Admission Regulations

Guidelines for Entry to First- and Second-cycle Education at Uppsala University

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1. Introduction

By Admission Regulations is meant the rules for education that the higher education institution, under Chapter 6 Section 3(2) of the Higher Education Ordinance (SFS 1993:100, with later amendments), applies regarding application, entry requirements, selection and admission and also regarding how decisions are made and may be appealed. The Admission Regulations are adopted by the University Board. Provisions in Chapter 2 of the Higher Education Ordinance state that the Vice-Chancellor may delegate his/her duties.

2. Application and Admission

The Vice-Chancellor decides matters regarding procedures for application, deadlines for application and submission of supplements, and admission to higher education. This information is available in the application materials.

A person admitted to a study programme or course must commence his/her studies in the study programme or course section referred to in the admission decision.

In applying for education it is normally possible to apply for multiple educational alternatives. These alternatives should be ranked in order of preference in the application. The number of educational alternatives is stated in the application materials. Educational alternatives may differ in terms of the number of credits. Each round of admissions has a ceiling for how many credits an applicant can be admitted to and stand as a reserve for. The greatest number of credits an applicant can be admitted to per admissions round is stated in the application materials. Upon special application to the Vice-Chancellor and if extraordinary reasons obtain, the possibility of being admitted to a greater number of higher education credits per term may be granted to applicants who have achieved study outcomes comprising 45 higher education credits per term for at least two consecutive terms. Applications received after the deadline for submission are not subject to the same credit limits.

3. Admission to First-cycle Courses and Study Programmes Intended for New Entrants to Higher Education

3.1. General Entry Requirements

Conditions for general entry requirements to first-cycle courses and study programmes intended for new entrants to higher education are stated in Chapter 7 of the Higher Education Ordinance and in regulations from the Swedish Council for Higher Education regarding general entry requirements and selection (UHRFS 2013:1).

3.2. Specific Entry Requirements

Chapter 7 of the Higher Education Ordinance states the demands for specific entry requirements. Specific entry requirements for a first-cycle course or study programme intended for new entrants to higher education must be stated in the form of so-called field-specific entry requirements. The Swedish Council for Higher Education issues regulations about what field-specific entry
requirements exist and what field-specific entry requirements are to apply to a course or study programme leading to a professional qualification (UHRFS 2013:2).

Specific entry requirements expressed as field-specific entry requirements for admission to study programmes intended for new entrants to higher education and not leading to professional qualifications are to be decided by the Vice-Chancellor upon the suggestion of the disciplinary domain board/faculty board.

Specific entry requirements expressed as field-specific entry requirements for admission to courses intended for new entrants to higher education are to be determined by the relevant disciplinary domain board/faculty board.

Specific entry requirements for admission to a certain course or study programme are to be stated in course syllabi and curricula for study programmes.

3.3. Equivalency Assessment and So-called De Facto Competence

By equivalency assessment is meant that an applicant has been deemed to possess knowledge equivalent to that of someone who meets the formal entry requirements. This knowledge will have been acquired for example via other educational courses and/or study programmes. The Vice-Chancellor decides whether the applicant is to be regarded as possessing the equivalent knowledge.

If it is judged that the applicant, on the basis of competence acquired not solely via earlier educational courses and/or study programmes, has the aptitude to benefit from the course or study programme applied for, the applicant is to be regarded as possessing the de facto competence for the course or study programme in question. The Vice-Chancellor decides whether the applicant is to be regarded as possessing the de facto competence for the course or study programme applied for.

3.4. Exemptions from Entry Requirements

Pursuant to Chapter 7 of the Higher Education Ordinance, if special reasons obtain, the higher education institution may grant exemptions from one or more entry requirements. A higher education institution may grant exemptions from one or more entry requirements if the applicant has the aptitude to benefit from the course or study programme applied for without meeting the entry requirements. The Vice-Chancellor decides about exemptions from one or more entry requirements for admission to courses or study programmes.

3.5. Selection for First-cycle Courses or Study Programmes Intended for New Entrants to Higher Education

The regulations for selection are stated in Chapter 7 Sections 12–23 of the Higher Education Ordinance (SFS 1993:100 with later amendments) and in the statutes of the Swedish Council for Higher Education (UHRFS 2013:1).

3.5.1. Priority

In admitting applicants to courses and study programmes intended for new entrants to higher education, Uppsala University does not use the dispensation provided in Chapter 7 Section 17 of the Higher Education Ordinance to give priority to applicants who are already students at Uppsala University.
3.5.2. Selection Criteria and Allocation of Places
In selecting students for a course or study programme the places are to be allocated so that at least 
one third are based on grades (grade selection), at least one third are based on scores on the Swedish 
Scholastic Aptitude Test (test selection) and no more than one third on the basis of selection criteria 
determined by the University (local selection). The disciplinary domain board/faculty board decides 
about the allocation of places between grade selection and test selection groups. The Vice-
Chancellor decides about the scope of and the selection criteria for the local selection group on the 
basis of Chapter 7 Section 23 of the Higher Education Ordinance. An applicant who meets the 
criteria for more than one selection group is to be included in each of them.

