



Admissions regulations at University of Skövde

- guidelines for admission to first- and second- cycle education

The Admissions regulations were ratified by the Board of Governors on 17 December 2025 and are in effect as of 1 January 2026.

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1 Introduction

The statutory provisions governing admissions are found in the Higher Education Act, Chapter 1, Sections 8–9, which stipulate the knowledge upon which first-cycle education is to be based; the Higher Education Ordinance, Chapter 2, Section 2, item 7, which states that the admissions regulations shall be adopted by the Board of Governors; the Higher Education Ordinance Chapter 6, Section 3, which mandates that admissions regulations must be in place; and the Higher Education Ordinance Chapter 7, which governs access to education. Furthermore, regulations concerning admission to education following preparatory studies are outlined in the “Ordinance on Preparatory and Introductory Higher Education”.

The Swedish Council for Higher Education (UHR) has also issued regulations on admissions, namely: “Regulations on General Entry Requirements and Selection”, “Regulations on Specific Entry Requirements”, and “Regulations on Deferral of Studies for Admitted Students and Approved Leave from Studies”.

Contract education at the University is regulated by a separate ordinance, the “Ordinance on Contract Education at Universities and University Colleges”. Participants in contract education are therefore not covered by these admissions regulations.

The University of Skövde (the University) is the admissions authority for all education offered by the institution, meaning it is responsible for conducting the admissions process and for how it is carried out. The University is also the admissions authority for programmes and courses where applications are processed by the UHR.

Decisions regarding the entry requirements for study programmes and courses are made either by the Faculty Board or by the Curriculum Committees, depending on the case. Other admissions-related decisions concerning study programmes and courses in general – such as the number of students to be admitted to a programme or course (admission quota), the selection model for a programme or course, and the cancellation of a course – are made either by the Head of School or the Head of Division at the relevant department. Decisions on tuition fees and the cancellation of study programmes are made by the Vice-Chancellor.

Decisions regarding admission, deferral of studies, and approved leave from studies for individual applicants and students are made by staff within the Academic Affairs and Student Support Office. These decisions are made in consultation with relevant functions at the University, primarily subject representatives, subject coordinators, and programme coordinators.

All decisions mentioned above are made in accordance with the established delegations of authority. The mandates for decision-making are described in more detail in the delegation documents.

Provisions regarding application and tuition fees are found in the “Ordinance on Application and Tuition Fees at Universities and University Colleges”. Local regulations are set out in the “Guidelines for Tuition Fees at the University of Skövde” as well as in specific decisions regarding the amount of the tuition fee which are made by the Vice-Chancellor prior to each academic year.

2 Application, admission and registration

2.1 Application instructions

Anyone wishing to be admitted to first- or second-cycle studies at the University must submit an application in accordance with the decisions made by the University (Higher Education Ordinance Chapter 7, Section 4). For most programmes and courses, the University has commissioned UHR to handle the practical admissions process. Applications are made via UHR’s admissions websites (www.antagning.se or www.universityadmissions.se). Only in exceptional cases are applications submitted directly to the University, which will be stated in the application materials (e.g. the programme pages on the University’s website). The applicant is responsible for ensuring that the University has access to the documents they wish to submit in support of their eligibility and for the assessment of their qualifications.

To participate in the selection process, the application must be submitted on time. The application deadlines, which are set out in the “Regulations on the Final Application Date for Programmes and Courses”, are specified in the application materials for each course or programme. An application is considered to have been submitted on time if it is made in the manner prescribed by the University and has been received no later than the date indicated as the final application date for the applicable programme or course.

Applicants liable to pay an application fee must have paid the fee by the deadline set by the University, or must have proven exemption from the fee by that date. UHR will inform the applicant of this deadline. If the applicant has not paid the application fee, or has not proven their exemption in time, the application will be deemed invalid. Consequently, the application will not be processed by the University. The date of application is considered to be the date the application fee was paid or the fee exemption was proven. If the course or programme allows for late applications, different rules may apply in part—see Section 2.2.

Admission of doctoral students¹ to second-cycle courses is carried out through local admissions. The principal supervisor registers the doctoral student on the course in question.

2.2 Late application

Applications submitted after the final application date may, in certain cases, be processed. In such instances, no selection based on merit rating is conducted; instead, applications are ranked according to the date on which they were received.

Applicants submitting a late application who are considered liable to pay an application fee (see Section 2.1) must pay the fee or prove their exemption on the same day the late application is made. Otherwise, the application will not be deemed as received and will therefore not be processed by the University. The application date is the date the application fee was paid or the fee exemption was proven.

In the national admissions rounds, all application options are closed after the final application date. The University then opens for late applications in conjunction with the first selection round.

Applications are then opened only for those programmes or courses where there are available places, or where the University assesses that the number of reserves are likely to be fewer than the number of available places at the start of the programme. This assessment is based on data from previous admissions rounds.

When necessary, some application options may be kept open for certain programmes immediately after the final application date. The decision to keep application options open is made by the Director of Academic Affairs and Student Support Office, following a proposal from the Head of School for the relevant programme.

In the international admissions rounds, application options remain open after the final application date for programmes where places are available. The closing date of application options depends primarily on two factors: the time required to assess applicants' qualifications and the time needed for admitted students to have their residence permit applications processed.

If a late application is incomplete or the applicant is deemed ineligible, the application is normally not accepted.

2.3 Registration of information

Eligibility-related information and personal data are stored in the University's electronic register. Stipulations regarding how the register should be handled are set out in the "Ordinance on the

¹ Applies to doctoral students admitted to the University's third-cycle education.

Reporting of Studies, etc., at Universities and University Colleges” as well as in the University’s local governing document, “Guidelines for the Processing of Personal Data at the University of Skövde.”

2.4 Previous registration

An applicant cannot be admitted to a course for which they have already been registered. However, the applicant has the right to participate in examinations. Subject to availability, the student may re-register to participate in teaching activities. For freestanding courses, applicants on the waiting list are given priority over a student who has previously been registered.

