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STOCKHOLM | **STOCKHOLMS**
UNIVERSITY | **KONSTNÄRLIGA**
OF THE ARTS | **HÖGSKOLA**

Admission Regulations

for First- and Second-Cycle Studies

Adopted by the Executive Committee of the Organisation Committee 2013-10-31. Revised by the Board of Stockholm University of the Arts 2015-12-16.
This is a translation of the Swedish document.

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1. About these Admission Regulations

According to Chapter 6 Section 3 of the Higher Education Ordinance (HEO) a higher education institution must have admission regulations. These must state what regulations the higher education institution applies in matters of application, entry requirements, selection, and admission, as well as how decisions in these matters are made and may be appealed.

According to Ch. 2 Sec. 2, Pt. 7 of the HEO the admission regulations must be adopted by the board of the higher education institution.

Further information is available in course and programme catalogues, application systems, application documents, programme syllabi, course syllabi, and Rules of procedure and may also be available in administrative support manuals and local practice.

Texts *in italics* below are the Stockholm University of the Arts (Uniarts) local applications of regulations in the Higher Education Ordinance, while the other texts are information or references to rules in regulatory documents in the field of higher education.

1.1 Scope of application

These admission regulations refer to studies in the first and second cycles.

According to Ch. 7 Sec. 1 of the HEO, admission to first- or second-cycle higher education studies refers to a course or a study programme.

In the Admission Regulations the term education comprises both study programmes and courses, unless otherwise stated.

Stockholm University of the Arts was founded on 1 January 2014 through the merger of the University of Dance and Circus, the University College of Opera, and the Stockholm Academy of Dramatic Arts. These Admission Regulations are in force as of 1 January 2014.

1.2 Decision-making

UNIARTS is the admitting authority for all education at the University.

For information about decision-making responsibilities, see the Uniarts Rules of procedure.

1.3 Processes and concepts

This section briefly explains the processes that are regulated by these Admission Regulations. The regulations are developed and presented in more concrete terms in following chapters.

The first steps in the admission process are to decide what courses and study programmes are to be offered and what application periods will apply to each. Decisions must also be made regarding tuition fees. Thereafter, information about courses and study programmes, application periods, and application documents must be published in good time prior to the application deadline.

The next step is for the University to receive and assess the applications. Applications must be complete and arrive before the deadline and must be submitted in the manner prescribed by the University. If a application fee is required, it must be paid on time in order for the application to be considered.

Applicants who are citizens of states not included in the European Economic Area or of Switzerland, are subject to special regulations regarding application fees. This group of applicants are called third-country citizens.

For entry to courses and study programmes in higher education, applicants must fulfil the requirements in place regarding language skills, previous education, prerequisite knowledge in the subject area, and the like. These are called entry requirements or simply eligibility. If there are more eligible applicants than places available, the higher education institution will select among applicants.

Eligibility requirements differ among the various courses and study programmes, the different areas, and the different levels. They are divided into general entry requirements and specific entry requirements. General eligibility consists of requirements regarding education at the preceding level of the educational system, or equivalent knowledge, including requirements for certain skills in English and Swedish. Specific eligibility is specific to a course, a study programme or an educational area.

First-cycle courses and study programmes designed for applicants who have not previously studied at the post-secondary level are called courses and study programmes intended for new entrants to higher education. For these courses and study programmes specific eligibility consists of so-called area eligibility, decided by the Swedish Council for Higher Education (UHR). No area eligibility has been established for artistic education. A higher education institution for the arts may make use of area eligibility requirements from another area or request the right to apply some other specific eligibility for courses and study programmes intended for new entrants to higher education.

It is possible to make exceptions from formal requirements for both general and specific eligibility. The higher education institution is to assess whether applicants, based on other education, vocational experience, or other circumstances, are capable of benefiting from the education in question. This is called assessment of prior learning. The higher education institution may also decide to make exceptions regarding one or more entry requirements if the applicant is capable of benefiting from the education without meeting those requirements. This is called granting exemptions from entry requirements.

