



LUND
UNIVERSITY

DECISION

28 October 2016

1 (17)

Reg. no STYR 2016/869

University Board

Admission rules for first and second cycle education at Lund University

Approved by the University Board on 28 October 2016 for admission starting 1 July 2017.



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1. Introduction

The present admission rules were approved by the University Board on 28 October 2016 for admission starting 1 July 2017.

The admission rules contain regulations for admission to first and second cycle education at Lund University. The admission rules also include provisions with regard to approved leave and non-completion of studies.

The basic regulations concerning admission are determined by the Government and set out in Chapter 7 of the Higher Education Ordinance (HEO). Supported by HEO, the Swedish Council for Higher Education (UHR) issues regulations on general admission requirements and selection procedures¹, regulations on field-specific entry requirements², as well as regulations concerning deferment of studies and approved leave from studies.³

The board for 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

The Association of Swedish Higher Education (SUHF) has appointed an admissions review group consisting of representatives from the higher education institutions in the country. 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. The aim is to ensure equal assessment at Swedish higher education institutions. Lund University uses these handbooks as support in its work with admissions.

Lund University is to have an Admissions Board⁶ composed of members appointed by the Vice-Chancellor, with the exception of the student representatives who are appointed by the students' union in accordance with the Student Union Ordinance.⁷ The Board is to be composed of four faculty representatives (including one chair) and three students. The Admissions Board will process all admission matters, unless otherwise stated in the present admission rules.

The Admissions Office, within the Division of Student Affairs, is responsible for processing admissions to Lund University, and, together with the faculties and departments, for the assessment of specific admission requirements and any ranking of students.

¹ UHRFS 2013:1

² UHRFS 2013:2

³ UHRFS 2013:3

⁴ HEO Chapter 2, Section 2

⁵ HEO Chapter 6, Section 3, second paragraph

⁶ Reg. no I A 19 10449/93

⁷ Student Union Ordinance (2009:769) Section 7



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2. Application

A person seeking admission to first or second cycle higher education shall apply within the time prescribed and in compliance with the procedures laid down by the higher education institution.⁸

2.1 Application instructions

Local rules

Application instructions are to be decided by the Admissions Board⁹ and made available on the University website and in instructions for students applying within certain study programmes. The instructions are to include a description of the rules applicable to courses and programmes offered in that period. 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. The body responsible for the admission is responsible for ensuring this.

Application instructions that cover several courses/programmes must always provide complete and accurate admission requirements and selection procedures for each alternative.

All available courses and programmes are to be included in the University's course database for publication in an online course catalogue. Each department or equivalent is responsible for entering information about their courses and programmes in accordance with the instructions for the course database manager.

2.2 Application deadline

Local rules

The last day to apply for courses and programmes advertised on the Swedish website is 15 April for the autumn semester, and 15 October for the spring.

The last day to apply for courses and programmes advertised on the English website is 15 January for the autumn semester, and 15 August for the spring.

The last day to apply for summer courses is 15 March.

If the application deadline falls on a weekend or holiday, the next regular working day will apply instead.

If special reasons exist, the Education Board can decide on other application periods.¹⁰

⁸ HEO Chapter 7, Section 4

⁹ Regulations on the allocation of decision-making powers at Lund University (STYR 2016/1277)

¹⁰ Regulations on the allocation of decision-making powers at Lund University (STYR 2016/1277)



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2.3 Late applications

Local rules

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.

Supporting documents must be received within the time stated in the application instructions. If the documents that prove the eligibility of the applicant are received late, they will only be considered if a reapplication has been made.

If the documentation to support a waiver of the tuition fee or the payment of the application fee is late, the application will be processed as a late application.

2.4 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 or late response will, in such cases, result in the loss of the place.

2.5 Application and tuition fees

The Swedish Ordinance on Application Fees and Tuition Fees at Higher Education Institutions lays down that in certain cases payment of an application fee is required before an application can be considered.¹¹

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 time of payment is established after a consultation with the Swedish Migration Board.¹²

Local rules

The Education Board issues the local regulations that apply when admitting tuition fee paying students, in addition to those concerning the amount of the tuition fees.¹³

¹¹ HEO Chapter 7, Section 4

¹² Ordinance on application fees and tuition fees at higher education institutions (SFS, 2010:543), Sections 5 –8

¹³ Regulations on the allocation of decision-making powers at Lund University (STYR 2016/1277)



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3. Admission

3.1 General rules on admission

3.1.1 Admission requirements

In order to be admitted to higher education, applicants must meet the general admission requirements, and any specific admission requirements.¹⁴

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.¹⁵

Local rules

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 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.¹⁶ The procedure for this has been determined by the Government and is set out in HEO.¹⁷

Local rules

The University is to avoid selection procedures for courses or programmes for which it may be presumed that all qualified applicants will receive a place. Such information, termed *guaranteed admission*, is crucial for applicants in order for them to plan 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.

