



UMEÅ UNIVERSITY

REGULATION FOR FIRST- AND SECOND-CYCLE STUDY ADMINISTRATION

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1 Summary

This regulation specifies how Umeå University administers schedules, registration, leave from studies, non-completion, giving out exams, registering of grades, publication of examination results, and fees for students.

2 Background

The purpose of the regulation is to clarify administrative routines at Umeå University. The regulation is based on the Higher Education Act, the Higher Education Ordinance, regulations from the Swedish Council for Higher Education, supervisory cases from the Swedish Higher Education Authority and the Ordinance on Administrative Fees. This regulation replaces the Regulation for First- and Second-cycle Study Administration (FS 1.1-953-18) and Costs for Students at Umeå University – Rules and Guidelines (Reg. no. 500-781-13).

The document incorporates student and accessibility perspectives. Collaboration, sustainability and international perspectives have not been considered due to the content and nature of the document. The regulation is not expected to have any gender equality consequences at Umeå University.

The regulation is mainly aimed at employees who work with these matters.

3 Course coordinator and schedules

3.1 Course coordinator

The course coordinator is normally appointed no later than four weeks before the course start.

3.2 Schedules

Full-time studies normally correspond to 40 hours/week for the average student. This includes both scheduled class meetings and self-study.

For study programmes, full-time compulsory courses may not be taken in parallel. If the courses have a slower rate of study, no more than two courses should be taken in parallel.

A general schedule with class times/dates and exams times/dates for the first four weeks of the course is to be provided at least four weeks before the course start. Schedules of each additional four-week period are to be provided four weeks prior to the start of each period.

The schedule for the first four weeks is to be freely available online without requiring logging in.

Students with disabilities may require a preliminary schedule and course material earlier than four weeks prior to the course start.¹

If there are compulsory course components, these must be indicated on the schedule.²

¹ This may be necessary, for example, for booking deaf interpreters. For more information and student responsibilities, see the Procedure for Students with Disabilities.

² Rules for grades and examination at first- and second-cycle studies.



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4 Registration

Registration involves documenting in the student registry (Ladok) a student's intention to participate in a course or programme for a certain period.³ There are three different types of registration at Umeå University: first registration, re-registration and continued registration. Students who have been admitted to a course or programme at Umeå University must apply for registration at the time and in the manner announced by the university.

Decisions on admission are only valid provided that the student registers for the course or programme in the manner specified by the university. The university may only deny a student a place on a course or programme because of non-registration if the host department has provided clear registration information.

4.1 First registration for a course

This type of registration involves the initial documentation in Ladok of a student's intention and right to participate in a specific course. It entitles the university to reimbursement for a full-time equivalent.

A first registration is always preceded by admission to the course.

A department may, *in exceptional cases*, register a student who is not admitted if:

- the course is only offered to degree programme students, and
- the student has failed to apply for the course or to accept the offered place on the course, and
- the student is admitted and registered to a specific study programme, which means that the course must be taken at this specific time, and
- there is a vacancy on the course after all students on the waiting list have been offered a place and the student is eligible.

If an admitted student does not apply for registration in the manner specified by the university, the student will lose their place on the course unless the department has approved the student's absence from the registration occasion. A student may have the right to be registered after the fact if they are unable to attend the registration due to an acute illness or other unforeseen event. The student must then contact the department as soon as possible and be able to provide appropriate documentation explaining the absence, such as a medical certificate.

If the student applies for registration in the manner specified by the university, the student's registration must be documented in Ladok within three days.

Web registration can take place no earlier than one week before the course start.

³ Basic concepts when presenting official statistics in the higher education sector, the Swedish Higher Education Authority (UKÄ): 2015



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4.2 Re-registration for a course

This type of registration involves documenting in Ladok a student's intention and right to participate⁴ in a course for a second or more time. This does not entitle the university to reimbursement for a full-time equivalent.

Re-registration for a course is not allowed for a student who has a passing grade for the complete course.

If the course syllabus restricts the number of times an examination can be taken⁵ and the student has taken this number of examinations, the student is not entitled to re-register. This also applies if the student has been admitted to the same programme (programme code) again.