Regulations regarding selection for admission differ for different levels and for various types of courses and study programmes. There may also be various selection criteria, such as grades or the Swedish Scholastic Aptitude Test, SweSAT. Special regulations apply to artistic education. For such education, the selection criterion may consist of special tests instead of the SweSAT, in other words work samples and admission tests. This is called alternative selection. Alternative selection may also be used for admission to non-artistic education, but in that case it may only be used for some of the places, unless the higher education institution has permission to use it for all places. If the education requires a certain group composition, selection may be based on groups determined by the artistic orientation of the applicants.

Artistic higher education institutions often attract many applicants, and they compete for selection to the available places on the basis of their artistic capabilities. This is done by applicants submitting work samples or being called to admission tests. These may be eligibility tests or selection tests. An eligibility test is intended to determine specific eligibility. Admission tests may comprise several rounds and several different components, and may cover several days. In such cases, applicants are assessed by an admissions group consisting of individuals with artistic experience and competence.

A higher education institution may decide to cancel a course or study programme.

There are ways to be admitted other than by belonging to the final selection in the regular admission process. If someone who is admitted chooses not to take his/her place, there may be a list of reserve admissions. It may also be necessary to allow late admission or admission to later parts of a course or

study programme. In this context questions may arise regarding the granting of credit for prior education.

Applicants who have been admitted must conscientiously follow instructions for registration and roll call.

Anyone who has been admitted to a study programme but does not want to start the programme directly may apply for a deferment of studies. This means that this person's studies will start the next time the programme is offered instead. There are requirements that must be fulfilled for deferment to be granted.

An approved leave from studies means that a student takes a break from programme studies with the intention of returning and completing those studies. Deferment of studies means that a student discontinues his/her studies before completion with no intention of completing them.

Anyone who is not satisfied with a decision regarding eligibility, exemption from entry requirements, deferment of studies, or approved leave from studies may appeal the decision to the Higher Education Appeals Board. Such appeals must be addressed to the Higher Education Appeals Board, but be submitted to Uniarts.

Regarding some other decisions, applicants may request reassessment. This follows the general rules in the Administrative Procedure Act. Such requests must be submitted to the University no later than three weeks after the date of the decision.

2. National regulations

This section presents national regulations of relevance to these Admission Regulations.

Admission to higher education is regulated by the Swedish Higher Education Act (HEA) and the Higher Education Ordinance (HEO). HEA and HEO include special regulation of artistic education.

There are also other individual ordinances that regulate admission to first- and second-cycle higher education, including the Ordinance on Supplementary Teacher Education leading to the Degree of Master of Arts/Science in Secondary Education (SFS 2011:686).

With authorisation from Parliament, an authority appointed by the government may issue binding regulations. These regulations are found in the statutes of the Swedish Council for Higher Education (UHRFS).

Furthermore, the Association of Swedish Higher Education (SUHF) has issued recommendations in the area.

Certain other regulations are also of relevance to the admission process: on the one hand, the Administrative Procedure Act (APA) regarding reassessment and conflicts of interest and, on the other hand, regulations from the National Archives regarding the discarding of work samples.

2.1 The Swedish Higher Education Act

The following sections of the HEA are relevant to admission matters.

Chapter 1 Section 4 states: The operations of higher education institutions shall be arranged to ensure that high standards are attained in courses and study programmes as well as in research, and artistic research and development.

Ch. 1 Sec. 5 states: In the course of their operations, higher education institutions shall promote sustainable development to assure for present and future generations a sound and healthy environment, economic and social welfare, and justice.

Ch. 1 Sec. 5 also states: Equality between women and men shall always be taken into account and promoted in the operations of higher education institutions.

Ch. 1 Sec. 5 states further: Higher education institutions shall also actively promote and widen recruitment to higher education.

