Rules for study administration at first- and second-cycle levels

Established by the Vice-Chancellor on 07/06/2016 and valid from 15/08/2016
Ref no.: FS 1.1-340-16

These rules replace the previous Rules and guidelines for study administration Ref no. 500-5-05, decided on by the Vice-Chancellor.

<table>
<thead>
<tr>
<th>Type of document:</th>
<th>Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision by:</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Validity period:</td>
<td>Until further notice</td>
</tr>
<tr>
<td>Area:</td>
<td>Education</td>
</tr>
<tr>
<td>Unit responsible:</td>
<td>Student Services</td>
</tr>
</tbody>
</table>
Table of contents

1. Course responsibility and schedule  
   1.1. Course responsibility  
   1.2. Schedule  

2. Registration  
   2.1. First registration for a course  
   2.2. Re-registration for a course  
      2.2.1. Application for re-registration  
   2.3. Continuation registration for a course  

3. Approved leave from studies  
   3.1. Application for approved leave from studies  
   3.2. Granted application for approved leave from studies  
   3.3. Rejection of an application for approved leave from studies  
   3.4. Appealing a decision on approved leave from studies  
   3.5. Resuming studies after approved leave from studies  

4. Non-completion of courses or programmes  
   4.1. Non-completion in connection with courses  
      4.1.1. Early non-completion of courses  
      4.1.2. Non-completion of courses  
   4.2. Non-completion of programmes  
   4.3. Non-completion with notified intention to resume studies within one year  
   4.4. Resuming studies after non-completion  
      4.4.1. Resuming studies on courses after non-completion  
      4.4.2. Resuming studies on programmes that offer later parts of the programme  
      4.4.3. Resuming studies on programmes that do not offer later parts of the programme  

5. Reporting test results  
   5.1. Modules  
   5.2. Final grade (grade for whole course)  

6. Publication of results  

7. Handing out test templates, test answers, project reports and essays
1. Course responsibility and schedule

1.1. Course responsibility
The teacher responsible for the course will normally be appointed no later than 4 weeks before the course begins.

1.2. Schedule
Full-time studies normally correspond to 40 hours of work during one week for the average student. This includes both timetabled teaching and independent studies.

Within the educational programme, compulsory courses at a full-time rate of study may not be scheduled in parallel. For courses with a lower rate of study, no more than two courses may be scheduled in parallel.

An overview schedule detailing the times of teaching and examination for the first four weeks of the course shall be available at least four weeks before the course begins. For continued parts of the course, schedules detailing four-week intervals shall be available four weeks before the interval begins.

The schedule for the first four weeks of the course shall be available online without needing to log in. Students with disabilities may need a preliminary schedule and course materials earlier than four weeks before the teaching begins.1

If there are compulsory course elements, these should be detailed in the schedule.2

2. Registration

Registration involves documenting a student’s intention to take part in education during a specific time period in the study registry (Ladok).3 There are three types of registration at Umeå University: first registration, re-registration and continuation registration. Students who have been admitted for education at Umeå University should register for one instance of education in the manner notified by the University.

A decision on being admitted for education is only valid provided that the student registers for the course or programme in the manner specified by the University. In order for the University to be able to justify a student having lost their education place as a result of non-registration, the department responsible for the course must provide clear information about how the student should go about registering for the course or programme.

2.1. First registration for a course
This type of registration involves a student’s intention and entitlement to participate for the first time in a certain course date being documented in Ladok. This type of registration entitles the University to remuneration for a full-time student.

First registration must always be preceded by being admitted for the course.

A department may, in exceptional circumstances, register a student who has not been admitted if:

1 For example, this may be necessary when ordering sign language interpreters. For more information and details of the student’s responsibilities, see Procedure for individual support for students with disabilities UmU 500-927-12
2 Grading and examination regulations for first- and second-cycle studies FS 1.1.2-553-14
3 Basic concepts for reporting official statistics within the higher education sector, the Swedish Higher Education Authority: 2015
• the course date is only offered for programme students, and
• the student has failed to apply for the course or to accept an offered education place, and
• the student has been admitted and is registered for a programme instance that means the course in question must be studied on the relevant instance, and
• there is a free place on the course after admission from a waiting list has been completed.

If a student who has been admitted does not register in accordance with the manner notified by the University, the student forfeits their place on the course. The University is entitled to register the student afterwards if there is a place available, or if the student has notified the department in advance that the student will not be attending the registration and this has been approved by the department.

The student’s registration must be documented in Ladok when the course begins, but no later than three days after the course begins.

