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UNIVERSITET

University Board

DECISION
2006-12-14

UFV 2006/1972

Admissions Ordinance for Studies at the Graduate Level Uppsala University (AFUU in Swedish)

*(The present document is a translation of the decision made by the Board.
The translation is produced by Uppsala University.)*

Under Ch. 6 Sec. 3 of the Higher Education Ordinance (HF), (2006:1053), the Admissions Ordinance comprises the regulations that the University applies for studies at the graduate level in regard to, on the one hand, applications, eligibility, exemptions from eligibility requirements, and selection and, on the other hand, how decisions are made about admissions and about exemptions from eligibility requirements. The Admissions Ordinance must be adopted by the Board of the University (Ch. 2 Sec. 2 HF).

The Admissions Ordinance is based on Chs. 5, 6, and 7 of the Higher Education Ordinance and the Ordinance (1995:938) on Grants to Doctoral Candidates. Furthermore, the Board has adopted regulations for graduate-level education 2006-12-14 (UFV 2006/1973). Faculty boards may moreover come to establish guidelines in their respective areas of responsibility.

1 Access to Studies at the Graduate Level—Supervision

Ch. 6 Sec. 31 HF: The faculty board shall appoint at least two supervisors for each doctoral candidate. One of them shall be appointed principal supervisor. Doctoral candidates have a right to supervision during their studies, unless the faculty board decides otherwise pursuant to Sec. 37.

Any doctoral candidate who so requests shall have his/her supervisor replaced.

Ch. 7 Sec. 34 HF: No more doctoral candidates may be admitted to graduate studies than can be provided with supervision and acceptable study conditions in general and can be granted funding for their studies pursuant to Sec. 36.

Local Regulations:

Sec. 1 AFUU: For each doctoral candidate, the faculty board shall appoint two supervisors, one with the primary responsibility for the candidate's studies, including dissertation work, and one assistant supervisor. One of the supervisors must be employed by or adjoined to Uppsala University. At least one of the supervisors must be an associate professor.



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Normally a work place and other conditions required for the pursuit of graduate studies shall be provided by the department.

2 Admissions Requirements and Eligibility

Ch. 7 Sec. 35 HF: To be admitted to studies at the graduate level, applicants must

1. be generally eligible and meet any special requirements for eligibility laid down by the faculty board, and
2. be judged to possess the general capabilities needed for the successful completion of the studies.

Ch. 7 Sec. 39 HF: Applicants are generally eligible¹ for programs at the graduate level if they have

1. completed an advanced-level degree,
2. completed at least 240 academic credits worth of courses, with at least 60 academic credits at the advanced level, or
3. acquired the equivalent knowledge in some other manner either in Sweden or abroad.

The faculty board may grant an exemption from the general eligibility requirements for an individual applicant if there are special reasons.

Ch. 7 Sec. 40 HF: Any special eligibility requirements established must be such that the student will clearly need to satisfy them in order to benefit from the studies.

Requirements may concern

1. knowledge from programs in higher education or the equivalent,
2. special professional experience, and
3. requisite language skills or other conditions intrinsic to the program .

Local Regulations

2§ AFUU: The faculty board is charged with establishing special requirements of eligibility for each respective graduate program subject. These conditions must be given in the general curriculum statement for the graduate program in the subject. Prerequisite stipulations must not be set higher than are necessary for the successful completion of the program.

3 Applications and the Granting of Admission

Ch. 6 Sec. 4 HF: Programs may lead only to the degrees prescribed in Appendix 2 to this ordinance (Degree Ordinance).

¹ Entry into force and transitional rules regarding SFS 2006:1053, Note 11:
Anyone who, prior to July 1, 2007, satisfies the requirements for general eligibility for graduate studies shall also thereafter be considered to be generally eligible for studies at the graduate level, although only until the end of June 2015.



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Ch. 6 Sec. 5 HF: The Degree Ordinance specifies at what level a certain degree is to be attained and what requirements are to be satisfied for a certain degree (degree description)

SFS 2006:1053, Appendix 2:

Excerpt from Degree Ordinance:

The degree of Licentiate is attained either after the doctoral candidate has completed a program of at least 120 academic credits in the subject of the graduate program or after the doctoral candidate has completed a portion worth at least 120 academic credits of a program leading to a doctorate, if the institution decides that such a Licentiate degree may be granted by the institution.

The degree of Doctorate is attained after a doctoral candidate has completed a program of 240 academic credits in a subject with a graduate-level program.

Ch. 7 Sec. 36 HF: The faculty board may admit to graduate programs only applicants who will be employed as doctoral fellows or who will receive doctoral grants. However, the faculty board may admit applicants who have some other form of financing for their studies if the board deems that this funding can be secured for the entire program and that the applicants can devote a sufficient amount of time to their studies to allow them to complete a licentiate within four years and a doctorate within eight years.

Ch. 7 Sec. 38 HF: Faculty boards at institutions granted the appellation of university may, without any new admissions procedure, allow graduate students already admitted to another university or a university college to transfer to the new university in order to continue their program and receive their degree from there. However, this applies only to graduate students who have pursued the main portion of their graduate studies at an institution granted the appellation of university.

What is stated in the first paragraph shall be valid in a corresponding manner for any institution that comprises a Disciplinary Domain.

Local Regulations:

Sec. 3 AFUU: Pursuant to Ch. 7 Secs. 34-37 HF, the responsibility for admissions and determining the security of funding lies with the faculty board.