Ch. 1 Sec. 8 states: 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. The Government may, however, permit exceptions for courses and study programmes in the fine, applied or performing arts.

Ch. 1 Sec. 9 states: 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.

Ch. 1 Sec. 18 states: A higher education institution taken up in the Annex to HEA may decide to delegate administrative tasks relating to admission to a course provider not taken up in the Annex, in certain specific cases. In such cases students are to be regarded as admitted to the higher education institution where they are pursuing studies.

Ch. 2 Sec. 6 states: Decisions are to be made by individuals with research or artistic competence if these decisions require appraisal of

1. the organisation, implementation or quality of a course or programme, or
2. the organisation or quality of research or artistic development work.

If the appraisal referred to in the first paragraph above is to be made by a group of individuals, the majority of them shall possess research or artistic competence. A board may decide, however, that such a majority is not required if there are special grounds for doing so.

Ch. 2 Sec. 7 states: The students are entitled to representation when decisions or preparations are made that have bearing on their courses or programmes or the situation of students.

Ch. 4 Sec. 1 states: In so far as this is possible in compliance with the quality requirement laid down in the first paragraph of Section 4 of Chapter 1, higher education institutions shall admit students who fulfil the entry requirements for their studies.

Ch. 4 Sec. 2 states: Unless otherwise provided by regulations issued by the Government or the agency nominated by the Government, the higher education institution offering a course or study programme shall decide on its entry requirements.

Ch. 4 Sec. 3 states: If there are not enough places on a programme for all the qualified applicants, a selection shall be made. The Government or the agency nominated by the Government may issue regulations on selection.

Ch. 4 Sec. 4 states: The Government or the Agency nominated by the Government issues regulations on the fees to be charged for students in first and second-cycle courses and programmes who are citizens of third countries.

Ch. 5 Sec. 1 states: A special appeals board shall hear appeals against certain decisions relating to the higher education sector. No appeal may be made against the adjudication of the board on an appeal submitted to it.

2.2 Other acts

The Administrative Procedure Act regulates matters such as conflicts of interest and reassessment of decisions.

2.3 The Higher Education Ordinance

Chapter 7 of HEO is the chapter that deals with “Admission to courses and study programmes”. Sections 1–4 comprise general regulations for all levels. Secs. 5–33 regulate eligibility and selection in the first cycle for new entrants to higher education and students who are not new entrants to higher education and in the second cycle.

Ch. 6 Secs. 15 and 17 state: the programme and course syllabi for the first and second cycle shall indicate the requirements for specific eligibility.

Chapter 12 states what decisions made by the higher education institution may be appealed.

See further about HEO under the respective heading below.

2.4 Other ordinances

The Ordinance on Application Fees and Tuition Fees in Higher Education (SFS 2010:543) comprise regulations about application fees and tuition fees.

The Ordinance on Supplementary Teacher Education Leading to the Degree of Master of Secondary Education (SFS 2011:686) regulates eligibility and selection, among other things.

HEO also has references to other ordinances inserted.

2.5 Statutes of the Swedish Council for Higher Education

UHRFS 2013:1 contains regulations regarding general eligibility and selection. These supplementary regulations for general eligibility mainly deal with studies at folk high schools and courses and study programmes abroad; and in connection with the requirement for passing grades in core subject courses in Swedish, English, and mathematics. The supplementary regulations for selection deal with the assessment of grades in a number of special cases.

UHRFS 2013:2 contains area eligibilities.

UHRFS 2013:3 contains regulations regarding deferment of studies for admitted students and approved leave from studies. They stipulate what may be regarded as special reasons and how long a deferment may be.

3. Publication and applications

3.1 Publication

Programme syllabi, course syllabi, application documents, and other information of importance to application shall be published in good time before the application deadline.

Application periods, contact information, and application instructions shall be indicated by application documents for each respective course or study programme.

3.2 Application periods

HEO Chapter 7 Section 4 states: 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.

Uniarts determines the application deadline for each respective course and study programme in advance of each application round.

