UMEÅ UNIVERSITET

RULE FOR STUDY ADMINISTRATION AT FIRST-CYCLE AND SECOND-CYCLE LEVELS AND ACCESS PROGRAMMES

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[1] This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.

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1 Summary

These Regulations set out how shedules, registration, leave from studies, withdrawal from studies, release of examination materials, reporting of results, publication of examination results, and student costs are to be managed at Umeå University.

2 Background

The purpose of these Regulations is to clarify how student administrative procedures are to be managed at Umeå University. The Regulations are based on the Higher Education Act, the Higher Education Ordinance, regulations issued by the Swedish Council for Higher Education (UHR), supervisory decisions by the Swedish Higher Education Authority (UKÄ), the Ordinance on Higher Education Access Programmes and the Fee Ordinance. These Regulations replace the previous Regulations for Student Administration at First-Cycle and Second-Cycle Level (FS 1.1-639-21).

3 Course coordinator and Schedules

3.1 Course coordinator

A course coordinator should normally be appointed no later than four weeks before the start of the course.

3.2 Schedules

Full-time studies normally correspond to a workload of 40 hours per week. This includes both scheduled teaching activities and self-study.

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Within a study programme, compulsory courses with a study pace of 100 percent may not be scheduled in parallel. If the courses have a lower study pace, no more than two courses should normally be scheduled in parallel.

No later than four weeks before the course starts, an overview schedule covering the first four weeks of the course must be made available. For the remainder of the course, the schedule must be published on a rolling basis at least four weeks in advance. The schedule must specify the dates and times of teaching activities and examinations. Any compulsory course components must also be indicated in the schedule. The schedule for the first four weeks of a course must be publicly available on the web without login requirements.

Students with disabilities may need access to a preliminary schedule and course materials earlier than four weeks before teaching begins[1].

[1] This may, for example, be necessary when arranging sign language interpreters. For further information, including the student's responsibilities, please refer to the Procedures for Support for Students with Disabilities.

4 Registration

Registration means the documentation in the student registry (Ladok) of an admitted student's intention to participate in education during a specified period. At Umeå University there are three types of registration: first-time registration, re-registration and continued registration. Registration may take place no earlier than seven calendar days before the start of the course.

An admission decision is valid only if the student registers for the course or programme in the manner specified by the University. For the University to justify a student's loss of place due to failure to register, clear information must be provided regarding how registration is to be completed.

If a student does not register for a course in accordance with the procedure communicated by the University, the student forfeits their place on the course. The University may permit late registration if places remain available on the programme or course, or if the student has informed the department in advance that they will be unable to attend the registration session and this has been approved by the department. The student's registration must be recorded in Ladok within three days of the student registering, but no earlier than seven calendar days before the start of the course.

Students admitted with conditions must, no later than the start of the course, be able to demonstrate that they meet all entry requirements in order to be registered.

Only registered students are entitled to participate in teaching activities such as lectures and seminars.

4.1 First-time Registration for a Course

This type of registration means that a student participates in a course for the first time. The registration is recorded in Ladok.

A first-time registration must always be preceded by admission to the course.

In exceptional cases, a department may register a student who has not been admitted, provided that all of the following conditions are met:
• the course offering is intended for students enrolled in a degree programme;
• the student has failed to apply for the course or to accept the offered place;
• the student is actively enrolled in a programme instance for which the course forms part of the curriculum during the relevant study period;
• places remain available after the waiting-list admission process has been completed; and
• the student fulfils the eligibility requirements

4.2 Re-registration for a Course

This type of registration means that a student's participation in a course for a second, third, or subsequent time is recorded in Ladok.

A student who has received a passing grade for the entire course may not be re-registered for that course.

If the course syllabus specifies restrictions on the number of examination attempts and the student has exhausted these attempts, the student is not entitled to re-registration. This also applies if the student has been admitted again to the same study programme (programme code).

A student who is re-registered may not be assessed in compulsory course components or examinations that the student has previously passed.

Re-registration is not required in order to take a re-sit examination.

4.2.1 Application for Re-registration

A student who has no recorded results whatsoever in Ladok for the course for which re-registration is sought must apply for the course through antagning.se. Selection is then carried out in accordance with the selection rules set out in Umeå University's Admission Regulations. A student admitted in this way shall be re-registered in Ladok.

A student who has one or more recorded results in Ladok for the course for which re-registration is sought must apply for re-registration to the relevant department. The student shall be re-registered if places remain available after the waiting-list admission process has been completed. If there are more applicants than available places, selection shall be based on the order in which applications were received.

4.3 Continued registration for a course

This type of registration means that a student's participation during a subsequent study period within a course offering that is divided into several study periods is recorded in Ladok. Continued registration requires that the student has previously been first-time registered on that course offering.

In Ladok, the student is registered for the upcoming study period, and the term continued registration is not displayed in the user interface.

5 Leave from Studies

Leave from studies refers to an interruption of studies reported to the higher education institution by the student. Special grounds for being permitted to resume studies after a period of leave may include social, medical, or other special circumstances, such as childcare, military or civilian national service, student union assignments, basic military training under the Ordinance on Military Basic Training (2015:613), or postponed educational leave under the Employee's Right to Educational Leave Act (1974:981).