Online registration can take place no sooner than one week before the course begins.

2.2. Re-registration for a course
This type of registration involves a student’s intention and entitlement to participate in the course for a second, third, etc. time being documented in Ladok. This type of registration does not entitle the University to remuneration for a full-time student.

Re-registration for the course in question cannot be carried out for a student who has been given a grade of Pass for the entire course.

A student who is re-registered may not be examined in compulsory modules or examinations included in the course and for which the student has previously been given a grade of Pass.\(^5\)

Re-registration is not required in order to take a re-sit.\(^6\)

2.2.1. Application for re-registration
A student who has \textit{no test results at all} recorded in Ladok for the course for which the student wishes to be re-registered should apply for the course via antagning.se. On carrying out selection, the selection rules in Umeå University’s admission regulations and procedures\(^7\) will then be applied. A student who is admitted in this way should be re-registered in Ladok.

A student who has \textit{one or more test results} recorded in Ladok for the course for which the student wishes to be re-registered should apply for re-registration with the relevant department. The student will be re-registered if there is a free place on the course after admission from a waiting list has been completed. If the course syllabus specifies a limit on the number of examination sessions\(^8\) and the student has used these up, the student is not entitled to be re-registered.

2.3. Continuation registration for a course
This type of registration involves a student’s intention and entitlement to participate in studies during the next semester for a course date that runs during more than one semester being documented in Ladok. Continuation registration requires the student to have carried out first registration for this course date. This type of registration entitles the University to remuneration for a full-time student.

---

\(^4\) Participation in the course refers to being able to participate in all forms of teaching provided on the course
\(^5\) Grading and examination regulations for first- and second-cycle studies FS 1.1.2-553-14
\(^6\) See the rules for re-sits in Grading and examination regulations FS 1.1.2-553-14
\(^7\) Admission regulations and procedures for first- and second-cycle education for the current academic year
\(^8\) Grading and examination regulations for first- and second-cycle studies FS 1.1.2-553-14
If a student does not carry out continuation registration for a course in accordance with the manner notified by the University, the student forfeits their place on the course. The University is entitled to register the student afterwards if there is a place available, or if the student has notified the department in advance that the student will not be attending the registration and this has been approved by the department. The student’s registration must be documented in Ladok when the course re-starts in the next semester, but no later than three days after the course begins.

3. Approved leave from studies

When approved leave from studies has been granted, this means that the student is guaranteed a place (place guarantee) on the education on returning from approved leave from studies for a set period of time. Granting approved leave from studies without a place guarantee is thus not compatible with the provisions of the Higher Education Ordinance. The student is entitled to appeal a decision not to grant the student the right to continue their studies after leave from studies.

The Higher Education Ordinance states that:

“If special reasons exist, a university may decide in individual cases that a student who has been admitted for first- or second-cycle education may continue their studies following leave from studies.”

“The Swedish Council for Higher Education may announce further instructions on taking breaks and leave from studies.” 9

The Swedish Council for Higher Education’s instructions on approved leave from studies also state that:

“Approved leave from studies means leave during studies of which the university has been notified by the student. Special grounds for being allowed to continue studies after approved leave from studies may be social, medical or other special circumstances such as, for example, care of a child, compulsory military or civilian service, or students’ union posts.

Special grounds may also include probationary employment for a fixed term under Section 12 of the Act concerning Certain Positions in the Swedish Armed Forces (2012:332) or service in the Swedish Armed Forces for a person employed as a periodically serving section commander, soldier or sailor under this Act.

The University’s decision to allow a student to continue their studies after approved leave from studies shall be for a specific time period.

A decision allowing a student to continue their studies after approved leave from studies may be made subject to conditions concerning notice prior to the date when the studies are to continue.” 10

Additional special grounds for being granted approved leave from studies may be specified in the course or degree syllabus for the education in question.

---

9 The Higher Education Ordinance (1993:100)
10 UHRFS 2013:3
Once a student has submitted an application, the appointed decision-maker at Umeå University decides whether the student should be granted leave from studies.\textsuperscript{11}

If the degree or course syllabus in question is expected to have been changed at the time when studies will be resumed after leave from studies, the student may be offered a place on corresponding education. This should then be stated in the decision on leave from studies.

For students who pay tuition fees, hold a residence permit or have been awarded scholarships, these may be affected by leave from studies.\textsuperscript{12}

\textbf{3.1. Application for approved leave from studies}

Applications for approved leave from studies should be made using the appropriate form.\textsuperscript{13}

A student can apply for approved leave from studies regardless of where the student currently is within the education or how many passed credits the student has registered in Ladok.