When applications are to be submitted via an electronic admission system, applicants must have registered their applications by the application deadline.

When applications are to be submitted by mail the determination of whether an application has arrived by the deadline is to be based on the postmark on the application documents.

After the deadline, applicants may supply additional documents at the request of the University. Such additional documents must be submitted to the University by the date stated in the request.

For admission to study programmes starting in the autumn semester, the deadline for supplementing final grades from upper-secondary schools and grades from upper-secondary adult education that were received after the application deadline for the autumn semester shall be the day before Midsummer Eve, though no later than 21 June.

For admission to study programmes starting in the autumn semester, applicants with school-leaving certificates from upper-secondary education in EU/EEA countries, International Baccalaureate and European Baccalaureate that are received after the deadline for supplementing grades may submit their grades by 5 July.

For admission to study programmes starting in the autumn semester, the deadline for supplementing eligibility with a completed language test shall be the day before Midsummer Eve, though no later than 21 June.

3.3 Form of application

Applications may be registered an electronic admission system. Applicants should then be informed that registration will take place and must accept this by signing their applications or by accepting this in an electronic form.

Applicants with protected identity will be dealt with separately.

Applications may require documentation with appendices in accordance with instructions in the application material. Formal entry requirements and the process for applying for exemption and assessment of prior learning are described below.

3.4 Application fees and tuition fees

Under the Ordinance on Application Fees and Tuition Fees in Higher Education, citizens of third-countries must pay an application fee of SEK 900.

There are some ten exceptions, involving circumstances such as family ties, residency permits, domicile, and participation in exchange programmes.

If an application fee is required, it must have been paid on time for the application to be considered.

Uniarts will decide on tuition fees in advance of announcing study programmes and courses. The decision is to be published.

Applicants who are required to pay a tuition fee but have not done so in the period determined by the University will not be registered for courses.

If a student has not completed all credit in a course for which a tuition fee was paid, the student may be re-registered for the course without paying the tuition fee a second time.

Students attending Uniarts within the framework of an international exchange agreement are not subject to requirements to pay application fees and tuition fees.

4. Credit transfer

For professional qualifications, and only for professional qualifications, an assessment is made in connection with admission whether the qualifications underlying an applicant's eligibility for the course or study programme can be counted as credit towards the degree.

Regarding credit transfer, see the Uniarts Degree Ordinance.

5. Entry requirements

5.1 Entry requirements in general

Eligibility involves the requirements regarding previous education, knowledge, skills, etc. for entry to a course or study programme. Eligibility is divided into general entry requirements and specific entry requirements.

General entry requirements always consist of requirements regarding previous education at the preceding level. Language skills in Swedish and English are included in general eligibility in the first cycle but not in the second cycle.

Specific entry requirements must be entirely essential for the student to be able to benefit from the course or study programme and are thus different for courses and study programmes in the first cycle and for those in the second cycle. The Swedish Council for Higher Education (UHR) decides about area eligibilities (combinations of upper-secondary courses) that may be used by higher education institutions as specific entry requirements for first-cycle courses and study programmes intended for new entrants to higher education. The higher education institution itself may decide about specific entry requirements for second-cycle courses and study programmes and those in the first cycle intended for students who are not new entrants to higher education. However, the higher education

institution needs to apply to UHR if it wishes to apply specific entry requirements other than existing area eligibilities to first-level students who are new entrants to higher education.

The formal requirements do not always have to be fulfilled. It is possible to assess prior learning and to grant exemptions from individual eligibility requirements. This applies to all levels and both types of eligibility.

5.2 Assessment of prior learning and exemption from entry requirements

HEO Chapter 7 Secs. 5, 8, 24-25 states: A person who by virtue of education in Sweden or abroad, practical experience or some other circumstance has the potential to benefit from the course or study programme also meets the specific entry requirements.

HEO Ch. 7 Sec. 3 states: 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.