A selection group referred to as “students with previous university study” is applied at Lund University. In this selection group, applicants compete based on the following criteria:

- for applicants to a first cycle course, all credits are counted from 7.5 to a maximum of 165 credits
- for applicants to second cycle programmes, all credits are counted from 7.5 to a maximum of 165 credits
- for applicants to a second cycle course, all credits are counted from 100 to a maximum of 285 credits

¹⁴ HEO Chapter 7, Section 2

¹⁵ HEO Chapter 7, Section 3

¹⁶ Higher Education Act, Chapter 4, Section 3

¹⁷ HEO Chapter 7, Sections 12–23, 26–27, 32–32a



- 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 higher education, and recognised international qualifications, 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 first of all made based on the results of the Swedish Scholastic Aptitude Test (*Högkoleprovet*), secondly by 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.¹⁸

The maximum amount of courses (stated in the number of credits) to which an individual applicant can be admitted within a single period is to be determined in the application instructions that apply for that period.

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 HEO¹⁹ and described in the relevant application instructions.

In addition to general admission requirements, there may be *specific admission requirements*. The specific admission requirements for first cycle courses or programmes intended for beginners are to be expressed in terms of *field-specific entry requirements*, i.e. knowledge gained from one or several upper secondary school courses, as well as any other conditions prescribed.²⁰ The Swedish Council for Higher Education (UHR) issues regulations concerning which field-specific entry requirements have been established, as well as which field-specific entry requirements apply to courses or programmes leading to a professional qualification.²¹ For all other courses or programmes, the University determines the field-specific entry requirements that are to apply.

Local rules

Exceptions are made with regard to the general admission requirement of Swedish language proficiency for courses conducted in English. It is to be stated in the relevant course or programme syllabus that the language of instruction is English.

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. It is to be stated in the relevant course or programme syllabus that the course is taught in a third language.

¹⁸ Regulations on the allocation of decision-making powers at Lund University (STYR 2016/1277)

¹⁹ HEO Chapter 7, Sections 5–7

²⁰ HEO Chapter 7, Sections 8–11

²¹ UHRFS 2013:2



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Education intended for beginners is defined as courses and programmes that do not require previous university study.

3.2.2 Selection

The selection for first cycle courses or programmes intended for beginners is to be made on the basis of upper secondary school grades, Swedish National Scholastic Aptitude Test results, and selection criteria determined by the higher education institution.²²

Local rules

For first cycle programmes intended for beginners, 2/3 of the places are to be allocated on the basis of upper secondary school grades, and 1/3 on the basis of the results from the Swedish National Scholastic Aptitude Test.

For freestanding courses intended for beginners, 1/3 of the places are to be allocated on the basis of academic qualifications, 1/3 on the basis of upper secondary school grades, and 1/3 on the basis of results from the Swedish National Scholastic Aptitude Test.

For first cycle courses and programmes requiring only general admission requirements, upper secondary school courses in modern languages, English and mathematics are considered qualifying subjects.

The rules above do not apply to studies that lead to a degree in the fine, applied and performing arts, for which UHR has allowed other selection criteria and/or allocation of study places.

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,²³ after a proposal from the relevant Faculty Board/equivalent.

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

3.3.1 Admission requirements

The *admission requirements* that apply are set out in HEO²⁴ and described in the relevant application instructions.

In addition to the general admission requirements, there may be *specific admission requirements*.²⁵ 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, higher education courses, and other conditions relevant to the course or programme in question.

Local rules

²² HEO Chapter 7, Sections 12–13

²³ HEO Chapter 7, Section 15

²⁴ HEO Chapter 7, Section 24

²⁵ HEO Chapter 7, Section 25



Applicants who, at the time of application, did not meet the specific admission requirements, expressed in terms of qualifications from higher education courses, may be admitted on the condition that the admission requirements are met no later than the start of the course or programme. The relevant department/equivalent must, in connection with the commencement of studies, verify that the admission requirements have been met, before admitting the applicant to the course or programme.

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 National Scholastic Aptitude Test results, previous academic qualifications, and/or selection criteria determined by the individual higher education institution.²⁶

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:²⁷

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

The Education Board can adopt selection criteria other than those above after a proposal from the relevant Faculty Board/equivalent.

The relevant Faculty Board/equivalent, in consultation with Student Affairs, can define 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 HEO²⁸ and described in the relevant application instructions.

In addition to general admission requirements, there may be *specific admission requirements*.²⁹ The specific admission requirements may consist of higher education qualifications and other conditions relevant to the course or programme.

