



UMEÅ UNIVERSITET

PROCEDURES FOR SCHOLARSHIPS FOR FEE- PAYING STUDENTS

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1. Description

These procedures describe the scholarship process for fee-paying students where there is an allocation of roles and responsibilities between the Vice-Chancellor, faculties, the student unions and the International Office at the University Administration.

The Scholarship Group consists of the International Office together with a representative from each faculty. The faculty representatives are appointed by their respective faculties. Together, this group is responsible for the scholarship process as a whole. Should any questions arise regarding the process, the Scholarship Group will consult on these.

2. Background

An individual who is not a citizen of Sweden or a country that is part of the European Economic Area (EEA) or Switzerland is required to pay application fees and tuition fees in Sweden.

Basic provisions on scholarships for fee-paying students can be found in the Ordinance on scholarships for students required to pay tuition fees (2010:718) (the Scholarships Ordinance). The Scholarships Ordinance governs those scholarships for fee-paying students funded by the Swedish Council for Higher Education that have been specifically established by the Swedish Government.

The Scholarships Ordinance includes provisions on:

- the aim of scholarships;
- the scope and allocation of scholarships;
- eligibility requirements and application;
- reporting back to the Swedish Council for Higher Education; and
- repayment obligations.

The provisions contained in the Scholarships Ordinance have been taken as the starting point when drawing up this procedure.

Unless otherwise stated, the provisions of these procedures apply to scholarships funded by the Swedish Council for Higher Education. The process for dealing with scholarships from any other funding bodies is described in section 10.

Conditions for the allocation of scholarships constitute a regulation according to 3 § of the Ordinance (2010:718) on scholarships for students liable to pay tuition fees. The regulations were established by the rector on February 14, 2025 (FS 1.1-327-25).

3. The purpose of scholarships

According to the Scholarships Ordinance, the purpose of scholarships is to promote the recruitment of particularly qualified fee-paying students by financing all or part of their tuition fees.

4. The process for allocating scholarships

In order to meet the stated conditions, the scholarship allocation process consists of three components:



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1. Allocation of scholarships between degree programmes
2. Applying for scholarships
3. Allocating scholarships to students.

4.1 Allocation of scholarships between degree programmes

Each January, scholarships are allocated among the degree programmes offered in English at Umeå University during the coming academic year. Lots are drawn between the programmes for this allocation, with each programme having at least one lot, but with the programme's opportunity to receive a scholarship additionally being weighted in accordance with the number of registered individuals on the programme in the previous calendar year.

Once the allocation of the number of lots between the degree programmes is complete, lots are drawn for a priority list. The list shows the order of priority that must be applied when allocating scholarships. The number of scholarships allocated in a particular year depends partly on how much scholarship funding Umeå University has received from the Swedish Council for Higher Education, and partly on which degree programmes end up at the top of the list. Since the size of tuition fees varies between courses, a course with higher fees is assigned a larger proportion of the common resources. (See also Appendix 1 for a more detailed description of how lots are allocated.)

The International Office administers drawing up the number of lots per programme and drawing lots for the order of priority between the programmes. Information about the number of lots per programme and the results of the draw will be communicated to the Scholarship Group.



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4.2 Applying for scholarships

Invitations to apply for scholarships are sent to students who are eligible to apply. Applications are completed digitally.

Administration of Umeå University's website for scholarships, invitations to apply for scholarships, assessing students' eligibility to apply for scholarships and processing received applications are dealt with by the International Office.

4.2.1 Eligibility

Both new and existing students are eligible to apply for scholarships, provided that they meet the set requirements.

New students

To be eligible to apply for a scholarship as a new student, applicants must meet the following requirements at the time of application:

1. Be required to pay tuition fees
2. Have applied for a degree programme at Umeå University in the international round of admissions for the autumn semester, no later than the last ordinary application date
3. Have given the programme priority one (1) in their application for studies
4. Have paid the application fee for applying for studies, no later than by the deadline stated by the Swedish Council for Higher Education.

Existing students

To be eligible to apply for a scholarship as an existing student, applicants must meet the following requirements at the time of application:

1. Be required to pay tuition fees
2. Have ongoing studies as part of a degree programme, and intend to continue their studies during the coming academic year in that degree programme.

If an applicant – regardless of whether they are an existing student or a new student – ceases to be required to pay tuition fees after the time of application or amends their application for the degree programme so that any of the above conditions are no longer met, the applicant is no longer deemed to be eligible to participate in the selection process for scholarships.

If an applicant is deemed ineligible to apply for a scholarship, their application will be withdrawn.

4.2.2 Applying

Information about applying for scholarships, including eligibility requirements and relevant dates, must be announced on Umeå University's website no later than 10 December in the year before the scholarships will be advertised.

An invitation to apply for a scholarship is sent to eligible students (in accordance with section 5.2.1) within one week of the final date for paying the application fee (usually 1 February). The application period lasts for four weeks.

Applications are completed digitally, and must be submitted in the order announced by the University before each round of applications. Applications received after the final application date will not be considered.

It is possible to apply for all or part of the tuition fees.