An exception applies if a student makes an early withdrawal, i.e., withdraws within three weeks after the course start. Following a new application, the student may then be admitted to the course again. Students who have made early withdrawals are not included in the calculation of funding allocations.

An applicant may be admitted to a programme on which they have previously been registered.

2.5 Notification of admission and response requirement

Applicants who have applied via www.antagning.se receive their notification on www.antagning.se. Applicants who have applied locally, as well as those on waiting lists, receive written notification from the University. A reply is required as per the instructions provided in the application materials and in the notification of admission. Failure to reply, incorrect replies, late replies, or withdrawal means that the applicant forfeits the place offered in the admission notification.

An admitted applicant who, within the specified time, has confirmed the application options they wish to remain on, as indicated in the admission notification, has the right to register (see 2.7) for these courses or programmes, provided that the admission is not conditional (see 3.5, Conditional Eligibility). Registration must, however, take place during the specific registration period stipulated by the University.

Decisions regarding admission numbers are made by the Head of School for admission to degree programmes and by the Head of Division at the department for admission to courses.

2.6 Waiting list admissions

If deemed necessary in order to achieve the desired number of students in a programme or course, the ordinary admissions process

may be followed by admissions from the waiting list. Admissions from the waiting list may commence after the regular selection process has been completed — if the number of applicants admitted after this selection is less than the number of available places or if applicants admitted after selection decline their offered places.

Admission from the waiting list may continue for as long as is feasible with regard to the course or programme. Priority is given to applicants who were placed on the waiting list in the last ordinary selection round. Secondly, other eligible applicants (late applicants) are admitted. Applicants are admitted from the selection group in which a place has become available and in the order in which they were placed on the waiting list. If there is no reserve applicant in the selection group, a reserve is admitted from another appropriate group.

Changes to admission numbers and decisions to stop admissions for programmes and courses within the framework of admissions from the waiting list are made by the Head of Division at the department.

2.7 Registration

All applicants admitted to a course or programme — who intend to participate in the course or programme in question — must register via the student portal of the University of Skövde. To retain their place, registration must take place no later than the end of the day (23:59) specified in the admission notification, unless the University has been informed of any impediments beforehand. The conditions for registration in the case of admission from the waiting list and late admissions are stated in the notification sent to admitted applicants.

2.8 Admission of exchange students

An incoming exchange student is a student enrolled at a university outside Sweden with which the University of Skövde has an exchange agreement. Students are nominated by their home universities for admission to the University of Skövde. Eligibility for the courses that exchange students apply for is assessed by the University. Students are admitted based on the nominations up to the number of places specified in the agreement between the University and the sending home university.

2.9 Admission of Programme Students

Admission of programme students to next term's courses is handled locally at the University. Students who are registered in one of the University's programmes will be enrolled in the next terms of the programme courses by an administrative officer. Students who are not following the prescribed study plan as per the programme

syllabus (so-called “delayed students”) must contact the programme coordinator or the study and career counsellor for enrolment in the next term’s programme courses.

If a student requests admission to a course within their programme after a degree certificate has been issued, this is possible subject to availability and no later than 12 months after the degree has been awarded.

3 Eligibility

3.1 General information

As stated in Chapter 7 of the Higher Education Ordinance, admission to first-cycle or second-cycle studies must relate to a course or a study programme. Eligibility requirements for courses and study programmes must be specified in course syllabuses and programme syllabuses.

Decisions on eligibility, in accordance with these regulations, are made by the Faculty Board or the Curriculum Committees in connection with the adoption of programme syllabuses and course syllabuses.

When assessing eligibility, in addition to the Higher Education Ordinance and UHR’s regulations, UHR’s assessment manual is used. The manual has been developed and refined by a working group appointed by the Association of Swedish Higher Education Institutions (SUHF). The University also generally follows the recommendations issued by SUHF.

3.2 Eligibility for studies commencing at first-cycle level and intended for beginners

General Entry Requirements

The conditions for general entry requirements are regulated in Chapter 7, Sections 5–6 of the Higher Education Ordinance:

Section 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 they have:

1. knowledge of Swedish and English,^[1]^[2]^[SEP]
2. a scholarly approach,^[1]^[2]^[SEP]
3. the ability to examine issues from multiple perspectives,^[1]^[2]^[SEP]
4. problem-solving abilities,^[1]^[2]^[SEP]

5. the ability to draw conclusions and motivate them, and^[SEP]
6. other competence that is necessary to benefit from such education.

An applicant must be considered as possessing the necessary competence under items 1-6 of the first paragraph in the cases stated in Sections 5a and 5b.

The Swedish Council for Higher Education may issue more detailed regulations concerning the requirements stated in items 1-6 of the first paragraph. Ordinance (2018:1503).

Section 5a

An applicant must be considered as possessing the necessary competence as stated in Section 5 if they have:

1. been awarded a preparatory qualification for higher education from an upper-secondary school programme or an upper-secondary school programme in adult education,
2. been awarded a vocational qualification from an upper-secondary school programme or an upper-secondary school programme in adult education and also has the grade E or higher in the subjects Swedish or Swedish as a Second Language and English on the level in each subject required for the award of a preparatory qualification for higher education in an upper-secondary programme,
3. received a Swedish education or education abroad corresponding to the requirements in items 1 or 2,
4. residency of Denmark, Finland, Iceland or Norway and are qualified for higher education there, or
5. under older regulations, fulfilled the requirements for general entry requirements for first-cycle courses or study programmes or for courses or study programmes that begin in the first cycle, or
6. a pass grade in an assessment of qualifications such as that referred to in the Ordinance on Trials of Qualification Assessments for Admission to Higher Education (2018:1510).

The Swedish Council for Higher Education may issue more detailed regulations on the requirements stated in item 3 of the first paragraph. Ordinance (2024:914).

