

7. Before and when a course starts

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7.1 Early course information

Policy

In order to give students good conditions to carry out their studies with good results, it is important to provide them with clear information early on. This is particularly important for students with disabilities.

SLU rules

Course literature

The reading list must be available on the course page at least eight (8) weeks before the course starts.

Timetable

The timetable must be available on the course page at least four (4) weeks before the course starts.

The timetable must include:

- the timeframes for scheduled activities – especially compulsory elements, field exercises, study trips and similar – but the other content does not need to be specified;
- dates, times and locations for scheduled exams and
- the date for the first retake session.

If the course includes study trip (or equivalent) costs, this must be stated four weeks before the course starts, at the latest. See section [3.8 Student costs and reimbursements](#).

Grading criteria

Grading criteria must be available on the course page no later than when the course starts. All the pass grade requirements must be clearly listed for the course in question.

They must also include the exam timeframes for the course, and whether a student must complete the course within a certain time to receive higher than a pass grade.

See chapter [8. Examination \(tests\) and compulsory steps](#).

Who is responsible for what?

The responsible department must:

- ensure that the reading list, timetable and grading criteria are available on the course page before the stipulated deadline;
- archive information about each course date in accordance with [Annex 4: Archiving course information](#).

The course coordinator must approve the reading list and timetable, unless the responsible department has decided something else.

The examiner must decide the grading criteria. See section 4.5 Examiner. Grading criteria for independent projects are discussed in chapter 9. Independent project (degree project).

7.2 Course date application

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 or www.universityadmissions.se.

Applications can be made at:

- antagning.se or
- www.universityadmissions.se

SLU rules

Normally, programme students must apply for coming programme courses. When no application is necessary to study a programme course, this must be stated in the programme information on the SLU web.

Who is responsible for what?

Students must apply before the set deadline. However, certain courses allow late applications if there are places available.

When no application is necessary, this must be stated in the programme information on the SLU web. In those cases, the Division of Educational Affairs in cooperation with the faculty offices in question are responsible for providing programme information.

Instructions

Applications can be submitted at www.antagning.se or www.universityadmissions.se, depending on whether the course language is Swedish or English. There are special course application channels for incoming exchange students.

Links

[Application and admission](#)

www.antagning.se

www.universityadmissions.se

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

7.3 Admission to courses

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

Exceptions

“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

Conditional admission

Students who have not met the entry requirements when the admission decision is made can still be admitted. However, in those cases, they may have to meet the requirements when the course starts.

Reply to the decision

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

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

An applicant who has been admitted to a course and accepted it, but who does not intend to take the course, must decline as soon as possible at www.antagning.se or www.universityadmissions.se.

SLU rules

The SLU Board has approved admission regulations for education at first-cycle and second-cycle level at SLU. See [Links](#).

SLU follows UHR guidelines and SUHF recommendations relating to the area.

Admission from waiting list

A student can see if they have a waiting list number at www.antagning.se or www.universityadmissions.se. If the student is given a place in the course, the responsible department must notify them via email. After receiving an offer to take the course, the student must reply within 24 hours.

Late admission

Normally, all course dates are open for late admission for two weeks after the course starts, if there are any available places. Late admission is then closed, unless the department director of studies (equivalent) at the responsible department request an exemption. Independent project (degree project) courses are generally exempted from this rule. Students who have applied for degree courses are put on a waiting list if admission takes place two weeks after the course starts. The course coordinator in question then decides whether the student can take the course.

Who is responsible for what?

The student must:

- accept or decline their place (within 24 hours for admission from waiting list);
- meet any admission decision requirements no later than when the course starts;
- prove that they have met the requirements to the responsible department.

The head of admissions decides the following⁴:

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

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

⁴ The university administration's delegation of authority.

- admission for courses or programmes at first-cycle and second-cycle, including conditional admission and
- entry requirement exemptions.

The course coordinator or the person appointed by the course coordinator must, if necessary, do the following:

- when the course starts, check that the student meets the admission decision conditions;
- contact applicants on the waiting list in accordance with the NyA web.

Instructions

The applicant receives an email saying that their admission decision is available under My Studies at www.antagning.se or www.universityadmissions.se. If the student is given a place in the course through the waiting list, the responsible department must notify them via email.

Links

[Application and admission](#)

[Antagningsordning för tillträde till utbildning på grundnivå och avancerad nivå](#) (admission regulations for first- and second-cycle education – only in Swedish)

7.4 Start of a course

Important concepts

Every course date has some sort of start. They can be arranged in different ways.