Applicants wishing to have their prior learning assessed must state the grounds for this in their application, and these grounds must be documented in writing.

Applicants wishing to be exempted from one or more entry requirements should state in their application which requirement(s) they wish to be exempted from as well as their grounds for this, and these grounds must be documented in writing.

5.3 General entry requirements

Requirements for general eligibility are the same for first-cycle courses and study programmes intended for new entrants to higher education and students who are not new entrants to higher education respectively. However, they differ for the first cycle and the second cycle.

5.3.1 First cycle

General entry requirements in the first cycle are delineated in HEO Chapter 7 Secs. 5-6 and 24 , and in UHRFS 2013:1 Secs.1-4. HEO states:

Ch. 7 Sec. 5

A person meets the general entry requirements for courses or study programmes that begin in the first cycle and that are intended for new entrants to higher education if he or she:

1. has been awarded a preparatory qualification for higher education from an upper-secondary school programme or an upper-secondary school programme in adult education
2. has been awarded a vocational qualification from an upper-secondary school programme or an upper-secondary school programme in adult education and also has at least the grade E in the courses in Swedish, Swedish as a Second Language, English and Mathematics required for the award of a preparatory qualification for higher education in an upper-secondary programme.
3. has received a Swedish education or education abroad corresponding to the requirements in items 1 or 2
4. is a resident of Denmark, Finland, Iceland or Norway and is qualified for higher education there, or
5. has the potential to benefit from the course or study programme by virtue of a Swedish education or education abroad, practical experience or some other circumstance.

The Swedish Council for Higher Education may issue more detailed regulations concerning the requirements laid down in item 3 of the first paragraph. Ordinance (2012:712).

Ch. 7 Sec. 6

A person who has a mother tongue other than Swedish, Danish, Faroese, Icelandic or Norwegian must have the requisite knowledge of Swedish.

The Swedish Council for Higher Education may issue more detailed regulations concerning the requirement laid down in the first paragraph. However, a person whose mother tongue is Finnish and who has studied Swedish as a subject at a Finnish upper-secondary school or at a corresponding type of Finnish school for three or more years shall be considered to have the requisite knowledge of Swedish. Ordinance (2012:712).

5.3.2 Second cycle

Chapter 7 Sec. 28 states: A person meets the general entry requirements for courses or study programmes that lead to the award of a second-cycle qualification if he or she possesses a first-cycle qualification comprising at least 180 credits or a corresponding qualification from abroad. According to Ch. 7 Sec. 30, general eligibility for other second-cycle courses or study programmes consists of first-cycle courses and study programmes or equivalent qualifications.

The general entry requirement for free standing courses in the second cycle does not state the number of credits required. Any specifications as to the number of completed credits needed for entry must therefore be stated as a specific entry requirement for each course.

Skills in Swedish and English are not a general entry requirement in the second cycle. Any such requirement must thus be stipulated as a specific requirement.

According to HEO Chapter 7 Sec. 28, an exemption may be made to the requirement of a qualification for entry to a second-level course or study programme if an applicant is considered to meet the requirements for the award of such a qualification but no certificate has been issued due to special circumstances.

Ch. 7 Sec. 29 includes a limitation for assessing prior learning for second-cycle courses or study programmes that lead to the award of a professional qualification that requires professional registration.

5.4 Specific entry requirements

Besides general entry requirements, there may be specific entry requirements at all levels. This is regulated in HEO Chapter 7 Secs. 8-11, 25 and 31.

Under HEO Ch. 7 Secs. 8, 25 and 31, any specific entry requirements must be totally essential for a student to be able to benefit from the course or study programme.

The Swedish Council for Higher Education (UHR) decides about specific entry requirements for various areas, in so-called area eligibilities, for courses and study programmes intended for new entrants to higher education. There is no specific area eligibility for artistic courses and study programmes. Higher education institutions for the arts may therefore make use of an area eligibility requirement for another area. If the higher education institution wishes to establish specific entry requirements of its own, regarding artistic ability, for example, it must request and be granted permission from UHR.