Section 5b

In addition to that stated in Section 5a, an applicant can show that they have the necessary competence as stated in Section 5 through a Swedish education or education outside of Sweden,

practical experience or some other circumstance. Ordinance (2018:1503).

Section 6

A person with a native language other than Swedish, Danish, Faroese, Icelandic or Norwegian must have the knowledge of Swedish necessary to be considered as meeting the general entry requirements.

The Swedish Council for Higher Education may issue more detailed regulations concerning the requirement stated in the first paragraph. However, a person whose native language 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 must be considered as having the requisite knowledge of Swedish. Ordinance (2018:1503).

Specific entry requirements

The conditions for specific entry requirements are regulated in Chapter 7, Sections 8–11 of the Higher Education Ordinance.

Section 8

Any specific entry requirements imposed must be essential for a student to be able to benefit from the course or study programme. These requirements may include

1. knowledge from one or more upper-secondary subjects at the stipulated level for each subject, or the equivalent knowledge,
2. having passed an examination in the fine, applied or performing arts for a programme leading to a qualification in the fine, applied and performing arts,
3. suitability following what is stated in Section 9 b,
4. employment through work-integrated learning, arranged with specific funding following what is stated in Section 9 c, or
5. other conditions following what is stated in Section 11, First paragraph (2).

A person who by virtue of courses and study programmes in Sweden or abroad, practical experience or some other circumstance has the aptitude to benefit from the course or study programme also meets the specific entry requirements. Ordinance (2024:1304)

Section 9

The Swedish Council for Higher Education may issue regulations on the specific entry requirements under item 1 of the first paragraph of Section 8 that will apply to a study programme intended for new entrants to higher education and

which leads to a professional qualification or a qualification in the fine, applied or performing arts as stated in Annex 2 of this ordinance. Ordinance (2018:1503).

Section 9a

For study programmes intended for new entrants to higher education and which lead to a qualification in the fine, applied or performing arts as stated in Annex 2 of this ordinance, a higher education institution may issue regulations that entail that the specific entry requirements for the study programme include a pass grade in an artistic assessment under item 2 of the first paragraph of Section 8, instead of the requirements for which the Swedish Council for Higher Education has issued provisions under Section 9. Ordinance (2018:1503).

Section 9b

For first-cycle programmes leading to a Degree of Bachelor of Arts in Pre-School Education or Primary Education, or a Degree of Master in Secondary Education, a higher education institution may issue regulations requiring that the applicant is suitable for the programme. These requirements refer to the applicant's ability to benefit from the educational elements with a direct link to the applicant's future career as a pre-school, primary, or secondary-school teacher. These requirements will apply in addition to any other specific entry requirements set out in Sections 8 and 9 for admission to the programme. Ordinance (2024:1304).

Section 9c

For programmes within work-integrated teacher training arranged with special funding, a higher education institution may issue provisions that stipulate that for a person to be eligible to be admitted to the programme, they must be employed as a teacher in the school system. These requirements will apply in addition to any other specific entry requirements set out in Sections 8 and 9 for admission to the programme.

Section 37, Second paragraph (1) of the Administrative Procedure Act (2017:900) specifies that a decision that is favourable to an individual may be changed to the individual's disadvantage if the decision or the provisions on which has been based state that the decision may be revoked under certain conditions. Ordinance (2024:1304).

Section 10

A higher education institution may, insofar as specific entry requirements are imposed, issue regulations on what requirements under item 1 of the first paragraph of Section 8 must apply for courses and study programmes other than those referred to in Section 9.

The Swedish Council for Higher Education may issue regulations on the upper-secondary school subjects and on which levels in these subjects to which requirements may refer. Ordinance (2024:914).

Section 11

If special grounds exist for admission to a specific course or study programme, a higher education institution may issue regulations on

1. requirements for knowledge from other levels in subjects or other subjects in upper-secondary school or the equivalent knowledge other than that stated in Section 9 or the second paragraph of Section 10, or
2. requirements other than knowledge from one or more subjects in upper-secondary school or the equivalent knowledge, if this is necessary for the course or study programme or is of significance for the profession for which the course or study programme provides preparation.

Before the higher education institution issues regulations, the Swedish Council for Higher Education must have the opportunity to remark on the institution's proposal. Ordinance (2024:914).

Specific entry requirements are further regulated in the stipulations issued by UHR.

3.3 Eligibility for studies commencing at the first-cycle level and directed at students other than beginners

General entry requirements

An individual meets the general entry requirements for studies commencing at the first-cycle level and directed at students other than beginners if they fulfil the requirements for general entry as specified in Chapter 7, Sections 5–6 of the Higher Education Ordinance (see section 3.2).

Specific entry requirements

Specific entry requirements for education commencing at the first-cycle level and directed at students other than beginners are regulated in Chapter 7, Section 25 of the Higher Education Ordinance.

Section 25

The stated specific entry requirements must be essential for a student to be able to assimilate the course or study programme. These requirements may comprise

1. knowledge from one or more subjects, with a specified level in the respective subject, in an upper-secondary school programme or equivalent knowledge,
2. knowledge from one or more courses in higher education, and
3. other conditions determined by the course or study programme or are of significance for the professional or vocational area for which the course or study programme provides preparation.

The higher education institution may decide which requirements will be made under the first paragraph.

A person who by virtue of education in Sweden or abroad, practical experience or some other circumstance has the potential to assimilate the course or study programme also meets the specific entry requirements. Ordinance (2024:914).

3.4 Eligibility for second-cycle studies

General entry requirements

General entry requirements for second-cycle education are regulated in Chapter 7, Sections 28–30 of the Higher Education Ordinance:

Section 28

A person meets the general entry requirements for a study programme leading to the award of a second-cycle general qualification or a second-cycle qualification in the fine, applied and performing arts if they

1. possesses a first-cycle qualification comprising at least 180 credits or a corresponding qualification from abroad, or
2. through courses and study programmes in Sweden or abroad, practical experience or some other circumstance has the aptitude to assimilate a second-cycle study programme.

