



UPPSALA
UNIVERSITET

UFV 2019/2106

Admission Regulations

Regulations for admission to first-cycle (Bachelor's) and second-cycle (Master's) education at Uppsala University

Adopted by the University Board, 16 June 2021

Contents

1	Introduction	4
1.1	Regulatory framework	4
2	Application and admission to courses and programmes	5
2.1	Late application	5
2.2	Application fee	6
2.3	Cancelled course	6
2.4	Application and admission to a later part of a programme	6
3	Entry requirements	6
3.1	General entry requirements	6
3.1.1	General entry requirements for first-cycle (Bachelor's) education	6
3.1.2	General entry requirements for second-cycle (Master's) education	6
3.2	Specific entry requirements	7
3.2.1	Specific entry requirements for Bachelor's education intended for new higher education entrants	7
3.2.2	Specific entry requirements for Bachelor's education intended for students other than new higher education entrants	8
3.2.3	Specific entry requirements for Master's education	8
3.2.4	Specific entry requirements for supplementary teacher training leading to a subject teacher degree	8
3.3	Other ways to meet entry requirements	8
3.3.1	Equivalence assessment	8
3.3.2	Prior learning	9
3.4	Exemptions from entry requirements	9
4	Selection criteria and allocation of places	9
4.1	Selection criteria and allocation of places in Bachelor's education intended for new higher education entrants	9
4.2	Selection criteria for Bachelor's education intended for students other than new entrants to higher education	10
4.3	Selection criteria for Master's education	10

4.4	Selection criteria and allocation of places for continued study in a programme	10
4.5	Allocation of places	11
4.6	Separate admission of tuition fee-paying students	11
4.7	Selection between applicants who meet entry requirements and have the same merit rating	11
4.8	Deviation in isolated cases	12
5	Admission from a waiting list	12
6	Deferment and approved leave from studies	12
7	Revocation of decision concerning admission	13
8	Appeals	13

1 Introduction

Under Chapter 2, Section 2, point 7 of the Higher Education Ordinance (1993:100), it is incumbent upon the governing board of a university to decide on the admission regulations described in Chapter 6, Section 3, second paragraph.

Chapter 6, Section 3, second paragraph of the Higher Education Ordinance prescribes that a higher education institution must have admission regulations and describes the scope of these regulations:

Higher education institutions shall also ensure that the admission regulations are available. The admission regulations comprise the regulations that apply at the higher education institution to applications, entry requirements, selection, and admission, as well as how decisions are made and how appeal can be made against them.

The Admission Regulations contain the rules Uppsala University applies to applications, entry requirements and selection, together with procedures for making and appealing against admission decisions. The Admission Regulations also include rules on certain other decisions related to admissions. At Uppsala University, it is the University Board (*konsistoriet*) that adopts the Admission Regulations.

1.1 Regulatory framework

Chapter 1, Section 8 of the Higher Education Act (1992:1434) provides rules on the knowledge on which first-cycle higher education is to be based: “First-cycle courses and study programmes shall be based fundamentally on the knowledge acquired by pupils in national study programmes in the upper-secondary schools or its equivalent.” Chapter 1, Section 9 of the Higher Education Act provides rules on the knowledge on which second-cycle education is to be based: “Second-cycle courses and study programmes shall be based fundamentally on the knowledge acquired by students during first-cycle courses and study programmes, or its equivalent.”

Chapter 7 of the Higher Education Ordinance presents general provisions on admission to first or second-cycle courses and study programmes.

The Swedish Council for Higher Education issues more detailed regulations on general entry requirements, specific entry requirements and selection, pursuant to Chapter 7 of the Higher Education Ordinance.

The University may issue local rules and guidelines where authorised to do so by the Higher Education Ordinance or other higher-ranking legislation. These local rules and guidelines are adopted in the Admission Regulations.

A working group appointed by the Association of Swedish Higher Education Institutions (SUHF) is responsible for producing and updating an assessment manual for assessing Swedish and foreign upper-secondary school qualifications and foreign academic qualifications. Uppsala University uses these manuals as support in its admissions processes and generally speaking also follows other recommendations issued by SUHF.

The Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (2010:543) regulates application fees and tuition fees.

Participants in contract education are not students at the University and the Admission Regulations do not apply to them. Further, the Admission Regulations do not regulate admission to education provided by virtue of the Ordinance on Qualifying and Higher Education Access Programmes (2018:1519), or other education at pre-university level.

The Vice-Chancellor decides on admission to first-cycle and second-cycle courses and study programmes. At Uppsala University there is an order of delegation that sets out the delegation of decision-making powers in the organisation.

2 Application and admission to courses and programmes

The Vice-Chancellor decides on the time and procedures for applications, the deadlines for submitting applications and supplementary documentation, and admissions to first-cycle (Bachelor's) and second-cycle (Master's) education.¹ This information is published on the Uppsala University website.

Any applicant admitted to a course or programme must commence their studies in the session offered in their admission decision. The admission decision states that admitted applicants may only commence their studies if they register in accordance with the University's instructions.

When applying, it is generally possible to apply to several alternative programmes or courses. Applicants must rank these alternatives in order of priority. The number of alternatives to which an applicant can apply follows the recommendations of the Association of Swedish Higher Education Institutions and is shown in the application process. For each admissions round, there is a ceiling for the number of credits for which an applicant can be admitted or be on a waiting list. The maximum number of credits for which an applicant can be admitted per admissions round is shown in the application process. In the case of late application, it may be possible to be admitted for a higher number of credits.

A student who has previously been registered on a course cannot be admitted to the course again except in cases where they have discontinued the course within three weeks of the start of the course. A student who has previously been registered on all courses included in a package of courses cannot be admitted to the package of courses again. It is possible for a student to be admitted to a programme again, even if they have been registered on the programme.

2.1 Late application

A course or programme may be open for application after the application deadline if late applicants are considered to have a chance of obtaining a place. The procedure for late applications to a course or programme is the same as for on-time applications. Applicants who meet the entry requirements are ranked by date and when several applications have been received on the same date, they are ranked by drawing lots. Late applicants can only be admitted if a place is free after all applicants who meet entry requirements and have applied on time have been admitted. When the course or programme is considered to have a sufficient number of applicants for the places to be considered to

¹ The Swedish terms *grundnivå* and *avancerad nivå* are translated as 'first-cycle' and 'second-cycle' respectively in the Higher Education Ordinance and other Swedish legislation, in accordance with the terminology of the Bologna Process. The terms used at Uppsala University are 'Bachelor's' and 'Master's' respectively. *Translator's note.*

be fully taken or when it is too late to begin the course or programme, the department/faculty concerned is responsible for closing down the possibility of late applications.

2.2 Application fee

The Ordinance on Application Fees and Tuition Fees at Higher Education Institutions indicates which applicants have to pay an application fee and states that the application will not be considered before the application fee has been paid. The deadline for paying the application fee or providing evidence that no application fee is due is published on the Uppsala University website.

2.3 Cancelled course

Courses are given provided that resources are available and that the number of applicants is not too low. The relevant disciplinary domain board/faculty board has the authority to cancel a course. The decision to cancel a course must be taken before anyone has been admitted to it.

2.4 Application and admission to a later part of a programme

Applicants may be admitted to a later part of a programme if resources are available to accept additional students in the programme. Admission to a later part is only possible from the second semester of a programme onwards. If a programme has several specialisations, admission to another specialisation in the programme is only possible from the second semester of the programme onwards.

The relevant disciplinary domain board/faculty board decides whether admission to a later part of a programme can be allowed. The disciplinary domain board/faculty board also determines the rules that apply to admission to a later part, for example, rules on entry requirements and selection. The rules, including time and procedure for applications, are to be published on the University's website.

3 Entry requirements

To be admitted to a course or programme, applicants must meet general entry requirements and, in some cases, specific entry requirements.

3.1 General entry requirements

The regulations on general entry requirements for admission to first or second-cycle courses and study programmes are set forth in Chapter 7 of the Higher Education Ordinance and in the Swedish Council for Higher Education's regulations on general entry requirements and selection.