However, for first-cycle study programmes leading to a professional qualification, it is always UHR that decides which area eligibility requirement is to apply, although it is possible also in such cases for the higher education institution may be granted permission from UHR to establish further specific eligibility requirements.

The higher education institution decides about specific entry requirements for first-cycle courses and programmes intended for new entrants to higher education. These include courses at the upper-secondary level, higher-education courses, or other specific entry requirements.

Assessment of specific entry requirements in the form of artistic, technical or other skills that cannot be evaluated on the basis of written documentation may be done in the form of work samples and/or entry tests when this is permitted by ordinance or special approval from UHR.

5.4.1 First cycle intended for new entrants to higher education

Under HEO Chapter 7 Sections 8-11, specific entry requirements for first-cycle courses and study programmes may comprise specific upper-secondary school courses or corresponding knowledge, and other conditions determined by the course or study programme or of significance for the professional or vocational area for which students are to be prepared.

5.4.2 First cycle intended for students who are not new entrants to higher education

Under HEO Ch. 7 Sec. 25, the higher education institution may determine what knowledge from upper-secondary school, knowledge from courses in higher education or other conditions are to be included in specific entry requirements for a study programme intended for students who are not new entrants to higher education.

5.4.3 Second cycle

Under HEO Ch. 7 Sec. 31, the higher education institution may determine what knowledge from one or more courses in higher education or other conditions are to be included in specific entry requirements for second-cycle study programmes.

5.5 International exchange students

Students nominated by the foreign higher education institution to participate in an international exchange programme may be tested in regard to the entry requirements for the course(s) they intend to pursue.

This is to be stated in the agreements that Uniarts enters regarding international exchange.

6. Selection

6.1 Selection in general

Under HEA Chapter 4 Section 3, if there are not enough places on a programme for all the eligible applicants, a selection shall be made.

The selection criteria may be supplemented with testing or interviews or by lot to make a selection among applicants with equivalent qualifications. However, selection may not be undertaken by means of tests or interviews once selection has been made by lot.

If selection among applicants with equivalent qualifications is made by lot, this must be regulated in programme and course syllabi.

6.2 Selection exceptions

Under HEO Chapter 7 Section 14, to select among applicants for first-cycle courses and study programmes intended for new entrants to higher education and leading to the award of a qualification in the fine, applied or performing arts, a higher education institution may allocate all the places on the basis of specific tests other than the Swedish Scholastic Aptitude Test.

Selection criteria including the allocation of places shall be established in respective course and programme syllabi.

Under HEO Ch. 7 Secs. 16 and 27, in isolated cases, a higher education institution may make exceptions if the applicant's qualifications cannot be assessed according to the selection criteria and if the applicant has specific knowledge or some other specific aptitude.

6.3 Selection for first-cycle courses and study programmes intended for new entrants to higher education

Under HEO Ch. 7 Sec. 14, a higher education institution may decide that the selection criteria for a study programme leading to the award of a qualification in the fine, applied or performing arts must consist of tests other than the Swedish Scholastic Aptitude Test, knowledge, vocational experience or other experience of special value to the programme applied for; or other factual circumstances relevant to the programme. This is called alternative selection.

Under HEO Ch. 7 Sec. 12, the selection criteria for other study programmes are grades, results from the Swedish Scholastic Aptitude Test, previous education, and alternative selection.

Under HEO Ch. 7 Sec. 15, the Swedish Council for Higher Education may permit a higher education institution to use alternative selection for all the places, also for study programmes that do not lead to the award of a qualification in the fine, applied or performing arts.

At Uniarts, all places in first-cycle courses and study programmes intended for new entrants to higher education are normally allocated by alternative selection unless decided otherwise in the programme or course syllabus.

