permitted to begin the course or programme. A new decision is then taken as to whether the applicant meets the specific admission requirements.

3.3.2 Selection

Selection for first cycle courses or programmes intended for students other than beginners is to be made on the basis of upper secondary school grades, Swedish Scholastic Aptitude Test results, previous academic qualifications and/or selection criteria determined by the individual higher education institution.⁴¹

Local rules

For first cycle courses and programmes intended for students other than beginners, one of the following selection models is used once a decision has been made by the relevant faculty board/equivalent:⁴²

- Academic qualifications 32%, upper secondary school grades 34%, Swedish Scholastic Aptitude Test 34%
- Academic qualifications 50%, upper secondary school grades 40%, Swedish Scholastic Aptitude Test 10%
- Academic qualifications 70%, upper secondary school grades 20%, Swedish Scholastic Aptitude Test 10%

The Admissions Board can adopt selection criteria other than those above after a proposal from the relevant faculty board/equivalent.

⁴¹ Higher Education Ordinance Chapter 7 Sections 26-27

⁴² Rules on the allocation of decision-making powers and the right to sign agreements at Lund University

The relevant faculty board/equivalent, in consultation with Student Affairs, can decide on alternative selection criteria for studies in the fine, applied and performing arts in the relevant course/programme syllabus. The selection criteria are to be designed in accordance with the instructions adopted by the Admissions Board.

3.4 Admission to second cycle programmes

3.4.1 Admission requirements

The general admission requirements for study programmes leading to a second cycle general degree, or degree in the fine, applied and performing arts, are set out in the HEO⁴³ and described in the relevant application instructions.

In addition to general admission requirements, there may be *specific admission requirements*.⁴⁴ The specific admission requirements may consist of knowledge from higher education courses and other conditions relevant to the programme.

Local rules

Applicants may be admitted on condition that the general admission requirements are met no later than three weeks after the start of the programme. This presumes that the applicant has studies underway whose completion will meet the general admission requirements. The Admissions Office is to check that the admission requirements are met before enrolment can take place. A new decision is then taken as to whether the applicant meets the general admission requirements.

Applicants who do not meet the specific admission requirements, expressed as knowledge from higher education courses, at the time of application, may be admitted on condition that the specific admission requirement is met no later than at the start of the programme. This presumes that the applicant has studies underway whose completion will meet the specific entry requirements. At the start of the programme, the department/equivalent responsible is to check that the

⁴³ Higher Education Ordinance Chapter 7 Sections 28-29

⁴⁴ Higher Education Ordinance Chapter 7 Section 31

admission requirements have been met before the applicant is permitted to begin the programme. A new decision is then taken as to whether the applicant meets the specific admission requirements.

3.4.2 Selection

The selection for second cycle study programmes is to be made on the basis of upper secondary school grades, Swedish Scholastic Aptitude Test results, previous academic qualifications and/or selection criteria determined by the higher education institution.⁴⁵

Local rules

Selection for all places available within second cycle study programmes is to be based on academic qualifications. The faculty board/equivalent responsible can define other selection criteria in the programme syllabus.⁴⁶

Decisions on alternative selection criteria are to be taken after consultation with Student Affairs. Such selection is to be based primarily on the applicants' previous higher education studies or equivalent skills.

3.5 Admission to second cycle courses

3.5.1 Admission requirements

A person who has completed a first cycle degree, or in some other way demonstrated the skills necessary to benefit from second cycle education, meets the general admission requirements for a second cycle course.⁴⁷

In addition to general admission requirements, there may be *specific admission requirements*.⁴⁸ Specific admission requirements may consist of knowledge from higher education courses, and other conditions relevant to the course or the professional field for which the course prepares the student.

⁴⁵ Higher Education Ordinance Chapter 7 Section 32

⁴⁶ Rules on the allocation of decision-making powers and the right to sign agreements at Lund University

⁴⁷ Higher Education Ordinance Chapter 7 Section 30

⁴⁸ Higher Education Ordinance Chapter 7 Section 31

Local rules

Lund University's admission requirements for second cycle courses are a minimum of 90 credits. Applicants who fail to satisfy this requirement may be admitted on condition that the admission requirements have been met before the commencement of studies. Applicants who fail to satisfy the specific admission requirements, expressed in terms of knowledge from higher education courses, at the time of application, may be admitted on the condition that the admission requirement is met no later than at the start of the course. This presumes that the applicant has studies underway whose completion will meet the specific admission requirements. At the start of the course, the department/equivalent, is to verify that the admission requirements have been met before the applicant is permitted to begin the course. A new decision is then taken as to whether the applicant meets the specific admission requirements.