²⁶ HEO Chapter 7, Sections 26–27

²⁷ Regulations on the allocation of decision-making powers at Lund University (STYR 2016/1277)

²⁸ HEO Chapter 7, Sections 28–29



Local rules

Applicants who, at the time of application, fail to satisfy the general admission requirements may be granted an exemption. Applicants may also be admitted on the condition that the requirements are met no later than three weeks after the commencement of studies. The relevant department/equivalent is to verify that the admission requirements have been met before the student can be registered for the course or programme.

Applicants who, at the time of application, fail to satisfy the specific admission requirements, expressed in terms of qualifications from higher education courses, may be admitted on the condition that the admission requirements are met before the studies commence. On the commencement of studies, the department/equivalent is to verify that the admission requirements have been met before the applicant is admitted to the course or programme.

3.4.2 Selection

The selection for second cycle study programmes is to be made on the basis of upper secondary school grades, Swedish National Scholastic Aptitude Test results, previous academic qualifications, and/or selection criteria determined by the higher education institution.³⁰

Local rules

The selection for all places available within second cycle study programmes is to be based on academic qualifications. The Faculty Board/equivalent can define other selection criteria in the syllabus of the programme.³¹

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.³²

In addition to general admission requirements, there may be *specific admission requirements*.³³ Specific admission requirements may consist of higher education qualifications, and other conditions relevant to the course or the professional field for which the course prepares the student.

²⁹ HEO Chapter 7, Section 31

³⁰ HEO Chapter 7, Section 32

³¹ Regulations on the allocation of decision-making powers at Lund University (STYR 2016/1277)

³² HEO Chapter 7, Section 30

³³ HEO Chapter 7, Section 31



Local rules

The local admission requirements for admission to second cycle courses are a minimum of 90 credits. Applicants who fail to satisfy this requirement may be admitted on the condition that the admission requirements have been met before the commencement of studies.

Applicants who, at the time of application, fail to satisfy the specific admission requirements, expressed in terms of higher education qualifications, may be admitted on the condition that the admission requirements have been met before the commencement of studies. The department/equivalent, in connection with the commencement of studies, is to verify that the admission requirements have been met before the applicant is admitted to the course.

3.5.2 Selection

Selection for second cycle courses is to be made on the basis of upper secondary school grades, Swedish National Scholastic Aptitude Test results, previous academic qualifications, and/or selection criteria determined by the higher education institution.³⁴

Local rules

For second cycle courses, the following selection model applies: Academic qualifications 100%.

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

Decisions on alternative selection criteria are to be taken after consultation with Student Affairs. The selection criteria are to be designed in accordance with the instructions adopted by the Admissions Board.

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,³⁵ 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.³⁶

Local rules

The Faculty Board/equivalent can request that applicants subject to the tuition fee requirement³⁷ may only be admitted to second cycle studies separately through a special selection group. Such a request is to be processed by the Admissions Office and the decision to be taken by the Education Board.

³⁴ HEO Chapter 7, Section 32

³⁵ Swedish Code of statutes, SFS, 2010:543

³⁶ HEO Chapter 7, Section 4a

³⁷ Swedish Code of statutes, SFS, 2010:543, Section 5



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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.

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 qualification 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 procedures adopted by the Admissions Board after consultation with the respective Faculty Board/equivalent.³⁸

4. Admission from a waiting list, admission of late applicants, and admission to a later part of a programme

4.1 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, partly because of a correction in the assessment of the applicant, and partly because of a correction or reassessment of a decision with regard to another applicant.

³⁸ Regulations on the allocation of decision-making powers at Lund University (STYR 2016/1277)



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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 made from several selection groups, applicants on waiting lists 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, applicants may be admitted from other groups. The original proportions between the number of applicants admitted from the different selection groups is to be preserved as far as possible when admitting applicants from a waiting list.

If places are available after the admission of applicants on a waiting list, late applicants can be admitted. The admission of late applicants is to take place in the order of their dates of application, provided that the applicants meet the admission requirements.

4.2 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.

If there are not enough places available for all those who have applied for admission to a later stage of a programme, the applicants are to be ranked. The ranking 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 part of a programme are adopted by the relevant Faculty Board/equivalent, in consultation with Student Affairs.

5. Commencement of studies, deferment of studies, approved leave from studies and non-completion of studies

5.1 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.



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

5.2 Deferment of studies

If special grounds exist, a higher education institution may decide 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.³⁹

Such a deferment may only be granted for a period of less than 18 months, unless there are special reasons. A decision to grant deferment is to be tied to a condition that the student reapplies before the date on which their studies are due to commence.⁴⁰

Local rules

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

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

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

5.3 Approved leave from studies

If special grounds exist, a higher education institution may decide 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.⁴¹

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.⁴²

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.