\textbf{3.2. Granted application for approved leave from studies}

The student should be notified of the decision on approved leave from studies by being sent a copy of the decision.\textsuperscript{14} If the request for approved leave from studies is granted with changes, the decision should be justified.\textsuperscript{15}

Granted approved leave from studies on a \textit{programme} should be documented in Ladok. The department should enter the approved leave from studies in Ladok so that it begins during the semester when the date of the student’s application for approved leave from studies falls. If the student will then resume their studies on the first day of a semester, the approved leave from studies in Ladok shall apply up to and including the previous semester. If the student will then resume their studies during the semester, the approved leave from studies entered in Ladok shall apply up to and including that semester. The department shall also always state between which dates the approved leave from studies applies in the following format: “Leave from studies: DD/MM/YY to DD/MM/YY” in the “specification” field in Ladok.

Since Ladok is unable to process approved leave from studies on courses, the decision on the student’s right to resume studies after approved leave from studies should be documented in a manner that the department deems to be appropriate. In the event of approved leave from studies on a course, the department should enter non-completion (not early non-completion) in Ladok (see 3.5).

The application for and decision on approved leave from studies should be dealt with in accordance with the document management plan for first- and second-cycle education at Umeå University FS 1.1-914-16.\textsuperscript{16}

\textbf{3.3. Rejection of an application for approved leave from studies}

If an application for approved leave from studies is rejected, the student should be notified of the decision by being sent a copy of the decision. The decision on rejection should be justified.\textsuperscript{17}

\begin{itemize}
\item \textsuperscript{11} See the Vice-Chancellor’s delegation procedure for Umeå University at www.umu.se/regelverk/delegationsordning
\item \textsuperscript{12} See the procedure for tuition fees and scholarships (FS 1.1.2-860-15)
\item \textsuperscript{13} http://www.student.umu.se/under-studietiden/vidare-i-studierna/anskningsblanketter
\item \textsuperscript{14} Section 21 of the Administrative Procedure Act
\item \textsuperscript{15} Section 20 of the Administrative Procedure Act
\item \textsuperscript{16} http://www.umu.se/regelverk/arkiv-och-diarium
\item \textsuperscript{17} Section 20 of the Administrative Procedure Act
\end{itemize}
The application for approved leave from studies and the decision to reject this application should be dealt with in accordance with the document management plan for first- and second-cycle education at Umeå University FS 1.1-914-16.18

A student who is not granted approved leave from studies may choose to register non-completion with notified intention to resume studies within one year (see 4.3). In such cases, the student should be informed of the principles for selection on resuming studies after registering non-completion, including to highlight the importance of notifying any intention to return to studies on the programme.19

3.4. Appealing a decision on approved leave from studies
A student who has had an application for approved leave from studies rejected or who has been granted approved leave from studies with changes is entitled to appeal the decision to the Higher Education Appeals Board. It should be stated in the decision that the decision can be appealed to the Higher Education Appeals Board. Details of how to lodge an appeal should accompany the decision, and are included in the application form for leave from studies.20

When a decision is appealed, the appellant should state which decision is being appealed and the desired change to the decision, and why the decision should be changed. The appeal will be lodged with the Higher Education Appeals Board, but should be sent to Umeå University, The Registrar, 901 87 Umeå. The appeal must be received by Umeå University within three weeks of the date when the appellant was notified of the decision.

When a decision is appealed, Umeå University should determine whether the appeal was received in time in accordance with Section 23, Paragraph 2 of the Swedish Administrative Procedure Act (1986:223). If the appeal was received too late, Umeå University will reject the appeal. Otherwise, the case will be referred to the Higher Education Appeals Board. With certain exceptions, Umeå University shall not carry out any assessment in the case of the appeal before it is referred. This referral will be made promptly – normally within a week.

The original appeal documentation is sent to the Higher Education Appeals Board together with a copy of other documents relating to the case. A copy of the appeal documentation and the assessment of whether the appeal was received in time are sent to a university lawyer.

Once the Higher Education Appeals Board has received the appeal, it begins to deal with the case. If the Higher Education Appeals Board replies to Umeå University and requests a statement, the case will then continue to be dealt with by the university lawyer. The University’s statement will be decided on by the Vice-Chancellor.

Decisions made by the Higher Education Appeals Board cannot be appealed, in accordance with Chapter 12, Section 5 of the Higher Education Ordinance.