4. Admission to First-cycle Courses or Study 
Programmes Intended for Students Who Are Not 
New Entrants to Higher Education

4.1. General Entry Requirements
Applicants meet general entry requirements for first-cycle courses and study programmes intended 
for students who are not new entrants to higher education if they fulfil the requirements stated in 
Chapter 7 of the Higher Education Ordinance.

4.2. Specific Entry Requirements
The disciplinary domain board/faculty board decides what specific entry requirements apply for 
first-cycle courses or study programmes intended for students who are not new entrants to higher 
education.

4.3. Equivalency Assessment and So-called De Facto 
Competence
By equivalency assessment is meant that an applicant has been deemed to possess knowledge 
equivalent to that of someone who meets the formal entry requirements. This knowledge will have 
been acquired for example via other educational courses and/or study programmes. The Vice-
Chancellor decides whether the applicant is to be regarded as possessing the equivalent knowledge. 
If, upon assessment of an applicant’s total competence, regardless of how it was acquired, it is 
judged that the applicant, on the basis of competence acquired not solely via earlier educational 
courses and/or study programmes, has the aptitude to benefit from the course or study programme 
applied for, the applicant is to be regarded as possessing the de facto competence for the course or 
study programme in question. The Vice-Chancellor decides whether the applicant is to be regarded 
as possessing the de facto competence for the course or study programme applied for.

4.4. Exemptions from Entry Requirements
Pursuant to Chapter 7 of the Higher Education Ordinance, if special reasons obtain, the higher 
education institution may grant exemptions from one or more entry requirements. A higher 
education institution may grant exemptions from one or more entry requirements if the applicant has 
the aptitude to benefit from the course or study programme applied for without meeting the entry 
requirements. The Vice-Chancellor decides about exemptions from one or more entry requirements 
for admission to courses or study programmes.
4.5. Selection for First-cycle Courses or Study Programmes Intended for Students Other Than New Entrants to Higher Education

4.5.1. Selection for Continued Studies in Study Programmes
The Vice-Chancellor decides about regulations for selection for courses in study programmes upon the suggestion of the disciplinary domain board/faculty board. The regulations decided upon are to be stated in the study programme curricula and/or the application materials.

4.5.2. Selection for First-cycle Single-subject Courses Intended for Students Other Than New Entrants to Higher Education
Regulations for selection are stated in Chapter 7 of the Higher Education Ordinance and in the statues of the Swedish Council for Higher Education. At Uppsala University, the Vice-Chancellor decides, upon the suggestion of the disciplinary domain board/faculty board, what regulations are to apply to selection for first-cycle courses or study programmes intended for students other than new entrants to higher education.

In selecting among applicants under the selection criterion prior courses or study programmes, applicants are ranked on the basis of higher education credits completed up to a maximum of 165 higher education credits. The deadline for counting credits completed is the same as the deadline for submitting applications.

In selecting among applicants otherwise, unless special reasons argue against it, previous performance in the field or in other fields is to be used to distinguish among applicants. However, for courses whose only prerequisite is the first-term course(s) in the field, the same regulations may be used as in selecting among applicants for the first-term course(s).

Selection for continuing and further education courses can be based on relevant vocational/professional activities.

4.5.3. Allocation of Places
Three different models exist for allocating places between parallel selection groups:

1. Proportional, that is, groups are allocated places in proportion to the number of applications in each group
2. Pre-determined allocation of places, stated in per cent or set numbers for each group
3. A combination of these models, whereby one group is guaranteed a certain proportion of the places and the remaining places are allocated proportionally among the other groups.

The Vice-Chancellor decides about the allocation of places following consultation with the disciplinary domain board/faculty board.
5. Admission to Second-cycle Courses and Study Programmes

5.1. General Entry Requirements
General entry requirements for admission to second-cycle study programmes and courses are regulated in Chapter 7 of the Higher Education Ordinance. The following applies at Uppsala University:

− For programmes, a first-cycle qualification of at least 180 higher education credits must have been issued by no later than programme registration. An exemption may be made from the qualification requirement if it is evident that the requirements regarding a first-cycle qualification have been met by no later than programme registration.
− For courses, at least 120 higher education credits must have been completed by no later than course registration.