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4.3 Allocating scholarships to students

Scholarships are allocated in two stages, after having drawn lots for an order of priority for degree programmes. First, applicants are ranked within each degree programme based on their academic qualifications. The faculties are responsible for ranking the applicants within the degree programmes and for informing the International Office of this ranking. Next, scholarships are allocated to the relevant applicants based on the order of priority for the degree programmes as drawn by lots and the ranking of applicants within the degree programmes. Following allocation, applicants are notified of the offer of a scholarship.

Scholarships can only be allocated to applicants who have applied for scholarships and who meet the eligibility requirements at the time of allocation.

When allocating scholarships, their purpose – i.e. to promote the recruitment of particularly qualified fee-paying students – must be taken into account. Scholarships are allocated based solely on the applicants' academic qualifications.

4.3.1 Ranking

When assessing the applicants' academic qualifications, each faculty must be given the opportunity to assess and rank its own applicants.

Only those eligible applicants whom the faculties deem suitable for a scholarship will be ranked. Ranking is carried out by degree programme, in descending order, with '1' being the most qualified. Each figure may only appear once per degree programme. Applicants from more than one degree programme may not be ranked together.

In situations where two or more students on the same programme are deemed to have equal academic merits, they are ranked based on the motivation letter to receive a scholarship that the applicant wrote in their application.

4.3.2 Proposals for allocation

Proposals for allocating scholarships to students are based on the priority list of the degree programmes drawn by lots and the applicants ranked by the faculties for each degree programme. These proposals must consist of students from the degree programmes that are allocated scholarships, as well as reserve lists for these degree programmes. The ranking of applicants from degree programmes that have not yet been allocated scholarships, but that may be considered for scholarships at a later stage, must also be included in the proposals.

Proposals for allocation are drawn up by the International Office, and are decided on by the Vice-Chancellor. The International Office informs the Scholarship Group once a decision has been made.

4.3.3 Scholarship offers

Scholarship offers are emailed to applicants by the International Office's administrator by email. The conditions for the scholarship and a reply document, whereby the applicant must state whether or not the offer is accepted and return the document to the administrator, are attached to the email.

The scholarship offer is binding upon Umeå University once the applicant has accepted the offer and agreed to the conditions, provided that this has taken place in the order stated in the offer and within the appointed time period, and provided that the student is still admitted to the degree programme in question.



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In addition, if the applicant has been offered a scholarship that does not cover the entire tuition fees, the remaining part of the tuition fees must be paid before the scholarship offer can be considered binding upon Umeå University.



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Applicants who have declined a scholarship offer cannot subsequently change their response.

If an applicant does not respond to the scholarship offer within the appointed time period or in the order stated in the offer, the offer will be deemed forfeited.

If an applicant does not respond in time or declines the offer of a scholarship, the offer will be passed on to the next applicant on the reserve list for that degree programme. If there are no students next in turn for that degree programme, the offer will be passed on to the highest ranked student for the degree programme that has not been allocated a scholarship but is next in line to be allocated a scholarship on the priority list drawn by lots.

Scholarship offers are sent to new applicants until 1 June. After that date, only existing students are offered scholarships. This is in line with the Association of Swedish Higher Education Institutions' recommendations, which state that a student must pay the tuition fees for the autumn semester by 15 June in order to obtain a residence permit in time for the start of the semester. The deadline for a new student to pay the tuition fees is 1 June.

5. Conditions for scholarships

Once an applicant has been allocated a scholarship, specific conditions apply for the duration of the granted scholarship. These are detailed in the scholarship offer that applicants receive and must respond to in order to be allocated the scholarship.

5.1 What the scholarship covers

Scholarships are intended to cover tuition fees. Students who are allocated scholarships have their tuition fees reduced by an amount corresponding to the scholarship. The size of the scholarship can never exceed the tuition fees that the student would have paid without the scholarship.

The scholarship does not cover living expenses or other costs incurred by the student in connection with their studies, unless otherwise stated in the conditions that accompany the scholarship.

5.2 Students who decline their admission offer

Students who decline their admission offer or terminate their studies are no longer entitled to keep their allocated scholarships.

5.3 Students in receipt of other scholarships

Students who have accepted a scholarship from the Swedish Institute cannot also be allocated a scholarship from Umeå University if the scholarship relates to tuition fees.

5.4 Deferral

Deferral of scholarships is never granted for any reason. Scholarship recipients who are not registered for studies at Umeå University during the first semester covered by the scholarship will have their scholarships withdrawn.



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5.5 The scholarship recipient's requirement to pay tuition fees

If the scholarship recipient's fee status has changed so that they are no longer required to pay tuition fees, they must notify Umeå University of this promptly. If the scholarship recipient is no longer required to pay tuition fees, their scholarship must be withdrawn immediately.

5.6 The scholarship period

Scholarships are allocated for the entire study period, unless otherwise stated in the conditions. After the end of the first academic year, a review of the scholarship recipient's academic performance is carried out in order to decide on any extension to the validity period for the scholarship. A scholarship can only be extended if, after their first academic year, the scholarship recipient has achieved pass results for courses corresponding to at least 45 credits at Umeå University and within the degree programme for which the scholarship was allocated. This requirement must be fulfilled no later than by the start date for the next semester. If the requirements for extension are not met, the scholarship will be terminated after the first academic year.