The faculty board may admit students to graduate-level studies leading to either a licentiate degree or a doctorate. It is imperative that the creation of a two-stage model be avoided. Therefore, when a student is admitted to a licentiate program, a special explanation must be incorporated in the student's individual study plan. Admission of students to licentiate programs may not be delegated. Graduate students originally admitted to a program leading to a licentiate may, upon renewed application and approval, continue their studies toward a doctorate. Graduate students who originally planned to complete a doctorate may be permitted to conclude their studies with a licentiate. A portion of any program at the graduate level leading to a doctorate may be concluded with a licentiate degree at Uppsala University if that program comprises at least 120 academic credits.



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The major share of faculty-funded support for studies is expected to be allocated to programs that can lead to a doctorate.

Part-time employment as a doctoral fellow should be granted if a doctoral candidate so wishes and the faculty board finds it appropriate.

If an applicant is admitted with some other form of funding than that intended in Ch. 7 Sec. 36 HF, first paragraph, first sentence, the benchmark for a reasonable level of funding is normally regarded as corresponding to what would be received from a governmental study loan.

When admitting graduate students, the faculty board shall always consider applications with sufficient foresight to comprise taking the responsibility for a net study period of two years for graduate students intending to conclude their studies with a licentiate degree and for a net study period of four years for graduate students intending to conclude their studies with a doctorate.

Admission of graduate students must be based on well-defined criteria of quality. The same criteria must apply for the admission of graduate students with external funding and their own funding as for the admission of graduate students funded by faculty allocations.

The period of study for the licentiate and doctorate may not be unofficially extended de facto by the student pursuing studies at the graduate level without having been formally admitted, nor should the real period of study be extended in other ways to exceed two or four years of study, respectively.

4 Selection of Students for Admission to Studies at the Graduate Level

Ch. 7 Sec. 41 HF: Selection among applicants who fulfill the requirements under Secs. 35 and 36 shall be done on the basis of their capacity to benefit from the studies. The faculty board determines what assessment criteria shall be applied in judging the capacity of applicants to benefit from the studies. However, the sole circumstance that one applicant is judged to be able to receive credit toward the program for previous education or professional experience must not privilege that applicant in relation to other applicants in the selection process.

Local Regulations:

Sec. 4 AFUU: Admissions to studies at the graduate level and the allocation of financial support must be performed openly and in competition.



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5 Information about Studies at the Graduate Level

Ch. 6 Sec. 3 HF, first paragraph, second sentence: The institution of higher education shall ensure that anyone entering a program of study has access to requisite information about the program.

Ch. 7 Sec. 37 HF: Admissions matters are decided by the institution of higher education. Anyone wishing to be admitted to studies at the graduate level must make application within the time frame and according to the procedure laid down by the institution of higher education.

When an institution of higher education intends to admit one or more graduate students, the institution must make this known by publishing a notice or by some other equivalent procedure. However, information need not be given

1. when admitting a graduate student who will be pursuing the studies within the framework of employment from an employer other than the institution of higher education,
2. when admitting a graduate student who has previously started studies at the graduate level at another institution of higher education,
3. if special reasons of a similar nature obtain.

Ch. 5 Sec. 4 HF: Anyone who has been receiving a doctoral grant shall upon application be employed as a doctoral fellow no later than by the time the individual study plan indicates that there remains a period of study corresponding to two years of full-time studies for the doctorate. This does not apply, however, if the faculty board or a special body as delineated in Ch. 2 Sec. 5 a, second paragraph, third and fourth sentences of the Higher Education Act (1992:1434) has decided to rescind the graduate student's resources pursuant to Ch. 6 Sec. 37 of this ordinance or doctoral grant under Sec.14 of the ordinance (1995:938) regarding doctoral grants.

Ch. 5 Sec. 5 HF: When a graduate student is to be employed in cases other than that covered in Sec. 4, attention must be paid to the individual's capacity to benefit from studies at the graduate level.

Furthermore, the second and third paragraphs shall apply.

If a graduate student is to be employed in connection with admission to the program, the regulations in Ch. 7 Sec. 41, second and third paragraphs, on the establishment of assessment criteria and on the prohibition against privileging must be applied.

The institution of higher education shall make the vacancy known by publishing a notice or through some equivalent procedure, so that those interested in the position will be able to notify the institution within a given period of time. However, information need be given only if a graduate student is to be employed in connection with admission to the program and if it follows under Ch. 7 Sec. 37 that information must be given in connection with admission.

Local Regulations:

Sec. 5 AFUU:

For studies at the graduate level, each faculty board shall provide information about

- how admissions are carried out
- when available places in graduate-level studies will be announced



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- what documents must be appended to applications for admission
- the layout of the program
- forms of funding for the program
- the general curricula for each subject.

Notice of the opportunity to apply for admission to studies at the graduate level must be available locally and on the University home page (www.uu.se) at least three weeks prior to the deadline for applications. The announcement should be national. The local rules formulated here regulate new admissions to studies at the graduate level. The conversion of doctoral grants to employment in the form of doctoral fellowships is not covered by these regulations.

The information must be available on the department home page and on the University home page (www.uu.se).

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The Board decided to adopt this Admissions Ordinance, which shall take effect 2007-01-01 and apply to admissions to studies commencing after 2007-06-30, and to delegate to the Vice-Chancellor the power to insert, if necessary, amended ordinance text that does not affect the local regulations. This matter was presented by Principal Administrative Officer Margaretha Andersson.

Anders Hallberg

Margaretha Andersson