Exemptions from the requirement for a qualification under item 1 in the first paragraph may occur 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 grounds. Ordinance (2018:1503).

Section 29

A person meets the general entry requirements for a study programme leading to the award of a second-cycle professional qualification that requires specific professional

registration or the prior award of a specific qualification if they have acquired the specified professional registration or possesses the specified qualification. A person who fulfils the conditions stated in item 2 of the first paragraph of Section 28 also meets the general entry requirements. However, this does not apply if the study programme leads to the award of a professional qualification that requires professional registration. Ordinance (2006:1053).

Section 30

A person meets the general entry requirements for second-cycle courses and study programmes other than those stated in Sections 28 and 29 if they have completed first-cycle courses and study programmes or fulfils the conditions stated in item 2 of the first paragraph of Section 28. Ordinance (2006:1053)

Admission to second-cycle programmes should, as stated above, require a first-cycle degree comprising at least 180 higher education credits. For admission to second-cycle courses, the fundamental principle should be that the entry requirements are expressed in terms of completed courses at the first-cycle level.

Specific entry requirements

Specific entry requirements for second-cycle education are regulated in Chapter 7, Section 31 of the Higher Education Ordinance:

Section 31

The stated specific entry requirements must be essential for a student to be able to assimilate the course or study programme. These requirements may comprise

1. knowledge from one or more higher education courses, and
2. other conditions determined by the course or study programme or are of significance for the professional or vocational area for which the course or study programme provides preparation.

The higher education institution may decide which requirements will be made under the first paragraph.

A person who by virtue of education in Sweden or abroad, practical experience or some other circumstance has the potential to assimilate the course or study programme also meets the specific entry requirements. Ordinance (2006:1053).

Proficiency in Swedish and English is included in the general entry requirements for first-cycle education – but not in the general entry requirements for second-cycle education. Language proficiency requirements must therefore be specified as specific entry

requirements for second-cycle education. For programmes and courses offered in Swedish, proficiency in Swedish must be required, and for programmes and courses offered in English, proficiency in English must be required.

3.5 Conditional eligibility

If an applicant does not meet the entry requirements by the final date for supplementary documentation, there may be an opportunity to admit the applicant conditionally, known as conditional eligibility. Admission (or placement on the reserve list) is then granted on the condition that the entry requirements are fulfilled no later than the start of the programme. The University's procedures for handling conditional eligibility are described in Appendix 1.

3.6 Assessment of equivalence and recognition of prior learning

Entry requirements are normally expressed in terms of completed and/or passed courses from upper secondary school or higher education. However, it is not the courses themselves that constitute the requirement for admission, but the knowledge equivalent to them. For an applicant who possesses knowledge equivalent to that required for general and/or specific entry requirements (formal eligibility), an assessment of equivalence or recognition of prior learning can be made.

Assessment of equivalence

An assessment of equivalence involves evaluating knowledge acquired through older forms of education, other upper secondary or post-secondary education, foreign education, or through tests. Equivalent knowledge must be of an equivalent level and scope to the entry requirements in the relevant course syllabus.

Recognition of prior learning

Recognition of prior learning refers to the overall competence an individual possesses, regardless of whether or not they have formal documentation to prove it. This may include knowledge and experience acquired through, for example, work experience, in-service training, voluntary organizational activities, and parenthood. Applying for recognition of prior learning is an alternative way for applicants to demonstrate that they have the knowledge and experience required to succeed in higher education.

The applicant must personally invoke recognition of prior learning when applying and include supporting documentation and a written motivation of their prior learning. If the application is submitted via www.universityadmissions.se, the request for recognition of prior

learning, along with supporting documents and motivation, must be sent to the Swedish Council for Higher Education's Admissions Service for scanning. Otherwise, the application should be sent directly to the university.

Recognition of prior learning for general entry requirements to first-cycle studies.

The University applies SUHF's recommendations for general entry requirements when assessing prior learning.

3.7 Exemption from entry requirements

If there are special reasons, the University may, in accordance with Chapter 7, Section 3 of the Higher Education Ordinance, grant an exemption from one or more entry requirements. An exemption must be granted if the applicant is deemed capable of completing the intended course or programme without fulfilling the specified entry requirements. In such cases, the applicant is exempted from one or more entry requirements for a specific course or programme. The granted exemption applies only to a specific course or programme offering.

Programme students must apply for an exemption no later than seven days before the course starts. The application must include a justification of why the applicant is considered capable of completing the intended course or programme despite not fulfilling the entry requirements. Simply stating the reason for not meeting the entry requirements – such as illness, financial or social reasons – is not sufficient justification.

If the application applies to a freestanding course and submitted via www.antagning.se, the exemption request must also be submitted there. The request must be received no later than the final date for supplementary documentation. In the case of a late application, the exemption request must be submitted together with the application. If no such request is submitted, the University may still assess whether the applicant can be granted an exemption.

General exemption for courses and programmes taught in English

For first-cycle programmes and courses taught entirely in English, the University grants a general exemption from the requirement of proficiency in Swedish.

3.8 Decision on eligibility and credit transfer

The assessment carried out during the admissions process cannot be used as a basis for credit transfer. A new assessment is always required when applying for credit transfer. However, according to

SUHF's recommendations, higher education institutions should strive to ensure that decisions on credit transfer align with previous decisions on eligibility.

3.9 Appeals

Decisions stating that an applicant does not meet the entry requirements for admission to first- or second-cycle studies, as well as decisions not to grant an exemption from the entry requirements, may be appealed in accordance with Chapter 12 of the Higher Education Ordinance (see section 6).

4 Selection

4.1 General information

In the event that all eligible applicants cannot be offered a place in a course or programme (i.e. no guaranteed admission), a selection must be made. Decisions on the selection model (selection criteria and allocation of places) are made by the Head of School for study programmes and by the Head of Division for courses. The selection model for each programme and course must be specified in the admissions material.