Special grounds may also include a fixed-term probationary employment under Section 12 of the Act (2012:332) on Certain Armed Forces Employments, or service in the Swedish Armed Forces by individuals employed as part-time group commanders, soldiers, or sailors under that Act.

An approved leave of absence means that, upon returning, the student is guaranteed a place in the programme or course (guaranteed place) during a specified period. A decision granting a student the right to resume studies after approved leave must relate to a defined period of time.

Once an application has been submitted, the designated decision-maker determines whether the student is granted approved leave from studies.

If the relevant programme syllabus or course syllabus has changed by the time the studies are resumed, the student may be offered a place in an equivalent programme or course.

5.1 Application for Leave from Studies

A student may apply for leave from studies once they have commenced their studies, regardless of where they are in their programme of study or how many higher education credits they have completed and had registered in Ladok. The application for leave from studies must be submitted in writing in accordance with the University's instructions.

5.2 Decision on Approved Leave from Studies

The student shall be notified of the decision on leave from studies by receiving a copy of the decision.

The application and the decision shall be managed in accordance with the Retention and delition plan at Umeå University.

5.2.1 Leave from studies from a Programme

Approved leave from studies from a programme shall be recorded in Ladok. Ongoing or not yet commenced courses within the programme shall be managed in accordance with the department's procedures.

5.2.2 Leave from Studies from a Course

As Ladok cannot manage leave from studies from a course, the decision regarding the student's right to resume studies after a period of leave shall be documented in a manner deemed appropriate by the department. In the case of leave from studies from a course, the department shall record a withdrawal/non-completion on course in Ladok.

5.3 Rejected Application for Leave from Studies

If an application for leave from studies is rejected, the student shall be notified of the decision by receiving a copy of the decision. The decision to reject the application shall include the grounds for the decision.

The application and the decision rejecting leave from studies shall be managed in accordance with Retention and deletion plan at Umeå University.

5.4 Appeal of a Decision on Leave from Studies

A student whose application for leave from studies has been rejected has the right to appeal the decision to the Higher Education Appeals Board. This right shall be stated in the information on how to appeal that accompanies the decision. See the University's procedures for handling appeals for information on the management of appeals.

5.5 Resumption of Studies Following Leave from Studies

The Vice-Chancellors Delegation of Authority and the faculties' sub-delegations specify who is authorised to decide on the resumption of studies following leave from studies.

A student who does not resume their studies at the time specified in the decision shall be considered to have withdrawn from their studies. See Section 6, Withdrawal from Studies, below.

Applications and decisions concerning the resumption of studies following leave from studies shall be managed in accordance with the Retention and deletion plan at Umeå University.

5.5.1 Resumption of Studies Following Leave from Studies from a Programme

Notification of resumption of studies in a programme shall be made by applying for the relevant programme courses via University Admissions (antagning.se), normally no later than 15 April for the following autumn semester and 15 October for the following spring semeste

5.5.2 Resumption of Studies Following Leave from Studies from a Course

A student who has been granted leave from studies from a course and wishes to resume their studies shall apply for the course through University Admissions (antagning.se) and upload the decision granting leave from studies. This will guarantee the student a place on the course offering.

Additional conditions for resuming studies after leave from studies may be specified in the course syllabus or programme syllabus for the relevant programme. Further information about any programme-specific conditions is provided by the study adviser or equivalent officer at the responsible department.

6 Withdrawal from Studies from a Course or Programme

Withdrawal from studies may be reported by the student or established by the University. Withdrawal from studies means that the student's entitlement to a place on the relevant course or

programme offering ceases. Withdrawal from studies also means that the student is not guaranteed a place should they wish to resume their studies at a later course or programme offering.

Notification of withdrawal from studies shall be made using a designated form or in another written form, such as by email. Withdrawal from a course may also be reported by the student through Ladok for Students. Once the University has received notification of withdrawal from studies, the department shall record the withdrawal in Ladok. The student shall then receive written confirmation that the withdrawal has been recorded.

Notifications and confirmations of withdrawal from studies shall be managed in accordance with the Retention and Deletion plan at Umeå University.

6.1 Withdrawal from a Course

6.1.1 Early Withdrawal from a Course

A student who reports withdrawal from a course within three weeks of the start of the course shall have an early withdrawal recorded in Ladok.

Departments have an obligation, for all courses, both independent courses and programme courses, to determine which students may be considered active on the course three weeks after the start of the course. The department or faculty should establish its own procedures for this purpose.

If the University can establish that a registered student has not been active on the course within three weeks of the start of the course, the student shall be notified in writing that an early withdrawal will be recorded in Ladok. Once the student has been informed, the department shall record the early withdrawal in Ladok. If the student requests that the recorded early withdrawal be removed, this shall be done. This does not apply to students who themselves have reported withdrawal from studies.

6.1.2 Withdrawal from a Course

A student who reports withdrawal from a course three weeks or more after the start of the course shall have a withdrawal from studies recorded in Ladok.