3.1.1 General entry requirements for first-cycle (Bachelor's) education

Uppsala University does not apply any local rules for general entry requirements for Bachelor's education.

3.1.2 General entry requirements for second-cycle (Master's) education

Uppsala University has the following local rules on general entry requirements for Master's education.

- Applicants admitted to a programme must hold a Bachelor's degree of at least 180 credits by the time of registration. An exemption from the requirement to produce a degree certificate may be granted if it is clear that the demands for a degree are satisfied. Applicants who do not meet the general entry requirements for a Master's programme at the time of application can be admitted on condition that the entry requirements are satisfied at the time of registration.
- Applicants admitted to Master's-level courses must have completed at least 120 credits by the time of registration. Applicants who do not meet the general entry requirements for Master's-level courses at the time of application can be admitted on condition that the entry requirements are satisfied at the time of registration.

3.2 Specific entry requirements

In addition to general entry requirements, specific entry requirements may apply. Specific entry requirements must consist of knowledge that is essential for students to be able to benefit from the course or programme. Specific entry requirements are regulated in Chapter 7 of the Higher Education Ordinance and must be clearly specified in programme and course syllabuses.

3.2.1 Specific entry requirements for Bachelor's education intended for new higher education entrants

The concept of 'new higher education entrants' refers to applicants to Bachelor's-level courses or programmes that do not require previous higher education studies. Specific entry requirements are expressed in the form of upper-secondary school courses, artistic proficiency tests, aptitude tests or knowledge that for other reasons is relevant to the programme or to the professional area for which the programme prepares students.

The Swedish Council for Higher Education (UHR) issues regulations on specific entry requirements that are to apply to programmes leading to professional qualifications. The Vice-Chancellor, acting on a proposal from the disciplinary domain board/faculty board, may decide that an aptitude test will be used as a specific entry requirement for a Bachelor's programme leading to a degree in pre-school education, a degree in compulsory school education or a degree in subject education. If special reasons exist, acting on proposals from a disciplinary domain board/faculty board the Vice-Chancellor may also decide to require upper-secondary school courses other than those prescribed by UHR or other knowledge that for other reasons is relevant to the programme or to the professional area for which the programme prepares students. In these cases, UHR must be given the opportunity to state its opinion before a decision is made.

Acting on proposals from a disciplinary domain board/faculty board, the Vice-Chancellor decides on specific entry requirements for programmes not leading to professional qualifications. UHR prescribes the upper-secondary school courses that may be used as specific entry requirements. If special reasons exist, acting on proposals from a disciplinary domain board/faculty board the Vice-Chancellor may also decide to require upper-secondary school courses other than those prescribed by UHR or other knowledge that for other reasons is relevant to the programme or to the professional area for which the programme prepares students. In these cases, UHR must be given the opportunity to state its opinion before a decision is made.

Disciplinary domain boards/faculty boards decide on specific entry requirements that are to apply to Bachelor's-level courses intended for new higher education entrants. UHR issues regulations on the upper-secondary school courses that may be used as specific entry requirements. If special reasons exist, a disciplinary domain board/faculty board may decide to require upper-secondary school

courses other than those prescribed by UHR or other knowledge that for other reasons is relevant to the course or to the professional area for which the course prepares students. In these cases, UHR must be given the opportunity to state its opinion on the proposal.

3.2.2 Specific entry requirements for Bachelor's education intended for students other than new higher education entrants

The specific entry requirements made may consist of knowledge from upper-secondary school courses, knowledge from higher education courses or knowledge that for other reasons is relevant to the programme or to the professional area for which the programme prepares students.

The relevant disciplinary domain board/faculty board decides on specific entry requirements that will apply to Bachelor's-level courses intended for students other than new higher education entrants.

Applicants who do not meet specific entry requirements consisting of academic studies at the time of application but who can be expected to meet them by the time the course or programme begins can be admitted on condition that the requirements are satisfied when the course or programme begins.

