

13. Programme studies

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13.1 Programme application (programme date)

National regulations

“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.”¹

The Swedish Agency for Higher Education Services (UHR) coordinates higher education applications in Sweden. The application deadline for each semester can be found at www.antagning.se and www.universityadmissions.se.

Applications can be made at:

- antagning.se or
- www.universityadmissions.se

Links

[Application and admission](#)

13.2 Programme admission (programme date)

National regulations

“Any specific entry requirements imposed shall be totally essential for a student to be able to benefit from the course or study programme.”²

“If special grounds exist, a higher education institution may decide to waive one or more entry requirements. A higher education institution shall waive one or more entry requirements if the applicant has the capacity to benefit from the course or study programme without meeting the entry requirements.”³

¹ Higher Education Act (1993:100) Chapter 7, Section 4.

² Higher Education Ordinance (1993:100) Chapter 7, Section 8.

³ Higher Education Ordinance (1993:100) Chapter 7, Section 3.

SLU rules

Entry requirement assessment

[Antagningsordning för tillträde till utbildning på grundnivå och avancerad nivå](#) (admission regulations for first- and second-cycle education – only in Swedish) regulate access to courses and programmes at first- and second-cycle level.

Admission decision

The applicant receives an email saying that their admission decision is available under “My Pages” at www.antagning.se.

If the applicant must reply to the admission decision, the decision must include:

- a deadline;
- if the applicant must answer via www.antagning.se or in another way.

An applicant who has been admitted to a programme and accepted their place, but who does not intend to take the programme, must decline as soon as possible under “My pages” at www.antagning.se.

Admission from waiting list

Under “My pages” at www.antagning.se, a student can see if they are on the waiting list. After receiving an offer to study the programme, the student must reply within 24 hours.

Who is responsible for what?

The student must:

- apply before the set deadline;
- accept or decline their place (within 24 hours for admission from waiting list).

The head of admissions decides on⁴:

- admission to first- and second-cycle education;
- entry requirement exemptions.

Instructions

SLU follows the guidelines applied by the Swedish Agency for Higher Education Services’ (UHR) regarding application and admission, as well as the Association of Swedish Higher Education’s (SUHF) recommendations within the field.

Links

[Antagningsordning för tillträde till utbildning på grundnivå och avancerad nivå](#) (admission regulations for access to the first- and second-cycle education – only in Swedish) as of August 1 2015.

[Application and admission](#)

www.antagning.se

www.universityadmissions.se

⁴ In accordance with the admission regulations, the vice-chancellor decides on admission issues. However, the vice-chancellor has delegated this power. In accordance with the university administration’s delegation of authority, the head of admissions at the Division of Educational Affairs decides on admission issues except for late admissions to programmes. In those cases, the programme board is the decision-maker.

13.3 Programme registration (programme date)

Important concepts

By *registering*, the student confirms that they accept their place on the course.

SLU rules

Registration

Students can register themselves on a programme by registering to take the introductory programme course. Currently, the following applies to registration:

- First-cycle programmes: The student must be present during roll-call and is then registered on the first course and programme.
- Second-cycle programmes: The student is offered to register themselves on a course. By registering on the first course, the student confirms that they accept their place on the programme.

Lost programme place

A student who does not attend when the programme starts may lose their place, unless they have notified the Division of Educational Affairs beforehand stating why they cannot attend. Special reasons are defined in more detail in section [8.6 Special reasons](#).

Late start to a programme

A student can begin studying a programme after it has begun if they still have a place. However, this must occur no later than two (2) weeks after the programme starts.

Who is responsible for what?

The head of admissions, in consultation with the programme director of studies in question, decides:

- if a student will lose their place on a programme;
- how late a student is allowed to begin studying a programme after it starts – however, it must be no later than two (2) weeks after the programme starts.

13.4 Admission to latter parts of programmes

SLU rules

SLU allows admission to the latter part of programmes. The programme board decides on exemptions for specific programmes.

A student can be admitted to latter parts of degree programmes before the second semester at the earliest, provided there is space.

Application

Applications must be for a specific semester and year. The applicant's previous studies govern which programme semester they are admitted to.

Requirements

SLU's admission regulations govern requirements.

Available places

The number of available places per year is established by the programme board in question before every application period.

Selection

In accordance with SLU's admission regulations, the programme board in question can decide on more detailed ranking and selection guidelines.

Appeals

If a student has been rejected for a latter part of a programme because there are no available places, they cannot appeal.

A decision stating that an applicant does not meet the entry requirements can be appealed.

Who is responsible for what?

The responsible programme board decides on admission to latter parts of a programme.⁵ This decision may be delegated.

Instructions

There is more information on how admission to latter parts takes place on the student web (see link below). The applicant must use a special application form which is then submitted to the registrar in question.

SLU announces a period in which prospective students can submit applications before each autumn and spring semester, respectively.

The body which decides on these matters must also archive:

- applications for the latter part of programmes, and
- decisions regarding admission to the latter part of a programme (archived permanently).

Links

[Admissions to latter part of programmes](#)

13.5 Approved leave from studies and non-completion of a programme

See section [3.13 Approved leave from studies and non-completion](#).

13.6 Changes to the range of courses offered within a programme

SLU rules

The range of courses offered within a programme is revised over time, but the programme board in question is responsible for giving students the possibility to complete their studies in accordance with the programme syllabus objectives in question. Changes to the range of courses offered within a programme are announced in the form of a revised programme syllabus. See section [12.1 Programme syllabus](#).

Certain changes can be added directly to a programme syllabus. Other changes to a degree programme require gradual adjustment regarding already admitted programme students. See the instructions for programme syllabuses under Links for more information.

The programme board is responsible for students who study a programme at a normal pace of study. In addition, students who have taken approved leave from studies with a guaranteed place, and

⁵ The SLU Board's delegation of authority.

students with disabilities who may have the right to an adjusted pace of study, must be taken into consideration.

For more information on the phasing out of a degree programme, see section [11.4 Phase out a degree programme](#).

Links

[Instructions for programme syllabuses](#)

[Programme syllabus template – Swedish](#) (Word)

[Programme syllabus template – English](#) (Word)

13.7 Programme director of studies

Important concepts

Programme directors of studies have a general responsibility for one or several degree programmes. The tasks of programme directors of studies are defined in the vice-chancellor's delegation of authority. See [Delegations of authority](#).

Who is responsible for what?

The responsible programme board appoints programme directors of studies for degree programmes.⁶

Instructions

Contact information for programme directors of studies must be available in connection with the programme descriptions on the SLU web. The faculty office supporting the programme director of studies in question is responsible for making contact information available.

Links

Contact information for programme directors of studies can be found on the student web programme pages:

- [First-cycle programmes](#)
- [Second-cycle programmes](#)

⁶ The SLU Board's delegation of authority.