3.5. Resuming studies after approved leave from studies
Notification of resuming studies on a programme should be given by applying for the relevant programme courses via antagning.se, normally no later than 15 April before the forthcoming autumn semester or no later than 15 October before the forthcoming spring semester.

18 http://www.umu.se/regelverk/arkiv-och-diarium
19 See the Admission regulations and procedures for first- and second-cycle education for the current academic year regarding selection rules
20 http://www.student.umu.se/under-studietiden/vidare-i-studierna/ansokningsblanketter
A student who is granted approved leave from studies on a course and who then wishes to resume studies should apply for the course via antagning.se, uploading the decision on granted leave from studies. By doing this, the student is then guaranteed a place on the course date. Based on the applicable admission list, the department should then remove the non-completion registered for the student (see 3.2) and enter a re-registration in Ladok for the course date on which the student was previously registered.

The Vice-Chancellor’s delegation procedure for Umeå University and the faculties’ onward delegations detail who makes decisions on resuming studies after leave from studies. Students who do not resume their studies at the time stated in the decision are deemed to have ceased their studies (i.e. non-completion).

Additional conditions for notification of resuming studies after approved leave from studies may be specified in the course or degree syllabus for the education in question. Further information about any education-specific conditions for notification is provided by the study adviser or equivalent at the department responsible.

The application for and decision on resuming studies after approved leave from studies should be dealt with in accordance with the document management plan for first- and second-cycle education at Umeå University FS 1.1-914-16.

4. Non-completion of courses or programmes

Non-completion can be notified by the student or noted by the University. Non-completion means that the student’s right to a place on the course or programme instance in question ceases to apply. Non-completion also means that the student is not guaranteed a place if they wish to resume studies on a later course or programme date.

Notification of non-completion should be given using the appropriate form. Once the University has received notification of non-completion, the department should enter this non-completion in Ladok. The student should then be notified by being sent confirmation that this has been entered.

The notification and confirmation of non-completion should be dealt with in accordance with the document management plan for first- and second-cycle education at Umeå University FS 1.1-914-16.

4.1. Non-completion in connection with courses

4.1.1. Early non-completion of courses

A student who has notified non-completion within three weeks of the start of the course should have early non-completion entered in Ladok. Early non-completion means that the first registration does not entitle the University to remuneration for a full-time student.

The departments at Umeå University have an obligation to check for all courses which students remain on the course three weeks after the course begins. The department/faculty can draw up its own procedures for this.

21 http://www.umu.se/regelverk/delegationsordning
22 http://www.umu.se/regelverk/arkiv-och-diarium
23 http://www.student.umu.se/under-studietiden/vidare-i-studierna/ansokningsblanketter
24 http://www.umu.se/regelverk/arkiv-och-diarium
25 Ref. no.: UmU 530-4772-06
If the University notes that a registered student is no longer on the course within three weeks after the course begins, early non-completion should be entered in Ladok. The student should then be immediately notified of the decision in writing. If the student requests that the noted early non-completion be removed, this should be done. This does not apply to students who have notified non-completion themselves.

4.1.2. Non-completion of courses
A student who has notified non-completion three weeks or later after the start of the course should have non-completion entered in Ladok. The first registration does not entitle the University to remuneration for a full-time student in the event of non-completion.

If the University notes that a registered student is no longer on the course after more than three weeks after the course begins, non-completion should be entered in Ladok. The student should then be immediately notified of the decision in writing. If the student requests that the noted non-completion be removed, this should be done. This does not apply to students who have notified non-completion themselves.

4.2. Non-completion of programmes
If the University notes that a student has not been active after more than three weeks after the course begins, non-completion should be entered in Ladok. The student should then be immediately notified of the decision in writing. Before non-completion is entered in Ladok, consultation should take place with the programme director or equivalent. If the student requests that the noted non-completion of the programme be removed, this should be done. This does not apply to students who have notified non-completion of the programme themselves.

4.3. Non-completion with notified intention to resume studies within one year
Non-completion means that the student is not guaranteed a place when notifying intention to resume studies. By notifying non-completion with the intention to resume studies within one year, the student is included in a prioritised selection group if they apply for later parts of the programme or equivalent within one year from the date of non-completion. The opportunity to be included in a prioritised selection group when applying to resume studies after non-completion with the intention to resume studies within one year only applies for programmes. Priority cannot be given for resuming studies on a course or the first semester within a programme.

A student who has notified non-completion of a programme with notified intention to resume studies within one year and who subsequently has not resumed studies in accordance with the applicable rules will not be included in the prioritised selection group. For programmes that are not given every year, the period of validity for non-completion with notified intention to resume studies applies until the next time the programme is given. Notified non-completion with the intention to resume studies within one year cannot be extended.