3.2.3 Specific entry requirements for Master's education

Disciplinary domain boards/faculty boards decide on specific entry requirements that are to apply to admission to Master's-level education.

The general entry requirements for Master's-level education do not include knowledge of Swedish or English. If such knowledge is required, this must be stated in the specific entry requirements.

Applicants who do not meet specific entry requirements consisting of academic studies at the time of application but who can be expected to meet them by the time the course or programme begins can be admitted on condition that the requirements are satisfied when the course or programme begins.

3.2.4 Specific entry requirements for supplementary teacher training leading to a subject teacher degree

The Ordinance on Supplementary Teacher Education (2011:686) lays down specific entry requirements for programmes designed to supplement previously acquired subject knowledge for a subject teacher degree. The faculty board decides on the teaching subjects to which the specific entry requirements are to refer and the knowledge that corresponds to subject studies in each teaching subject.

3.3 Other ways to meet entry requirements

3.3.1 Equivalence assessment

The term 'equivalence assessment' refers to an assessment that an applicant has knowledge equivalent to that possessed by applicants who fulfil the formal entry requirements. This assessment may for example be based on knowledge from older forms of education or from foreign education.

Equivalence assessments are generally based on the assessment manual for Swedish and foreign education produced by a working group appointed by the Association of Swedish Higher Education Institutions.

3.3.2 Prior learning

If, upon assessment of an applicant's overall knowledge and skills, irrespective of how these have been acquired, it is considered that the applicant is capable of managing the course or programme to which they are applying, the applicant will be considered to satisfy entry requirements for the educational alternative for which they have applied through prior learning.

3.4 Exemptions from entry requirements

Under Chapter 7, Section 3 of the Higher Education Ordinance, if special grounds exist, the University may decide to waive one or more entry requirements. The University should waive some entry requirement or requirements if the applicant has the potential to benefit from the programme or course to which they have applied without meeting these requirements.

4 Selection criteria and allocation of places

4.1 Selection criteria and allocation of places in Bachelor's education intended for new higher education entrants

Chapter 7, Section 13 of the Higher Education Ordinance states as follows:

When applicants are selected for a course or study programme, the places shall be allocated as follows:

1. at least one-third on the basis of grades
2. at least one-third on the basis of results from the Swedish Scholastic Aptitude Test, and
3. no more than one-third on the basis of selection criteria determined by the higher education institution pursuant to Section 23.

Chapter 7, Section 23 of the Higher Education Ordinance states: "To the extent laid down in item 3 of the first paragraph of Section 13, a higher education institution may determine selection criteria. A selection criterion determined by the higher education institution must comprise objective circumstances that are important for the programme."

At Uppsala University places are generally divided between the selection criteria 'grades' and 'Swedish Scholastic Aptitude Test' in one of two ways. The disciplinary domain board/faculty board decides which allocation will be used. The board may decide to allocate 66 per cent of places on the basis of grades and 34 per cent of places on the basis of results from the Swedish Scholastic Aptitude Test, or 60 per cent of places on the basis of grades and 40 per cent of places on the basis of results from the Swedish Scholastic Aptitude Test. Acting on a proposal from a disciplinary domain board/faculty board, the Vice-Chancellor may decide on different percentages and on alternative selection based on Chapter 7, Section 23 of the Higher Education Ordinance.

If an applicant has qualifications belonging to more than one selection criterion, the applicant participates in selection under all these criteria.

Uppsala University does not avail itself of the permission given in Chapter 7, Section 17 of the Higher Education Ordinance allowing the University, when admitting applicants to a course intended for new higher education entrants, to give priority to applicants who are already students at Uppsala University.

4.2 Selection criteria for Bachelor's education intended for students other than new entrants to higher education

Chapter 7, Section 26 of the Higher Education Ordinance states as follows:

The selection criteria are

1. grades,
2. results from the Swedish Scholastic Aptitude Test referred to in Section 20,
3. prior courses and study programmes, and
4. selection criteria as laid down in Section 23.