At the University of Skövde, selection is carried out in accordance with a number of established selection models. These are outlined in the "Regulations on Selection Models for Admission to First- and Second-Cycle Education at the University of Skövde," reference number 2024:2 (ref. no. HS 2024/740). The various selection groups included in the models are described in Appendix 2.

The objective of promoting and widening access to higher education at the University should be particularly considered when planning and making decisions regarding selection.

4.2 Selection for first-cycle studies aimed at beginners

Selection criteria and allocation of places

Selection for first-cycle education aimed at beginners is regulated in Chapter 7, Sections 12–23 of the Higher Education Ordinance:

Section 12

The applicant's qualifications must be considered during selection.

The selection criteria are

1. grades,

2. results from the Swedish Scholastic Aptitude Test under Section 20, and
3. selection criteria as stated in Section 23.

Ordinance (2018:1503)

Section 12a

If qualifications are otherwise equivalent in the selection criteria under items 1 and 3 in the second paragraph of Section 12, selection may also be conducted through

1. results from the Swedish Scholastic Aptitude Test under Section 20,
2. a test other than the Swedish Scholastic Aptitude Test,
3. interviews, or
4. lottery.

If qualifications are otherwise equivalent in the selection criteria under item 2 in the second paragraph of Section 12, selection may also be conducted through

1. a test other than the Swedish Scholastic Aptitude Test,
2. interviews, or
3. lottery.

After the use of a lottery, selection may not be conducted through the other items in the first or second paragraphs. Ordinance (2018:1503).

Section 13

For selection for a course or study programme, places must 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 decided by the higher education institution under Section 23.

More detailed regulations about the allocation of places on the basis of grades are provided in Annex 3 to this ordinance. For other applicants with grades not listed in the annex, the Swedish Council for Higher Education may issue provisions about which of the groups stated in item 1 of Annex 3 they are to be included in for place allocation. Ordinance (2012:712).

Section 14

For admission to a course or study programme leading to the award of a qualification in the fine, applied or performing arts, a higher education institution may, despite the provisions of

Section 13, allocate all the places on the basis of other specific tests as stated in Section 23, maybe combined with other selection criteria under Section 12. Ordinance (2018:1503).

Section 15

If there are special grounds, the Swedish Council for Higher Education may permit a higher education institution to allocate places on a specific course or study programme differently to that stated in Section 13 and to allocate places using a different basis than the selection criteria specified in Section 12, for example if the Swedish Scholastic Aptitude Test is assessed as having a poor predictive ability and there is a low level of competition in the selection based on the Swedish Scholastic Aptitude Test. However, some proportion of places must always be allocated on the basis of grades and on the results of the Swedish Scholastic Aptitude Test. Such permission must be for one or more specific admission periods. Ordinance (2018:1503).

Section 15a

In selecting applicants for a course or study programme leading to the award of a qualification in the fine, applied or performing arts, the Swedish Council for Higher Education may permit a higher education institution to allocate all the places on the basis of the specific tests stated in Section 23, maybe combined with other selection criteria under Section 12. Ordinance (2018:1503).

Section 16

In isolated cases, a higher education institution may deviate from Sections 12 and 13. However, this may only occur if it is impossible to assess an applicant's qualifications appropriately using the selection criteria stated in Section 12 and if the applicant, through prior education, professional or vocational experience or some other circumstance, has specific knowledge or some other specific aptitude for the course or study programme. Ordinance (2006:1053).

Section 17

Notwithstanding Sections 12 and 13, for admission to a course intended for new entrants to higher education, a higher education institution may give priority to people who are already students at the institution. Ordinance (2006:1053).

Section 18

Annex 3 of this Ordinance contains specific provisions on how grades are to be evaluated.

Certain levels in subjects from upper secondary education are of particular merit during selection. The levels that are of particular merit in each subject are levels that are not required

for general or specific entry requirements and that constitute an advanced level in

1. Modern languages,
2. Swedish sign language for hearing people,
3. English, and
4. Mathematics.

The Swedish Council for Higher Education may issue further regulations that are otherwise necessary for the weighting of grades. Ordinance (2024:914).

Section 19

The Swedish Council for Higher Education may issue regulations on what grades awarded under earlier regulations and grades from education abroad must be considered equivalent to, in relation to a university entrance qualification or upper secondary vocational diploma or in municipal adult education at upper secondary level. Ordinance (2018:1503).

Section 20

There must be a common Swedish Scholastic Aptitude Test for all higher education institutions in Sweden. A result in the Swedish Scholastic Aptitude Test is valid until the end of the calendar half-year eight years after the date of the test.

The Swedish Council for Higher Education is responsible for

- producing the test,
- at least one test being conducted in each half of the calendar year, and
- deciding the results of the test.

The Swedish Council for Higher Education must consult the higher education institutions intending to use the test as a basis for selection about how the test is conducted. These higher education institutions must assist the Swedish Council for Higher Education with conducting the test. Ordinance (2022:341).

Section 21

A person who wishes to sit the Swedish Scholastic Aptitude Test must

1. be over or turn 18 years of age in the calendar year in which the test is held, and
2. pay a fee of SEK 550 when applying to take the test.

That stated in the first paragraph (1) does not apply to someone who is an upper-secondary school student studying the spring term of their second year or later, or (2) has an

upper secondary qualification or study certificate from a national programme at upper secondary school or has a pass grade for a course of education equivalent to upper secondary school. Ordinance (2023:83).

Section 21a

A person who uses unauthorised aids or who by other means attempts deception during the Swedish Scholastic Aptitude Test must

1. not receive a result from the test, and
2. be excluded from participating in the test for a period of two years from the date of the attempt.

A decision under the first paragraph is made by the Swedish Council for Higher Education. Ordinance (2022:1219).

Section 22

The Swedish Council for Higher Education may issue further regulations concerning the Swedish Scholastic Aptitude Test. Ordinance (2016:846).