4.4. Resuming studies after non-completion
Course and degree syllabuses may be changed, which can affect the possibility of accrediting previous studies within the course or programme for a student who resumes studies after non-completion. A student with non-completion for a programme in semester one who wishes to resume studies should re-apply for the programme via antagning.se

---

26 See the Admission regulations and procedures for first- and second-cycle education for the current academic year regarding selection rules
The application for and decision on resuming studies after non-completion should be dealt with in accordance with the document management plan for first- and second-cycle education at Umeå University FS 1.1-914-16.27

4.4.1. Resuming studies on courses after non-completion
A student with non-completion of studies on a course who wishes to study all or part of the course again should apply for re-registration in accordance with the rules detailed in the Re-registration section.

4.4.2. Resuming studies on programmes that offer later parts of the programme
A student with non-completion in semester two or later who wishes to resume their studies should apply for later parts of the programme at antagning.se when such an application alternative is advertised there. The application should normally be done no later than 15 April before the autumn semester or no later than 15 October before the spring semester. In order to be ranked correctly on selection,28 a student who has notified non-completion with notified intention to resume studies within one year should upload a copy of the confirmation with their application for the later parts of the programme.

4.4.3. Resuming studies on programmes that do not offer later parts of the programme
A student with non-completion in semester two or later who wishes to resume their studies but where an application alternative for later parts of the programme is not advertised at antagning.se should contact the department for information about opportunities to resume their studies on the programme. The department should be contacted no later than 15 April before the autumn semester or no later than 15 October before the spring semester. If a free place can be offered, the department should follow the same selection rules for resuming studies as for admission to later parts of the programme.29 If more students have contacted the department wishing to resume their studies than can be offered places, the department should contact Student Services/Admissions to determine the ranking order.

In order to be ranked correctly on selection,30 a student who has notified non-completion with notified intention to resume studies within one year should produce a copy of the confirmation when contacting the department to resume their studies.

If admission to a later part is not applied and no place can be offered on resuming studies, the student may choose to re-apply for the programme.

5. Reporting test results

When according to the course syllabus a course includes modules, grade reporting shall be carried out in Ladok both for all included modules and for the entire course. Fail results should also be documented. It is important that this is done without delay, as grade reporting is essential e.g. for students who have been awarded scholarships and for students to be entitled to student aid.

27 http://www.umu.se/regelverk/arkiv-och-diarium
28 See the Admission regulations and procedures for first- and second-cycle education for the current academic year regarding selection rules
29 See the Admission regulations and procedures for first- and second-cycle education for the current academic year regarding selection rules
30 See the Admission regulations and procedures for first- and second-cycle education for the current academic year regarding selection rules
5.1. Modules
The results of a module should be reported in Ladok no later than 25 working days after the examination session included in the module.

The grade date is the date when the test was carried out or submitted.

5.2. Final grade (grade for whole course)
Once all modules for a course have been assessed, the final grade for the whole course should be documented in Ladok.

The final grade (grade for whole course) should be documented in Ladok no later than 25 working days after the final examination session included in the course.

The grade date for the whole course is the date when the last test was carried out or submitted.

6. Publication of results
Civic registration numbers or names may not be posted in lists notifying test results on the department’s notice board or website, or in e-mail mailings. This applies even if the website is password protected.

7. Handing out test templates, test answers, project reports and essays
Test templates/written assignments are public documents when the test has been given out and the time for beginning the test has expired.31

Test answers, project reports and essays32 are public documents when the examiner has made a decision on results for all participants in the test instance in question.33

The results of tests, project reports and essays34 are public documents.

A student may collect their test answers, project reports and essays once the test answers are made public documents.35

Test templates, test answers, project reports and essays should be dealt with in accordance with Umeå University’s document management plan for study administrative documents FS 1.1.914-16.36

Umeå University must, upon request, disclose public documents or provide copies of such documents assuming that the document is still kept by the University. A fee in accordance with the Fees Ordinance will be charged if the order is for ten pages or more.37

31 Chapter 2, Section 7 of the Freedom of the Press Act
32 Here, test answers refers to the student’s submission that forms the basis for assessing their performance
33 JO’s decision of 18 July 1991, ref. no. 3980-1990
34 Here, test results refers to the assessment of individual students’ performances in tests
35 See also Grading and examination regulations for first- and second-cycle studies FS 1.1.2-553-14
36 http://www.umu.se/regelverk/arkiv-och-diarium
37 Section 16 of the Fees Ordinance