In selection for Bachelor's-level education intended for students other than new higher education entrants, Uppsala University applies the selection criterion 'prior courses and study programmes', either on its own or in combination with 'grades' and 'the Swedish Scholastic Aptitude Test'. In selection based on the selection criterion 'prior courses and study programmes', applicants are ranked either according to the total number of credits earned or the number of credits in one or more subject areas. In both cases a maximum of 165 credits may be counted. Credits earned by the deadline for applications count. Acting on proposals from the disciplinary domain board/faculty board, the Vice-Chancellor decides on other selection criteria under Chapter 7, Section 26, second paragraph, point 4 of the Higher Education Ordinance.

For courses where the specific entry requirements are up to 30 credits in the same subject as the course belongs to, the same selection criteria may be used as for selection for Bachelor's-level education intended for new higher education entrants. Acting on proposals from the disciplinary domain board/faculty board, the Vice-Chancellor decides on the use of such selection criteria.

4.3 Selection criteria for Master's education

The selection criteria are laid down in Chapter 7, Section 32 of the Higher Education Ordinance and are the same as those for Bachelor's-level education intended for students other than new higher education entrants. In selection for Master's-level education, Uppsala University uses the selection criterion 'prior courses and study programmes'. In selection based on the selection criterion 'prior courses and study programmes', applicants are ranked either according to the total number of credits earned or the number of credits earned in one or more subject areas. In both cases a maximum of 285 credits may be counted. Credits earned by the deadline for applications count. Acting on proposals from the disciplinary domain board/faculty board, the Vice-Chancellor decides on other selection criteria under Chapter 7, Section 32 of the Higher Education Ordinance.

4.4 Selection criteria and allocation of places for continued study in a programme

If places cannot be guaranteed to all applicants to elective courses in a programme, applicants are ranked according to the number of credits they have earned in the programme. The number of credits may be limited, in which case the limitation must be indicated in application instructions that are made available to students in the programme. Disciplinary domain boards/faculty boards decide on such limitations. Credits earned by the deadline for applications count.

Acting on proposals from the disciplinary domain board/faculty board, the Vice-Chancellor decides on other selection criteria under Chapter 7, Sections 26 and 32 of the Higher Education Ordinance.

4.5 Allocation of places

Places can be allocated through serial or parallel selection. In serial selection, places are awarded to one selection category at a time, while in parallel selection places are divided between selection categories. Three different models are used for dividing places between parallel categories:

1. Proportional: The categories are allocated places relative to the number of applicants in each category that meet the entry requirements.
2. Fixed allocation of places: The number of places is indicated as a percentage or as a set number for each category.
3. A combination of these models: Some category or categories are guaranteed a certain proportion of the places and the remaining places are divided proportionally between the other categories.

Acting on proposals from the disciplinary domain board/faculty board, the Vice-Chancellor decides on the allocation of places in programmes and freestanding courses. Disciplinary domain boards/faculty boards decide on the allocation of places in elective courses in programmes.

4.6 Separate admission of tuition fee-paying students

Under Chapter 7, Section 4a of the Higher Education Ordinance, a higher education institution may determine that applicants subject to tuition fees may only be admitted to a course or programme through a special admissions round. The higher education institution decides how many special admission rounds will be arranged for a course or programme.

At Uppsala University special admission rounds may be used in the selection process. This means that tuition fee-paying applicants and other applicants are admitted in separate categories. Special admission rounds may only be used for courses and programmes that are advertised internationally.

The disciplinary domain board/faculty board concerned decides which courses and programmes use special admission rounds for tuition fee-paying applicants.

Applicants admitted in a special round for tuition fee-paying applicants who later prove to be exempt from tuition fees retain their place in the course or programme as a tuition fee-exempt student.

Disciplinary domain boards/faculty boards decide on the allocation of places between tuition fee-paying and tuition fee-exempt applicants.

4.7 Selection between applicants who meet entry requirements and have the same merit rating

If two or more applicants to a certain educational alternative have the same merit rating, the places are allocated by drawing lots.