Section 23

As far as stated in item 3 of the first paragraph of Section 13, a higher education institution may determine selection criteria. A selection criterion decided by a higher education institution must comprise objective circumstances that are important for the course or study programme. Ordinance (2018:1503).

At the University, selection for first-cycle programmes aimed at beginners is normally based on upper secondary grades and the Swedish Scholastic Aptitude Test (SweSAT), in accordance with Chapter 7, Sections 12–23 of the Higher Education Ordinance and the Swedish Council for Higher Education's regulations on general entry requirements and selection.

University-defined selection criteria

As regards up to one third of the study places in courses and programmes aimed at beginners, the University may apply its own selection criteria – referred to as alternative selection – as specified in Chapter 7, Section 13 of the Higher Education Ordinance. The aim may in part be to promote and widen access to higher education (see section 4.1) as well as to take specific aptitudes or relevant work experience into account.

Selection may include assessment of theoretical/practical tests, submitted work samples, and/or interviews. The Head of School (or a delegate) in charge decides on assessment criteria and format. Applicants must be ranked according to the established criteria.

The University is not responsible for submitted work samples, but applicants may take out personal property insurance. Work samples

can be collected after the admission process has ended. Any work samples not collected will not be returned and will be destroyed one year after the completion of the admissions process.

If the University wishes to apply its own selection criteria for more than one third of the places in a course or programme, special approval from the Swedish Council for Higher Education (UHR) is required, in accordance with Chapter 7, Section 15 of the Higher Education Ordinance.

Priority admission

Programme students and exchange students at the University may be given priority to certain courses defined by the University, pursuant to Chapter 7, Section 17 of the Higher Education Ordinance.

4.3 Selection for first-cycle studies aimed at students other than beginners

Selection for first-cycle studies aimed at students other than beginners is regulated in Chapter 7, Sections 26–27 of the Higher Education Ordinance:

Section 26

The applicant's qualifications must be considered during selection.

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 stated in Section 23.

The higher education institution may decide which of the selection criteria stated in the second paragraph will be applied and how places are to be allocated.

If qualifications are otherwise equivalent, selection may also be conducted in accordance with that stated in Section 12a. Ordinance (2018:1503).

Section 27

In isolated cases, a higher education institution may deviate from Section 26. However, this may only occur if an applicant's qualifications cannot be properly evaluated using the selection criteria stated in Section 26 and if the applicant has specific knowledge or otherwise special grounds relevant to the programme due to previous education, professional

experience or some other circumstance. Ordinance (2006:1053).

At the University, completed higher education credits are used as a basis for selection to continuation courses and specialisation courses at the first-cycle level (levels G1F, G1E, G2 and G2E).

4.4 Selection for second-cycle studies

Selection for second-cycle studies is regulated in Chapter 7, Section 32 of the Higher Education Ordinance:

Section 32

Selection must be conducted under the provisions of Section 26 and 27. Ordinance (2006:1053).

For selection to second-cycle studies at the University of Skövde, previous education, professional experience and other selection criteria specifically determined by the University are used (see Regulations on Selection Models for Admission to First- and Second-Cycle Education at the University of Skövde, serial number 2024:2, (reg. no. HS 2024/740).

4.5 Selection in cases of equivalent qualifications

As stated in Chapter 7, Section 12 of the Higher Education Ordinance, when qualifications are equivalent, selection may be made through tests or interviews, or by lottery. However, selection through tests or interviews may not be carried out after a lottery process has been used.

4.6 Student in a study programme

A student enrolled in a study programme is guaranteed a place on courses that, according to the programme syllabus, fall within the educational scope and timeline of the programme. This guarantee is conditional upon the student meeting the course's entry requirements.

For "Elective courses" within the programme, the student must be admitted to at least the number of elective courses required to meet the degree requirements.

A programme student who has "Optional" courses within their programme competes for places on the same terms as other applicants. However, the student is always entitled to take a course at the University of Skövde at the point in the programme when the optional course is scheduled, in accordance with the University's instructions.

For programme students who are able to transfer credits from previous higher education studies – and who therefore cannot or do not need to follow a given programme structure – an individual study plan must be agreed upon in writing between the student, a study and career counsellor, and the programme coordinator.

4.7 Selection for studies targeting fee-paying students

Selection for education targeting fee-paying students is regulated in Chapter 7, Section 4 of the Higher Education Ordinance.

Section 4a

A higher education institution may decide that an applicant who is subject to the Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (2010:543) can only be admitted to a course or programme through a special admission round.

The institution decides how many special admission rounds will be provided for a course or programme. Ordinance (2014:37).

The University may apply separate admission when necessary. Separate admission for fee-paying students means that study places can be allocated based on tuition fee status. Applicants are ranked in two separate selection groups: one for fee-paying students and one for those exempt from fees. Both groups are still assessed for eligibility and merit-rated in the same way, based on the entry requirements and selection model applicable to the programme. However, each group may have different admission quotas.

5 Specific admission matters

5.1 Admission to a later part of a programme

At the University, admission may be granted to a later part of a programme if the requirements stated below are met.

Admission to term 2 or later

Admission may be granted to term 2 or subsequent terms. The applicant must meet the general and specific entry requirements applicable to the programme, as well as the entry requirements for the term in question.

In addition, the following is required:

- For admission to term 2, course registrations corresponding to the first term of the programme are required. At least half of the credits from these course registrations must be completed.

- For admission to term 3 or later terms, course registrations corresponding to all previous terms of the programme are required. At least 75% of the credits from these course registrations must be completed.
- A fee-paying student admitted to an on-campus programme (see footnote 2) who, by agreement, has registered and followed the programme remotely, may be admitted to the distance-learning option of the programme in order to complete their studies remotely. This admission may take place if a residence permit is not granted at the end of the agreement period. Applicable only if the relevant programme is also offered at 100% distance learning.

Additional information

An application for admission to a later part of a programme shall be considered submitted on time if it has been received within the timeframes specified by the University. Late applications are processed subject within the programme group as time permits.