3.5.2 Selection

Selection for second cycle courses is to be made on the basis of upper secondary school grades, Swedish Scholastic Aptitude Test results, previous academic qualifications and/or selection criteria determined by the higher education institution.⁴⁹

Local rules

Selection for all places on second cycle courses is based on academic qualifications.

The Admissions Board can adopt selection criteria other than those above after a proposal from the relevant faculty board/equivalent.

The faculty board/equivalent responsible can decide on other selection criteria in the course syllabus for courses in the fine, applied and performing arts in consultation with Student Affairs.

The selection criteria are to be designed in accordance with the instructions adopted by the Admissions Board.

⁴⁹ Higher Education Ordinance Chapter 7 Section 32

3.6 Special admission for fee-paying students

A higher education institution may determine that an applicant subject to the tuition fee requirement, in accordance with the Ordinance on Application Fees and Tuition Fees at Higher Education Institutions,⁵⁰ may only be admitted to a course or programme through a special admissions round. The higher education institution decides how many special admission rounds shall be arranged for a course or programme.⁵¹

Local rules

The faculty board/equivalent can request that applicants subject to the tuition fee requirement⁵² may only be admitted to a second cycle course or programme separately through a special selection group. Such a request is to be processed by the Admissions Office and the decision is to be taken by the Education Board.

Only one special admission round per semester can be arranged for courses and programmes with a special admission for fee-paying students.

The selection criteria for the admission of fee-paying students through a special selection group must be designed in accordance with the admission rules. The selection criteria must comply with the selection criteria applied in a corresponding selection group of students who are not subject to the tuition fee requirement for admission to the same course/programme.

The qualifications of the applicants in these selection groups are to be assessed according to the same scale and applying the same methods and criteria. The lowest level of qualifications for applicants admitted through this group, in the first round of admissions, must not be significantly lower than the qualifications of applicants in other groups.

⁵⁰ Ordinance on Application Fees and Tuition Fees at Higher Education Institutions SFS 2010:543

⁵¹ Higher Education Ordinance Chapter 7 Section 4a

⁵² Pursuant to Section 5 of the Ordinance (2010:543) on Application Fees and Tuition Fees at Higher Education Institutions

The request to the Education Board is to state the selection criteria, the scale for assessment of qualifications, and a definition of a reasonable difference between the lowest level of qualifications in each selection group.

3.7 Selection to a course within a programme

Local rules

For selection to courses within a study programme, applicants are first ranked according to completed credits within the programme, and, secondly, according to the selection rules adopted by the Admissions Board after a proposal from the respective faculty board/equivalent.⁵³

4. Admission to qualifying and higher education access programmes

Qualifying and higher education access courses and programmes refer to

1. courses and programmes that provide knowledge equivalent to the general admission requirements set for higher education,
2. courses and programmes that provide knowledge equivalent to the specific admission requirements set for certain higher education courses or programmes, or
3. first cycle higher education access programmes that prepare students for continued higher education.⁵⁴

4.1 Admission requirements

General and specific admission requirements for qualifying and higher education access programmes are regulated in Sections 9-11 of the Ordinance (2018:1519) on Qualifying and Higher Education Access Programmes.

⁵³ Rules on the allocation of decision-making powers and the right to sign agreements at Lund University

⁵⁴ Ordinance (2018:1519) on Qualifying and Higher Education Access Programmes Section 3

4.2 Selection

Selection for qualifying and higher education access programmes is regulated in Section 12 of the Ordinance (2018:1519) on Qualifying and Higher Education Access Programmes.

5. Admission from a waiting list, admission of late applicants and admission to a later stage of a programme

5.1 Admission from a waiting list and admission of late applicants

Local rules

Regular admissions can be concluded with a round of admissions from a waiting list at the faculty/department level whenever this is required to fill the planned number of places. Admission from a waiting list shall continue for as long as possible with respect to the course/programme.