Among applicants to the Medicine Programme with the same grade average when selecting by grades, the selection is to be made by results in the Swedish Scholastic Aptitude Test, as in admissions under Chapter 7, Section 12 of the Higher Education Ordinance. If applicants also have the same results in the Swedish Scholastic Aptitude Test, the selection is made by drawing lots.

4.8 Deviation in isolated cases

Chapter 7, Sections 16 and 27 of the Higher Education Ordinance state that in isolated cases, a higher education institution may deviate from the provisions of the Higher Education Ordinance on selection criteria and allocation of places. However, this may only occur if it is impossible to assess an applicant's qualifications appropriately using the selection criteria laid down in the Higher Education Ordinance and if the applicant, by virtue of prior education, professional or vocational experience or some other circumstance, has specific knowledge or some other specific aptitude for the course or study programme.

The Vice-Chancellor decides on deviations from the provisions of the Higher Education Ordinance on selection criteria and the allocation of places.

5 Admission from a waiting list

At the request of the department/faculty, the number of applicants admitted to a course or programme can be larger than the planned number of places ('excess intake'). Applicants need not be admitted from a waiting list until the number of applicants admitted falls below the planned number of places. Waiting list applicants are to be offered places in the order in which they are placed on the waiting list. For courses and programmes with several selection categories, applicants must be admitted from the waiting list so as to maintain the allocation between categories that has been decided. If there are no waiting list applicants in the relevant selection category, the place should be allocated to another category so that the allocation between the different categories is still maintained as far as possible.

On-time applicants are to be admitted before those who apply after the closing date for applications.

The department concerned chooses its own procedure for offering places to applicants on a waiting list. Applicants must be given a reasonable chance to receive the offer and respond. The offer must include information about the deadline for responding.

6 Deferment and approved leave from studies

Chapter 7, Section 33 of the Higher Education Ordinance states that if special grounds exist, a higher education institution may decide in isolated cases that students admitted to first or second-cycle studies at the institution may defer commencement of their studies. A deferment decision means that an admitted student has a guaranteed place on the course or programme concerned. Conditions may be attached to the decision regarding when and how the student must notify the University before they intend to start the course or programme. UHR issues more detailed regulations concerning deferment of studies.

Chapter 7, Section 33 of the Higher Education Ordinance states that if special grounds exist, a higher education institution may decide that students admitted to first or second-cycle studies may continue their studies after an approved leave of absence. An approved leave of absence from studies must refer to a certain period of time, which must be indicated in the decision. A decision on an approved leave of absence from studies means that a student has a guaranteed place on the course or programme concerned. The decision may be conditional on provisions regarding when and how the student is to give notice of their return to the course or programme. UHR issues more detailed regulations concerning approved leave of absence from studies.

7 Revocation of decision concerning admission

If an applicant provides incorrect or misleading information in connection with an application, the University may revoke a decision on admission or placement on a waiting list.

8 Appeals

Under Chapter 12, Section 2 of the Higher Education Ordinance, the following decisions may be appealed to the Higher Education Appeals Board:

- a decision that an applicant does not meet the entry requirements for admission to first or second-cycle higher education courses and study programmes.
- a decision not to grant an exemption from the entry requirements for admission to first or second-cycle higher education courses and study programmes.
- a decision not to allow those admitted to first or second-cycle courses and study programmes to defer commencement of their studies.
- a decision not to allow those admitted to first or second-cycle courses and study programmes to continue their studies after an approved period of leave.

Decisions relating to education can be appealed to the Higher Education Appeals Board under Chapter 4, Section 18 of the Discrimination Act (2008:567) on the grounds that the decision is contrary to the prohibition of discrimination or prohibition of reprisals laid down in the Act. This may apply, for example, to decisions on admission to a course or study programme, deferment of studies or resumption of studies after approved leave.

An appeal must reach Uppsala University no later than three weeks after the applicant received the decision.

In case of appeal, the University initially assesses whether there is reason to change its decision in accordance with the provisions of the Administrative Procedure Act.

If the appeal has been received in time, it must be forwarded to the Higher Education Appeals Board within a week after it has reached the University. The appeal must be sent to the Higher Education Appeals Board even if the decision has been changed in line with the appellant's request.