6.4 First-cycle courses and study programmes intended for students who are not new entrants to higher education

Under HEO Ch. 7 Sec. 26, prior courses and study programmes are added as a further selection criterion for first-cycle courses and study programmes intended for students who are not new entrants to higher education. The higher education institution may decide which selection criteria are to be applied and how places are to be allocated.

6.5 Selection for the second cycle

The selection criteria for the second cycle are the same as those for first-level courses and study programmes intended for students who are not new entrants to higher education.

7. Admissions group and work samples

An admissions group prepares decisions about entry requirements and/or selection, performing an artistic assessment on the basis of applicants' work samples or admission tests.

An admissions group at Uniarts must fulfil at least the following requirements:

- 1. It must have at least three members.*
- 2. A majority of the members must have artistic or academic competence.*

3. *One member under item two is to be elected to chair the group. In voting, ties are decided by the chair.*
4. *The Student Union must have the opportunity to elect a student representative as a member for the entire process, or parts thereof. In decisions about the appointment of an admissions group, it must be clear in what parts the student representative is allowed to participate. The student representative has the right to attend and express him/herself, but not to vote.*
5. *When members are appointed, an even gender balance must be sought.*
6. *Members of an admissions group are obligated to state any conflict of interest. No member with a conflict of interest is allowed participate in preparations or decisions regarding admissions. (See further Administrative Procedure Act 1986:223, Secs. 11, 12).*

7.1 Work samples

Handling of work samples is regulated in the statues of the National Archives RA-FS 2007:1 and 2011:2. In applications to Uniarts work samples comprise all materials the higher education institution has requested, apart from such items as personal letters, CV, the application itself, grades and certificates.

Work samples may be returned 1 month after an admission decision. If the applicant has not requested their return, work samples may be discarded 1 month after an admission decision. When work samples have been turned in should be documented. The documentation should be stored for 2 years after an admission decision.

Work samples must be stored in a manner that ensures that they are not accessible to unauthorised individuals.

If the applicant has not requested that his/her work samples be returned or if the samples have not been picked up by the stated deadline, they will be destroyed one month after the pick-up deadline.

8. Admission decisions, responses, reserve placement and registration

8.1 Admission decisions, responses and reserve placement

Decisions about admissions and reserve placement must be documented in writing and communicated to the applicant via a written admission notice.

Under HEO Chapter 7 Section 4, a mechanically produced notification of an admission decision has the effect of a decision of the higher education institution.

To retain their place/reserve place after being selected for admission, applicants must respond to the admission notice by the deadline stated and in the manner prescribed in the admission notice. If the response is not submitted or is submitted after the stipulated deadline, the applicant will be stricken from the place that was offered.

If applicants are unable to respond personally, they may authorise a representative to respond in their place.

To claim a place, applicants must comply with UNIARTS instructions for registration and roll call.

Decisions regarding reserve placement must state the order in which reserves will be called.

8.2 Acceptance of late applicants (late admission)

Applicants who did not apply in accordance with the prescribed procedure may be admitted to a course or study programme once all eligible applicants who did apply in time have been offered places in the course or study programme.

When late applicants are admitted, the same conditions for general and specific eligibility to a course or study programme apply as in regular admissions. Available places for a course or study programme do not constitute grounds to deviate from entry requirements.

Late applications are to be ranked by date based on the postmark or the time of registration in the admission system.

8.3 Admission to later parts of programmes

If resources are available, applicants may be admitted to later parts of a programme.

- 1. Such admission must be done in compliance with these Admission Regulations.*
- 2. The applicant must meet the entry requirements for the programme.*
- 3. At the time of application, the applicant must have study results corresponding to studies in underlying semesters.*
- 4. Such admission may be done no earlier than the second semester of a study programme.*

In connection with decisions regarding admission to later parts of a study programme leading to a professional qualification, a decision must also be made regarding the transfer of credit from prior studies in relation to the professional qualification.

8.4 Cancellation of courses and study programmes

UNIARTS may decide to cancel a course or study programme if there are too few applicants that meet the stated entry requirements or if the university is unable to provide the intended level of quality in the course or the programme due to economical or personnel factors. However, a course or study programme may not be cancelled after applicants have received their admission notice or reserve placement notice.