If there is competition for available places, priority is given to the student with the highest number of completed higher education credits. The next step is to draw lots. The programme coordinator, in consultation with the Head of Division responsible, determines whether there are available places in the year of the programme to which the application relates.

A student who wishes to return to studies in a programme that has not changed its programme code may apply for what is referred to as a resumption of studies (see also section 5.5 Discontinuation of studies).

5.2 Deferment of studies

In accordance with Chapter 7, Section 33 of the Higher Education Ordinance, an individual who has been admitted but who is unable to commence their studies on a designated start date may be granted a deferment of studies if there are special grounds

The Swedish Higher Education Council's (UHR) regulations on deferrals and approved leave from studies specify what is considered special grounds. These may include social or medical reasons, or other specific circumstances such as childcare, compulsory military service or civilian service, student union assignments, military basic training as per the ordinance on military basic training, or deferred leave under the Act on the Right to Educational Leave.

Special grounds may also include fixed-term probationary employment under Section 12 of the Act on Certain Military Positions or service in the Swedish Armed Forces for those employed as part-time officers, soldiers, or sailors under the same act.

UHR regulations state that deferral may be granted for up to 18 months unless there are exceptional grounds for a longer period.

A decision to deny deferral to a student admitted to first- or second-cycle education may be appealed under Chapter 12 of the Higher Education Ordinance (see section 6).

5.3 Programme studies

Studies within a programme are to be conducted in accordance with the programme syllabus valid for the term in which studies commence, provided that the programme structure is followed and no interruption in the studies occurs.

If studies resume following an interruption, the student follows the programme syllabus valid at the time of resumption. If significant changes have been made to the programme syllabus, the student should contact a study and career counsellor to plan an individual study plan.

If a student does not follow the programme syllabus and wishes to study at an accelerated pace, this is permitted provided that this is done at the student's own responsibility. The University is not obligated to provide full-time study options in the event of any gaps in the programme caused by the accelerated pace chosen by the student.

5.4 Approved leave from studies

Leave from studies refers to a break in studies that the student has reported to the University. If there are special grounds, a student may be granted the right to resume studies at a specific time in accordance with Chapter 7, Section 33 of the Higher Education Ordinance.

Special grounds, as defined by UHR's regulations, may include social or medical reasons or other specific circumstances such as childcare, compulsory military or civilian service, military basic training, or student union assignments.

Special grounds may also include fixed-term probationary employment under Section 12 of the Act on Certain Military Positions or service in the Swedish Armed Forces for those employed as part-time officers, soldiers, or sailors.

If the student is unable to resume studies after the period of leave has ended, they must submit a new notification of leave or a notification of withdrawal from studies to the University. This must be submitted no later than one week after the end of the leave period.

A decision to deny a student the right to resume studies after an approved leave may be appealed under Chapter 12 of the Higher Education Ordinance (see section 6).

5.5 Withdrawal from studies

If a student wishes to discontinue their studies, it must be reported to the University. Notification of withdrawal must follow the University's guidelines. The earliest possible date for withdrawal is the date on which the notification is received. If no date is specified in the notification, the date of receipt is used as the withdrawal date, unless the course end date has already passed.

For an "early withdrawal" (see section 2.4), allowing the student to be re-admitted to the course, it is stipulated that the actual withdrawal must occur within three weeks of the starting date of the course.

A student who has withdrawn from studies may only return if a place is available. A student returning from an approved leave has priority over other students seeking to resume their studies.

A student request to resume studies after a withdrawal is considered by the University on a set date. If there is competition for places, priority is given to the student with the highest number of completed higher education credits, followed by drawing lots.

5.6 Cancelled course or programme

Programmes and courses may be cancelled prior to admission. Information about this must be provided in connection with the general information provided for applicants, i.e., on the programme pages of the University's website.

After admission, a programme or course may only be cancelled in exceptional cases. Compelling reasons are required. Students who have applied to the programme or course must be contacted and offered an equivalent alternative.

Applicants must be informed in writing if a programme is cancelled, regardless of whether this occurs before or after admission. Decisions to cancel a programme are made by the Vice-Chancellor, while decisions to cancel a course are made by the Head of Division.

5.7 Guaranteed admission after qualifying education

An individual who has been admitted to and completed qualifying education offered at the University of Skövde with a pass grade in all included courses is guaranteed a place on at least one of the designated programmes for which the education provides specific eligibility. The designated programmes are specified in the syllabus of the qualifying education.

Unless otherwise stated in the syllabus of the qualifying courses, guaranteed admission only applies in case of direct transition to the designated programme(s) for which the qualifying courses provide

specific eligibility. This means that the applicant may not defer their guaranteed place by one or more terms.

If a designated programme has more applicants than available places, a selection process will be initiated (see the description of selection models in the “Regulations on Selection Models for Admission to First- and Second-Cycle Education at the University of Skövde”, serial number 2024:2, ref. no. HS 2024/740).

Both the qualifying studies and the university studies with guaranteed admission are normally provided within the framework of study programmes. However, if special reasons exist, both types of education may be provided in the form of freestanding courses, subject to special approval by the Faculty Board.

Qualifying studies are regulated by a specific ordinance, the “Ordinance on Qualifying and Introductory Higher Education” (2018:1519).

6 Appeals

The following decisions concerning admission to first- and second-cycle education may, in accordance with Chapter 12 of the Higher Education Ordinance, be appealed to the Higher Education Appeals Board (ÖNH):

- a decision that an applicant does not meet the entry requirements for admission to first- or second-cycle education, and a decision not to grant an exemption from the entry requirements
- a decision not to grant a person who has been admitted to first- or second-cycle education deferment of studies or permission to resume studies after an approved leave of absence.

Information regarding the right to appeal must be included with any decision of rejection.

The appeal must be submitted in writing. The written appeal must specify the decision that is being appealed, the required change, and the supporting grounds for the appeal. The appeal is to be addressed to the Higher Education Appeals Board (ÖNH) but sent to the University of Skövde within three weeks from the date on which the appellant received the decision.