The applicant will be issued a waiting list number. This number is not a decision and thus not legally binding for the University. The waiting list number can change before the final admission decision, because of a correction in the assessment of the applicant or because of a correction or reassessment of a decision with regard to another applicant.

Applicants who have submitted their applications on time, and those who are on a waiting list, are to be admitted first.

The department is to admit applicants on the waiting list in the order they are listed. If admission is carried out from several selection groups, applicants on the waiting list are to be admitted from the selection group for which a place is available. If none of the applicants on the waiting list belongs to the selection group in question, an applicant on the waiting list is to be admitted from another group. The original proportions between the number of applicants admitted from the different selection groups are to be preserved as far as possible when admitting applicants from a waiting list.

If places are still available on the course or programme session, late applicants can be admitted.

5.2 Admission to a later stage of a programme

Local rules

A student who meets the admission requirements and who has previous academic qualifications corresponding to the early stage of a study programme may be admitted to a later stage of the programme. Admission in accordance with the previous paragraph is conditional on the availability of places on the programme.

Selection is to be made if there are not sufficient places for all those who have applied for admission to a later stage of a programme. The selection is to be based on academic qualifications, but priority may be given based on social, medical or other special circumstances that might have arisen or been reinforced after the studies were commenced.

The application instructions for admission to a later stage of a programme are adopted by the relevant faculty board/equivalent, after consultation with the Admissions Office at Student Affairs.

6. Commencement of studies, deferment of studies, approved leave from studies, non-completion and revocation of a decision on admission

6.1 Commencement of studies

Local rules

An applicant who has been admitted to a course or programme is to commence their studies at the time specified in the admission decision. Admitted students are obliged to follow the instructions concerning registration. A person admitted who does not follow the instructions for registration within the set time loses their study place. The University is to notify students who have lost their study place with a decision on deleting the student from the study programme or course.

The exchanging of study places, between two or more students admitted to Lund University, or at two or more higher education institutions, is not permitted.

6.2 Deferment of studies

If special grounds exist, a higher education institution may decide in certain cases that students admitted to first or second cycle studies at the higher education institution

1. may defer commencement of their studies, or
2. may continue their studies after an approved leave of absence.⁵⁵

Deferment of studies may only be granted for a period not exceeding 18 months, unless there are special reasons for extension. A decision to grant deferment is to be tied to a condition that the student applies before the date on which their studies are due to commence.⁵⁶

If the request is denied, instructions on how to appeal are to be included in the decision.⁵⁷

Local rules

The request for a deferment of studies is to be submitted to the relevant faculty board/equivalent for a decision.

The decision to grant a student a deferment of studies must include information on how the student is to resume their studies in a later programme session. The student must apply for the decided programme session and include a copy of the decision on deferment in the application. Applicants who have been granted deferment are to comply with the instructions that they receive in connection with the decision on deferment.

6.3 Approved leave from studies

If special grounds exist, a higher education institution may decide in certain cases that students admitted to first or second cycle studies at the higher education institution

1. may defer commencement of their studies or

⁵⁵ Higher Education Ordinance Chapter 7 Section 33

⁵⁶ Statute Book of the Swedish Council for Higher Education 2013:3

⁵⁷ Higher Education Ordinance Chapter 12 Section 2 point 8; Administrative Procedure Act Section 33 paragraph 2

2. may continue their studies after an approved leave of absence.⁵⁸

Students who have been granted leave from studies because of special grounds are to be guaranteed the right to resume their studies at a specified date.⁵⁹

Local rules

Students on a programme who intend to interrupt their studies must notify the relevant faculty board/equivalent in the manner specified by the faculty board/equivalent.

If leave from studies takes place at such an early stage of the course/programme that an additional place intended for beginners becomes vacant, the interruption is to be processed in accordance with the rules on deferment.

Programme students who pursue their studies at the prescribed pace and students granted leave from studies, and who resume their studies within the specified time, are entitled to a place on a course within their study programme. However, this does not always mean the course of their choice, if the programme syllabus includes course options. The student will be placed in the order determined by the availability of study places and previous academic results. Students who resume their studies at a specified time are to comply with the rules of the relevant faculty board/equivalent concerning course registration, for example.