If the University can establish that a registered student is no longer participating in the course more than three weeks after the start of the course, a withdrawal from studies shall be recorded in Ladok. The student shall then be notified promptly in writing that this administrative measure has been taken. If the student requests that the recorded withdrawal from studies be removed, this shall be done. This does not apply to students who themselves have reported withdrawal from studies.

6.2 Withdrawal from a Programme

If the University can establish that a student is no longer active within their programme, a withdrawal from studies may be recorded in Ladok. Before a withdrawal from studies is recorded, consultation shall take place with the programme coordinator or equivalent function. The student shall then be notified promptly in writing that this administrative measure has been taken. If the student requests that the recorded withdrawal from studies from the programme be removed, this

shall be done. This does not apply to students who themselves have reported withdrawal from studies from a programme.

6.3 Resumption of Studies Following Withdrawal from Studies

Course syllabuses and programme syllabuses may change, which may affect the possibilities for a student who resumes studies following withdrawal from studies to receive credit transfer for previously completed studies within the course or programme. A student who has withdrawn from a programme during the first semester and wishes to resume their studies shall apply for admission to the programme again through University Admissions (antagning.se).

Applications and decisions concerning the resumption of studies following withdrawal from studies shall be managed in accordance with the Retention and deletion plan at Umeå University.

6.3.1 Resumption of Studies on a Course Following Withdrawal from Studies

A student who has withdrawn from studies on a course and wishes to take all or part of the course again shall be dealt with in accordance with the provisions in Section 4.2, Re-registration.

6.3.2 Resumption of Studies on a Programme that Admits Students to apply for a Later Part of the Programme

A student who has withdrawn from studies during the second semester or later and wishes to resume their studies shall apply for admission to a later part of the programme through University Admissions (antagning.se), where such an application option is advertised. Normally, this shall be done no later than 15 April for the autumn semester and 15 October for the spring semester.

6.3.3 Resumption of Studies on a Programme that Does Not Admit Students to apply a Later Part of the Programme

A student who wishes to resume studies in the second semester or later, where admission to a later part of the programme is not advertised through University Admissions (antagning.se), shall contact the department for information regarding the possibilities of resuming studies within the programme. The department shall be contacted no later than 15 April for the autumn semester and 15 October for the spring semester. The department shall apply the same selection rules for resumption of studies as those used for admission to a later part of a programme. If the number of students wishing to resume studies exceeds the number of places available, the department shall contact Student Services/Admissions to determine the ranking order.

If admission to a later part of a programme is not applied and a place cannot be offered when studies are resumed, the student may choose to apply for admission to the programme again.

7 Reporting of Examination Results

Grade reporting shall be carried out in Ladok, both for all modules and for the course as a whole.

7.1 Results for Modules

The result for a module shall be reported in Ladok no later than 20 working days after the final examination opportunity included in the module. Failed results shall also be reported, provided that the student has made an attempt at all compulsory examinations included in the module.

The examination date is the date of the final examination for the module.

7.2 Grade for Complete course

Once all modules of a course have been passed, a grade for the course as a whole shall be recorded in Ladok.

The grade for a complete course shall be recorded in Ladok no later than 20 working days after the final examination of the final module included in the course.

The examination date for a complete course is the date of the final examination of the final module included in the course.

8 Publication of Results

Personal identity numbers or names may not be displayed in lists for the purpose of communicating examination results, whether on department noticeboards, websites, learning platforms, or through email distribution. This also applies if the website is password protected.

9 Release of Examination Papers, Examination Scripts, Project Reports and Degree Projects

An examination paper or written examination assignment constitutes an official document once the examination has been distributed and the time for commencing the examination has expired.[1]

An examination script, project report or degree project becomes an official document once the examiner has made a decision on the result for the relevant examination occasion. In these Regulations, examination result means the assessment of an individual student's performance in an examination.[2].

The result of an examination, project report or degree project constitutes public information.

A student is entitled to obtain their examination script, project report or degree project in the original or as a copy once it has become an official document.

Examination papers, examination scripts, project reports and degree projects shall be managed in accordance with the Retention and Deletion plan at Umeå University.

[1] The Freedom of the Press Act (1949:105)
[2] Key Principles of JO Decision 1991-07-18 (Dnr 3980-1990)

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10 Costs for Students

Under the Fees Ordinance (1992:191) the University may charge fees for goods and services provided where this follows from legislation, ordinances, or a specific government decision. The general principle is that Umeå University shall bear the costs necessary to provide and deliver education, whereas students shall bear the costs necessary to participate in that education. Students shall pay the costs of consumable materials which, after being processed by the student, result in a product that is clearly of personal benefit to the student. Other consumable materials shall be paid for by the University.

The University is also entitled to charge students for, for example:

- printouts and copies of study materials, degree projects and essays used in seminars;
- copying and scanning services;
- deposits for keys, access cards and equipment;
- replacement of lost UMU cards or keys;
- rental fees for student lockers and dictation machines;
- overdue charges and replacement costs charged by the University Library for late or lost books;
- other fees in accordance with the Fees Ordinance.

The fee shall not exceed full cost recovery. Students must always be free to obtain what is necessary for their education by other means.