7 Effective date

This admissions regulation is in effect as of 1 January 2026. The revision replaces the previous admissions regulation (ref. no. HS 2024/739).

Appendix 1: Conditional entry requirements

An applicant who does not meet the entry requirements by the final date for submission of supplementary documents may, in some cases, be conditionally admitted, referred to as conditional entry requirements. Admission (or reserve placement) is granted with the condition that the entry requirement can be verified by the start of the course and/or of the study programme. Below is a description of how conditional entry requirements are handled at the University of Skövde (the University):

General

In cases of conditional entry requirements, the attained entry requirements must be substantiated through approved courses or approved courses within qualifying education. The applicant is responsible for providing information about the attained entry requirements to the University.

In exceptional cases, decisions regarding exceptions may be made for all or parts of the entry requirements that are conditional (see 3.7 of the admission regulations).

First-cycle courses and study programmes intended for new entrants

Conditional entry requirements are not used in the admission to first-cycle courses and study programmes intended for new entrants. Studies intended for new entrants build upon the knowledge students acquire in national programmes in upper secondary school.

Exceptions apply to admission to first-cycle study programmes where specific entry requirements can be attained through qualifying education. In these cases, conditions are provided in the following scenarios:

- for the courses within the qualifying education provided during the summer preceding the start of the study programme or
- when the first re-examination of a course within the University's qualifying education cannot be completed before the start of the study programme.

First-cycle courses and study programmes intended for students who are not new entrants

Conditional entry requirements are used in the admission to first-cycle courses and study programmes (programme courses and freestanding courses) intended for students who are not new entrants. Conditions are provided for specific entry requirements based on knowledge from one or more higher education courses.

Second-cycle courses and study programmes

Conditional entry requirements are used for admission to second-cycle courses and study programmes (programmes and courses)

For admission to second-cycle study programmes, conditions are provided for both basic entry (consisting of a first-cycle qualification at the comprising at least 180 higher education credits) and specific entry requirements (consisting of knowledge gained from one or more higher education courses) in the following cases:

- if the applicant has passed courses totalling at least 150 higher education credits,
- meets the English language proficiency requirement,
- is registered, and
- is deemed able to fulfil the requirements for general entry requirements and/or specific entry requirements, i.e., the missing 30 higher education credits, before the start of the study programme.

For admission to second-cycle courses (programme courses and freestanding courses), conditions are provided for both general entry requirements (consisting of completed first-cycle studies) and specific entry requirements (consisting of knowledge gained from one or more higher education courses).

Admission to a later part of a study programme

Conditional entry requirements are applied for admission to a later part of first- and second-cycle study programmes.

Appendix 2: Selection groups

At the University of Skövde, applicants are divided into the following selection groups:

1 Selection based on grades

For selection based on grades, places are allocated in proportion to the number of eligible applicants in each of the following three groups, in accordance with Chapter 7, Section 13, paragraph 1 of the Higher Education Ordinance:

Grade group I (BI):

- Applicants with grades from a Swedish upper secondary school (without complementary studies)
- Applicants with grades from Swedish adult upper secondary education, where at least two-thirds of the credits are courses from adult education (without complementary studies), such grades from municipal adult education that grant general eligibility
- Applicants with grades from vocational programmes in upper secondary school leading to a vocational diploma, in

combination with grades from municipal adult education that grant general eligibility

- Applicants with grades from foreign upper secondary education without supplementary studies, or applicants with such grades combined with grades from municipal adult education that grant general eligibility

Grade group II (BII):

- Applicants with grades from a Swedish upper secondary school who have completed complementary studies through adult education or by independent testing
- Applicants with grades from Swedish adult upper secondary education, where less than two-thirds of the credits are courses from adult education
- Applicants with grades from foreign upper secondary education (with complementary studies other than those proving general eligibility)
- Applicants who attained top-up qualifications for competitive reasons are assessed in both Group I and Group II

Folk high school group (BF):

- Applicants with a certificate of general eligibility and a study assessment from a folk high school

Study places are allocated among these three selection groups in three steps:

First step: Group I and Group II (direct and complementary groups) are treated as one group. Places are distributed proportionally according to the number of eligible applicants in these groups (i.e. Group I+II versus Group BF).

Second step: The places allocated to Group I+II are then distributed proportionally between these two groups based on the number of eligible applicants.

Third step: The number of places in the complementary group (Group II) is reduced by one-third. These places are transferred to the direct group (Group I). Applicants are then ranked by merit within each selection group.

2 Test-based selection

HP This group includes applicants with a result from the Swedish Scholastic Aptitude Test.

Applicants with a test score of at least 0.1 who also meet the general and specific entry requirements are included in this selection group. Test results are valid for five years.

3 Selection based on number of higher education credits (ECTS)

HPGR This group includes applicants to first-cycle courses. A minimum of 1 and a maximum of 165 (ECTS) credits are considered.

HPAV This group includes applicants to second-cycle courses and to programmes starting at the second-cycle level. A minimum of 30 and a maximum of 285 (ECTS) credits are considered.

The credits must be completed and documented by the application deadline. No distinction is made between credits from freestanding courses and programme courses, nor between credits from the University of Skövde and those from other higher education institutions.

4 Other selection groups

DA Direct admissions

ÖS Other applicants, i.e. applicants without a merit rating. These applicants are allocated places after those with merit ratings have been admitted.

SA Late applications. Eligible late applications are ranked according to the date of receipt.

AU Alternative selection. Selection based on alternative criteria defined by the University, such as assessment of theoretical/practical tests, submitted work samples and/or interviews, qualitative and quantitative assessments (primarily grades, scope and specific knowledge), or professional experience. The criteria used must be objective and relevant for the programme or courses in question.

SEPA Separate admission. Separate admission for fee-paying students allows for the allocation of study places based on tuition fee status.