Extensions are processed by the International Office.

Scholarships for a period of less than one academic year can be allocated. This occurs in cases where there are scholarship funds which are insufficient to allocate a scholarship for an entire year. A student may also be offered a scholarship for a period of less than one academic year if they have less time than this remaining for their studies at the time of allocation. Such scholarships are not eligible for renewal.

5.7 Approved leave from studies

As a general rule, a scholarship can only be used during the period stated in the scholarship offer. Scholarship recipients who do not complete their studies within the time stated in their scholarship offer may be permitted to retain their scholarship for their remaining period of study, provided that the total scholarship amount is not exceeded.

Scholarship recipients who have been granted leave from studies with a guaranteed place on a degree programme will only be allowed to suspend their scholarship for the duration of the leave. The student may resume their scholarship when resuming their studies, provided that their studies are within the same degree programme to which the scholarship offer applied and that the scholarship recipient resumes their studies at the time stated in the decision on approving leave from studies.

The International Office deals with the procedure in connection with leave applied for by a scholarship recipient.

5.8 Withdrawal of scholarships

Students who do not meet the conditions stated in the scholarship offer will have their scholarship withdrawn. This applies, for example, if the scholarship recipient does not register for courses during the scholarship period.

Decisions on withdrawal of scholarships are made by the International Office. Such decisions are final, and cannot be changed at a later date. If the student wishes to receive a scholarship for future studies, they must apply again.



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6. Scholarship funds

Scholarship funds are never paid directly to the scholarship recipient. Instead, a payment marker is recorded in Ladok for all scholarship recipients' degree programmes courses, which means that the student can register and start their studies without paying tuition fees.

The International Office is responsible for administration in connection with scholarship payment.

7. Reporting

Scholarships funded by the Swedish Council for Higher Education must be reported annually in accordance with the procedures announced by the Council.

The International Office is responsible for reporting to the Council, and applies for funding for the coming academic year.

8. Appeals

In accordance with Section 10 of the Scholarships Ordinance, decisions regarding scholarships cannot be appealed. This applies to all decisions on scholarships in accordance with this procedure.

In the situations and the manner described in the Administrative Procedure Act (2017:900), students have the opportunity to request the correction or review of decisions made by Umeå University. Requests for correction or review should be submitted to Umeå University, Registry, 901 87 Umeå.

9. Other scholarships

In addition to those scholarships that are funded by the Swedish Council for Higher Education, there are also other scholarship schemes for fee-paying students.

When an external scholarship funder enters into an agreement with Umeå University to fund scholarships for fee-paying students at the University and appoints Umeå University to assist in any part of the application and allocation process, these procedures shall apply unless otherwise agreed.

When Umeå University only assists an external scholarship funder with information and/or simple administrative tasks, such as checking and providing information about the scholarship recipient's studies, these procedures shall not be applied unless otherwise agreed. This includes scholarships funded by the Swedish Institute.



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Appendix 1 – Allocation of lots

Appendix 1 describes the process for drawing up the priority list of degree programmes for allocating scholarships by drawing lots, and how lots are allocated to the programmes. The process is based on the conditions for allocating scholarships, as described in section 4.

In order to draw lots to determine the order of priority, the degree programmes are allocated a number of lots based on their share of registered fee-paying students in the previous calendar year, with the side condition that all programmes must be allocated at least one lot. The reason for allocating all programmes at least one lot is so that students on new programmes and programmes that had no registered fee-paying students during the previous calendar year can also be allocated a scholarship. Fifty basic lots are allocated according to the percentage allocation, and programmes that have not been allocated any of the 50 basic lots are each allocated an additional lot.

A priority list of programmes is drawn by lots, with programmes having as many places on the list as the number of lots they have been allocated.

Process description

The process for drawing up the list of priority for the degree programmes:

1. The number of registered fee-paying students on the programmes in the previous calendar year is obtained after the last day for registering students for the autumn semester.
2. The percentage of the total number of registered fee-paying students is calculated for each of the degree programmes.
3. The 50 basic lots are allocated to the programmes in proportion to their percentage shares of the total number of registered fee-paying students.
4. Those programmes that have not been allocated any of the basic lots are allocated one additional lot each.
5. New programmes and programmes that had no registered fee-paying students during the previous academic year are allocated one additional lot each.
6. A priority list is drawn up by drawing lots, and each programme is included in the list as many times as the number of lots it has been allocated.



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Appendix 2 – Proposals for allocation

Proposals for allocating scholarships must include the following information for each applicant:

- forenames and surname
- personal identity number
- email address
- the degree programme for which the applicant has applied
- the faculty to which the degree programme in question belongs
- the total tuition fees in SEK
- the size of the proposed scholarship, stated as a percentage of the total tuition fees.

The proposals are sorted by degree programme, and this also applies to the reserve list.