³⁹ HEO Chapter 7, Section 33

⁴⁰ UHRFS 2013:3

⁴¹ HEO Chapter 7, Section 33

⁴² UHRFS 2013:3



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Leave from studies that 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 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 without the University's approval, they will only be allowed re-admission if there is availability, and after study places have been assigned to students returning after an approved leave from studies and students admitted to a later stage of the programme. If the number of students who want to return to the programme exceeds the number of available places, the Faculty Board/equivalent is responsible for the order in which they will be admitted.

5.4 Non-completion of studies

Local rules

Students who discontinue their studies may notify the University.

6. 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 *Regulations on the allocation of decision-making powers at Lund University* (STYR 2016/1277).

Subdelegation is regulated in the *Rules of Procedure for Lund University*.

Education Board

- decides on petitions to the Government, the Swedish Council for Higher Education, and the Swedish Higher Education Authority, on matters related to the rules and procedures concerning admission;
- determines the field-specific admission requirements that apply for study programmes intended for beginners in higher education, and that lead to a general degree;
- may determine other selection criteria for admission to first cycle studies intended for beginners
- may decide on alternative application periods;
- issues any supplementary regulations that may be needed in addition to the present admission rules.



Admissions Board

- approves current application instructions;
- makes all decisions concerning the admission of individual students that have not been delegated to other University bodies. In this context, the Admissions Board has the right, in individual cases, to apply grounds for admission other than those already determined for a particular course option;
- processes, on behalf of the University, matters concerning appeals, and matters concerning the review of decisions in all matters regulated in these admission rules, also in cases when the original decision was made by another University body;
- may decide on other selection criteria for admission to first cycle studies intended for students other than beginners, as well as second cycle studies;
- may, if there are special grounds, authorise a department or other University body to decide on admissions to a particular course or programme, provided that it does not conflict with other decision-making powers under the present admission rules. In such cases, the Admissions Board is also to determine the selection criteria and procedures that are to apply;
- may, for a particular course, decide on an exemption from the general admission requirement of English proficiency after a request from the Faculty Board/equivalent, provided that the course does not require proficiency in English.

Faculty Board/equivalent

- determines the specific admission requirements for admission to all courses and programmes within their faculty, except for first cycle programmes intended for beginners. However, petitions to the Swedish Council for Higher Education concerning exceptions from field-specific entry requirements⁴³ are made by the Education Board after a proposal from the Faculty Board/equivalent.
- decides on the selection criteria for all courses and programmes within their faculty, except for first cycle programmes intended for beginners, within the framework stated in the admission rules;
- decides on individual cases with regard to admission from a waiting list, admission to a later stage of a programme, deferment of studies, and leave from studies. Applicants have the right to appeal decisions to the Admissions Board, and the Board has the right to review and change decisions it deems incorrect. Applicants must be informed of their rights in this matter in the decision of the Faculty Board/equivalent;
- may enter into agreements with other higher education institutions, national or international, that students of said institutions are to have the right to continue their studies at LU, in accordance with the rules stipulated in the agreement.

Board of the Faculty of Fine and Performing Arts

- decides on the admission of students to programmes and courses within their faculty. This delegation of authority also includes the right, in exceptional circumstances, to decide on individual exemptions from general and specific admission requirements to all courses or programmes within the faculty, except for the programme in Music Education. Before decisions are made on admissions, the Admissions Board is to determine which of the applicants concerned meet the general admission requirements.

⁴³ HEO Chapter 7, Section 11



7. Appeals and review

In accordance with HEO,⁴⁴ appeals may be made to the Higher Education Appeals Board against the following decisions:

- decisions on the qualifications of an applicant for admission to first or second cycle higher education courses or 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 concerning credit transfer for previous studies or professional experience;
- decisions not to grant a student admitted to first or second cycle studies 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.

Other decisions in connection with admission cannot be appealed.

A person who wishes to appeal a decision is to submit a request in writing that states the decision that they wish to appeal, the requested change to the decision, and why they find the decision needs to be changed. The registration number of the decision is to be included.

The letter of appeal is to be addressed to the Higher Education Appeals Board, 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. A letter submitted after the deadline will not be considered.⁴⁵

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 Admissions Rules, may request a correction or review of the decision. If a clear error has been made, this can be corrected following a verbal request by the applicant.⁴⁶

If an applicant would like to have a matter reviewed and the University body that made the decision is unable to find any error in the processing of the case, a written request must be submitted, and processed by the Admissions Board.

⁴⁴ HEO Chapter 12, Section 2

⁴⁵ Administrative Procedure Act (1986:223) Sections 23–24

⁴⁶ Administrative Procedure Act (1986:223) Sections 26–27