5.2. Specific Entry Requirements
Specific entry requirements for admission to second-cycle study programmes and courses are regulated in Chapter 7 of the Higher Education Ordinance.
The disciplinary domain board/faculty board decides what specific entry requirements are to apply for admission to second-cycle courses and study programmes.

5.3. Selection for Second-cycle Courses and Study Programmes

5.3.1. Selection for Study Programmes
The regulations for selection are stated in Chapter 7 of the Higher Education Ordinance. At Uppsala University, selection is to be done primarily on the basis of the quality of merits, for instance in the main subject area of the study programmes providing eligibility or of the degree project in this subject. Upon the suggestion of the faculty board, the Vice-Chancellor decides what selection regulations are to apply.

5.3.2. Selection for Continued Studies in Study Programmes
The Vice-Chancellor decides about regulations for selection for courses in study programmes upon the suggestion of the disciplinary domain board/faculty board. The regulations decided upon are to be stated in the study programme curricula and/or the application materials.

5.3.3. Selection for Second-cycle Single-subject Courses
The regulations for selection are stated in Chapter 7 of the Higher Education Ordinance. At Uppsala University, the Vice-Chancellor decides what selection regulations are to apply, upon the suggestion of the disciplinary domain board/faculty board.

Selection is to be done primarily on the basis of the quality of merits, for instance in the main subject area of the study programmes providing eligibility or of the degree project in this subject.

Selection may also be done on the basis of prior courses or study programmes, whereby applicants are ranked on the basis of higher education credits completed up to a maximum of 285 higher
education credits. The deadline for counting credits completed is the same as the deadline for submitting applications.

6. Eligible Applicants with the Same Qualifications
If two or more applicants for a certain application alternative have the same qualifications, selection is done by lot.

Among applicants for the medical programme with the same relative points in grade selection, selection is to be done on the basis of results on the Swedish Scholastic Aptitude Test in the same manner as with admission under Chapter 7 Section 12 of the Higher Education Ordinance. Among applicants who have the same results on the Swedish Scholastic Aptitude Test, selection is to be done by lot.

7. Special Admissions Rounds for Students Subject to Tuition Fees
Chapter 7 Section 4a of the Higher Education Ordinance states that a higher education institution may determine whether an applicant 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 admissions rounds shall be arranged for a course or programme.

At Uppsala University different quota-based admissions groups are to be applied for students who are subject to tuition fees and for Swedish/European students who are applying for admission to courses or programmes. This refers to internationally marketed courses and programmes and which have an international target group for recruitment.

The respective disciplinary domain board/faculty board determines which courses or programmes shall apply a special quota-based admissions group for students who are subject to tuition fees.

A student who is admitted in a quota-based admissions group for students who are subject to tuition fees but who demonstrates later that he/she is exempt from tuition fees shall retain his/her place on the course or programme as a student exempt from tuition fees.

8. Decisions in Exceptional Cases
In exceptional cases a higher education institution may depart from the provisions of the Higher Education Ordinance regarding selection criteria and allocation of places. However, this may be done only if the qualifications of the applicant cannot be assessed in a suitable manner in accordance with the selection criteria laid down in the Higher Education Ordinance and if the applicant, through prior education, work experience, or some other circumstance has special knowledge or other special prerequisite qualifications for the course or study programme.

Applicants for courses or study programmes at Uppsala University may apply to be tested individually. The Vice-Chancellor decides on admissions on the basis of individual testing.
9. Deferment of Studies and Approved Leave from Studies

If special reasons apply, a higher education institution may, in individual cases, decide to grant a deferment of the prescribed starting date for studies. The decision is made by the Vice-Chancellor. If special reasons apply, a higher education institution may also decide that an admitted individual may continue his/her studies after an approved leave of absence. The decision is made by the responsible disciplinary domain board/faculty board. Provisions regarding deferment of studies for admitted students and approved leave from studies are stated in Chapter 7 Section 33 of the Higher Education Ordinance and the statutes of the Swedish Council for Higher Education (UHRFS 2013:3).

10. Appeals

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

- Decisions that applicants do not satisfy entry requirements for admission to first- and second-cycle courses and study programmes
- Decisions not to grant exemptions from entry requirements
- Decisions not to allow those admitted to first- and second-cycle courses and study programmes to defer commencement of their studies
- Decisions not to allow students to continue their studies after an approved period of leave.

Decisions in connection with admissions may be appealed under the Discrimination Act (SFS 2008:567), if the decisions violate prohibitions against discrimination or the prohibition against acts of reprisal in the Act.

11. Detailed Guidelines

- Uppsala University’s regulations and guidelines applied in its admission processes: www.uu.se/utbildning
- Application materials for applying to Swedish universities and university colleges: www.antagning.se
- The Association of Swedish Higher Education’s recommendations: www.suhf.se