9. Deferment of studies, approved leave from studies and non-completion of studies

9.1 Deferment of studies

Under HEO Chapter 7 Section 33, in individual cases, a higher education institution may decide that students admitted to first- or second-cycle studies may defer commencement of their studies if special grounds exist.

What constitutes special grounds etc. is regulated in UHRFS 2013:3:

Section 1

Special grounds for deferment of commencement of studies may be social, medical or other special circumstances such as care of children, national service or civil service, student union assignments or postponed leave of absence in accordance with the Act (1974:981) on Employees' Right to Leave of Absence for Education.

Special grounds may also be limited-term trial employment under Section 12 of the Act (2012:332) on Certain Defence Employment or Service in National Defence for those employed as periodically active group commanding officers, soldiers or seamen under this act.

Section 2

Commencement of studies may be deferred for no more than 18 months, unless extraordinary grounds exist.

Decisions regarding deferment may be combined with conditions stipulating application prior to the time when studies are to be commenced.

At UNIARTS deferment of commencement of studies may be granted only to those admitted to a study programme.

UNIARTS regards as an extraordinary ground the circumstance that a study programme is offered at intervals greater than 18 months.

9.2 Approved leave from studies

Under HEO Chapter 7 Section 33, in individual cases, 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 if special grounds exist.

Approved leave from studies is regulated further in UHRFS 2013:3:

Section 3

Approved leave from studies means a leave from studies for which the student has applied to the higher education institution.

Section 4

Special grounds to continue studies following an approved leave from studies may be social, medical or other special circumstances such as care of children, national service or civil service, student union assignments.

Special grounds may also be limited-term trial employment under Section 12 of the Act (2012:332) on Certain Defence Employment or Service in National Defence for those employed as periodically active group commanding officers, soldiers or seamen under this act.

Section 5

The higher education institution's decision to allow a student to continue his/her studies following an approved leave must refer to a fixed period of time.

Decisions allowing a student to continue his/her studies following an approved leave may be combined with conditions stipulating application prior to the time when studies are to be continued.

9.3 Deferment of studies

By deferment of studies is meant that a student discontinues his/her studies with no intention of returning later to complete them.

Anyone who discontinues his/her studies must inform Uniarts of this. This also applies to anyone who fails to be granted an approved leave from his/her studies.

Uniarts documents information about non-completion in the study documentation system.

A student who discontinues his/her studies within the first three weeks will be de-registered from the course or study programme and is eligible to apply for the course or study programme again.

A student who discontinues his/her studies after three weeks have passed from the commencement of studies may be re-registered for the course or study programme if Uniarts resources allow.

10. Reassessment and appeals

10.1 Appeals

Rules for appealing decisions are found in HEO Chapter 12, which lists what decisions may be appealed. Decisions for the first and second cycles of relevance to admission are:

- Negative decisions about eligibility.
- Decisions not to grant exemption from entry requirements.
- Decisions not to grant deferment of commencement of studies.
- Decisions not to grant resumption of studies following approved leave from studies.

Only the individual whom the decision concerns may appeal, and the appeal must be based on the contents of an application that was submitted on time.

Appeals must be lodged no more than three weeks after the applicant received information about the decision.

Decisions that are subject to appeal must include information about the appeal procedure.

Appeals must be made in writing and addressed to the Higher Education Appeals Board, but submitted to Stockholm University of the Arts, P.O. Box 240 45, 104 50 Stockholm.

10.2 Reassessment

Applicants may request reassessment of decisions other than those that are subject to appeal, such as decisions to reject applications submitted late or assessment of qualifications.

Requests for reassessment must be submitted no more than three weeks after the applicant received information about the decision.

Requests for reassessment are to be submitted to Stockholm University of the Arts, P.O. Box 240 45, 104 50 Stockholm.