If a student has interrupted their studies on their own initiative without approved leave from the University and a guaranteed study place on their return, or if a student resumes their studies later than the date specified in the approval of leave with a guaranteed study place on return, the student in question will only be readmitted if there is availability, once study places have been allocated to students who are returning after their approved leave and students who have been admitted to a later stage of a study programme. The faculty board/equivalent is responsible for rules on the order of readmission

⁵⁸ Higher Education Ordinance Chapter 7 Section 33

⁵⁹ Statute Book of the Swedish Council for Higher Education 2013:3

in case the number of returning students exceeds the number of available places.

6.4 Non-completion of studies

Local rules

Students who discontinue their studies may notify the University.

6.5 Revocation of a decision on admission

If a person has submitted false or misleading information in an application, a decision on admission or placement on a waiting list for a course or programme may be revoked by the University pursuant to the Administrative Procedure Act.⁶⁰

The person is to have been informed about all material of significance to the decision and given the opportunity to make a statement on the material within a certain period, before the decision is taken.⁶¹

If the person's actual qualifications, fully documented in time for the application deadline, were sufficient for admission to the course or programme in question, the admission is not to be revoked.

Local rules

Decisions on revocation of admission to a course or programme are taken by the Admissions Board. A decision on revocation of admission entails, once the decision has entered into force, immediate discontinuation; continued registration or re-registration on courses or programmes within the framework of the revoked admission are not permitted.

7. Allocation of decision-making powers in matters concerning admission at Lund University

Local rules

The allocation of decision-making powers at Lund University is regulated in the current version of the Rules on the allocation of decision-making powers and the right to sign agreements at Lund

⁶⁰ Administrative Procedure Act Section 37 point 3

⁶¹ Administrative Procedure Act Section 25

University. Decisions on admission matters are mainly delegated to the Admissions Board, the university-wide Education Board, the faculty boards and the university director. Sub-delegation is regulated in the Rules of Procedure for Lund University.

8. Appeals and requests for amendment

Pursuant to the HEO⁶² and the Ordinance (2018:1519) on Qualifying and Higher Education Access Programmes,⁶³ the following decisions relating to admission can be appealed to the Higher Education Appeals Board:

- Decisions on an applicant not meeting the admission requirements for first or second cycle courses or programmes or qualifying or higher education access programmes.
- Decisions not to grant an exemption to the admission requirements in cases referred to in HEO Chapter 7, Section 3, second sentence, or Section 28 second paragraph.
- Decisions not to grant a student admitted to first or second cycle education or qualifying or higher education access programmes the right to defer commencement of their studies or to resume studies after an approved leave from studies.

Pursuant to the Discrimination Act Chapter 4, Section 18, decisions that violate the prohibition of discrimination in Chapter 2, Section 5 and in Chapter 4, Section 3, or the prohibition of reprisals in Chapter 2, Section 19, can be appealed to the Higher Education Appeals Board. This may apply to decisions on admission to a course or programme, deferment of studies or resumption of studies after approved leave.

Decisions on revocation of admission can be appealed to the general administrative court.⁶⁴

A person who wishes to appeal a decision is to submit a request in writing that states the decision they wish to appeal, the requested

⁶² Higher Education Ordinance Chapter 12 Section 2

⁶³ Section 15

⁶⁴ Administrative Procedure Act Sections 40-42

change to the decision, and why they find the decision needs to be changed.

The letter of appeal is to be addressed to the Higher Education Appeals Board but submitted to Lund University. Appeals against a revocation of admission are to be addressed to the Administrative Court in Malmö but submitted to Lund University.

The letter of appeal must have been received within three weeks from the date the applicant was notified of the decision by the University. A letter submitted after the deadline will not be considered.⁶⁵

Even if the decision cannot be appealed, a person who finds that they have been incorrectly assessed on the grounds of the provisions in the present Admission Rules, may request a correction from the body that made the decision. If a decision is clearly a substantial error because new circumstances have emerged or for some other reason, and the decision can quickly and simply be amended without any prejudice to any party, it can be corrected following a verbal request by the applicant.⁶⁶ If the body within the University that took the decision cannot find any error in its processing, that body is to hand over the request for amendment to the Admissions Board for a decision on the matter.

⁶⁵ Administrative Procedure Act Sections 44-45

⁶⁶ Administrative Procedure Act Section 38