Policy

In order to give students good conditions to carry out their studies with good results, it is important to provide them with clear information early on.

SLU rules

When a course starts

- The students are presented with the course objectives and grading criteria, which are available in written form. See section [4.5 Examiner](#).
- All the pass requirements are clarified for the course date in question. See section [8.1 Examinations \(tests\) and grading](#).
- The complete timetable is available in written form. The timetable includes:
 - dates, time and location for regular examinations (tests, including written assignments and equivalent);
 - any deadlines for higher than pass grades – see section [8.1 Examinations \(tests\) and grading](#);
 - date for renewed examination (the first retake session), in connection with the course.
- Students are also provided with any bonus-giving assignments and how to carry them out. See section [8.1 Examinations \(tests\) and grading](#).
- If the course includes extra costs for the students, this must be stated. See section [3.8 Student costs and reimbursements](#).
- Previous course evaluations (outcome and measures) are presented.
- Information is also provided on how course evaluations are carried out; this includes selecting a student representative. See section [5.2 Course evaluation](#).

If self-registration is used – see section [7.5 Course date registration](#) – students should be reminded to register for the course.

Who is responsible for what?

The examiner is responsible to provide information on examinations and grading. The course coordinator is responsible for other information and to make the course information above available on the course page within a given time, unless the department decides something else.

The responsible department must archive information about each course date in accordance with [Annex 4: Archiving course information](#).

7.5 Course date registration

Important concepts

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

Self-registration means that the student personally registers for the course.

Continued registration is done every new semester when a course runs over several semesters.

Re-registration can be done when a student needs to study (parts of) a course once again. However, students do not need to re-register in Ladok to retake an examination, but they must register for the exam as usual.

Policy

The responsible department must offer the students the possibility to register themselves or register them no later than when the course starts. Self-registration is the norm, but it does not apply to the first course within a first-cycle degree programme.

SLU rules

Registration

Normally, self-registration is open five (5) weekdays before the course starts and the day when the course starts. The responsible department can decide other self-registration times. However, courses with applicants on a waiting list should close self-registration when the course starts in order to contact the applicants and offer them places.

When the responsible department registers students (i.e. when self-registration is not allowed), the student must be registered in Ladok as soon as possible, no later than three weekdays after the course starts or three weekdays after the student began taking the course.

Lost course place

A student who does not attend the course when it starts and who has not self-registered may lose their place unless they have notified the responsible department beforehand stating why they cannot attend the beginning of the course. Accepted reasons are listed in section [8.6 Special reasons](#).

Late start to a course

If a student has not lost their place on a course that has started, they can start taking the course after it has begun.

Who is responsible for what?

The course coordinator must decide:

- if an admitted student loses their place – they must be notified by email;

- if it is possible to start taking a course after it starts – after two (2) weeks, the department director of studies must decide on late admissions. See section [7.3 Admission to courses](#).

You must be authorised to register students on courses and to work in Ladok.

Instructions

If a student has lost their place, the message can be formulated in the following way: “The course started today. You have not registered or participated in the start of the course. In addition, you have not notified us that you could not attend. This means that you have lost your place in the course. Your place will be given to an applicant on the waiting list.”

7.6 Non-completion of a course

Important concepts

Non-completion of a course means that the student drops out of a course. The student must submit a written document stating that they will not be completing the course.

If a student wants to drop out of a course within three weeks after the course starts, this is called *early non-completion of a course*. If the student drops out early, they can apply for the course at a later date.

SLU rules

If a student wants to drop out of a course later than three weeks after the course starts, they cannot apply for the course again. If they still apply for the course, they will be encouraged to contact the responsible department for information on re-registration and renewed examination (retake session).

Who is responsible for what?

The student must:

- personally report that they are dropping out (within three weeks after the course starts) through “Ladok student” on the student web;
- notify the responsible department (later than three weeks after the course starts) that they are dropping out.

The responsible department must:

- Report non-completion in Ladok for the student who drops out of a course later than three weeks after the course starts.
- Have follow-up procedures for monitoring students who drop out of a course three weeks after the course starts. However, the student must submit their non-completion in writing in order for it to be registered.

Instructions

The three-week check can be carried out by sending an email to students who have not participated at all or who have been frequently absent/inactive during the first three weeks of the course.

Links

[Approved leave from studies and non-completion](#)