A student who re-registers may not be assessed in compulsory components or examinations included in the course that the student has previously passed.⁶

Re-registration⁷ is not required to retake a test.

4.2.1 Apply for re-registration

A student wanting to re-register for a course but with *no results* registered in Ladok for the course must apply for the course through antagning.se. If a selection among applicants is required, the selection rules in Umeå University's admission regulations (antagningsordning) apply.⁸ A student admitted in this way must be re-registered in Ladok.

A student with *one or more* results registered in Ladok for a course that they would like to re-register for must apply to the relevant department for re-registration. The student will be re-registered if there is a vacancy on the course after all students on the waiting list have been offered a place. If there are more applicants than availability allows, a selection is made based on the date requests were received.

4.3 Continued registration for a course

This registration type entails documentation in Ladok of a student's intention and right to continue participating in the course in the next study period for a course that is offered over multiple study periods. Continued registration of a student assumes that the student's first registration was for this course's dates. This registration type entitles the university to reimbursement for a full-time equivalent.

If a student does not apply for continued registration on the course in the manner specified by the university, the student will lose their place on the course. The university may register the student afterwards if places are available or if the student has notified the department in advance that they will not be present at the time of registration and the department has given its approval. The student's registration is to be documented in Ladok within three days after the student has applied for registration and the course has begun in the next study period.

In Ladok, the student is registered for the coming study period and the term "continued registration" is not visible in Ladok's interface.

⁴ Participating in a course means being permitted to participate in all forms of teaching given on the course.

⁵ Rules for grades and examination at first- and second-cycle studies

⁶ Rules for grades and examination at first- and second-cycle studies

⁷ See "Retaking a test" in Rules for Grades and Examination

⁸ Selection procedure for first- and second-cycle studies (Antagningsordning för utbildning på grund- och avancerad nivå) for the relevant academic year



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5 Approved leave from studies

An approved leave from studies means the student is guaranteed a place (guaranteed admission) on the course or programme for a predefined period upon return after the leave. Approving leave from studies without guaranteed admission is incompatible with the provision in the Higher Education Ordinance. The student has the right to appeal a decision to not allow their continued studies after a leave.

The Swedish Higher Education Ordinance states:

“If special grounds exist, a higher education institution may decide that students admitted to first- or second-cycle studies at the institution may continue their studies after an approved leave of absence.

The Swedish Council for Higher Education may issue regulations concerning deferment of studies and approved leave of absence from studies.”⁹

Furthermore, the Swedish Council for Higher Education’s regulations on approved leaves from studies state that:

“Leave of absence from studies refers to leave from studies that has been notified to the higher education institution by the student. Special reasons can be social, medical or based on other special circumstances, such as caring for children, illness, conscription or civil service, or student union assignments, military basic training in the defence forces in accordance with the regulation regarding military basic training (2015:613) or deferred leave in accordance with the Act Regarding Employees’ Rights to Leave for Education (1974:981).

Special reasons may also be trial employment in accordance with section 12 of the Act regarding certain defence forces employment (2012: 332) or service in the defence forces for individuals serving occasionally in an officer cadet group, soldiers or sailors in accordance with this act.

The higher education institution’s decision that a student may continue to study after leave of absence from studies shall specify a fixed period of time.

A decision that a student may continue to study after leave of absence may be combined with conditions regarding application before the date when these studies are to continue.”¹⁰

Upon receiving a student application, the appointed individual at Umeå University decides whether to grant the student a leave from studies.¹¹

If the relevant programme or course syllabus has changed by the time studies are to resume, the student can be offered a place in a corresponding programme or course. If so, this is to be noted in the decision on leave from studies.

⁹ The Higher Education Ordinance (1993:100).

¹⁰ UHRFS 2013:3 and UHRFS 2016:1.

¹¹ See the Vice-Chancellor’s decision-making and delegation procedure for Umeå University.



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A leave from studies can impact students who pay tuition fees, have a residence permit for studies or have been granted a scholarship.¹²

5.1 Application for leave from studies

Use the specific form to apply for leave from studies.

A student can apply for leave from studies once they have begun their studies, regardless of how much of the programme and course the student has completed or how many completed credits the student has registered in Ladok.

5.2 Approved application for leave from studies

Inform the student of a decision on leave from studies by sending the student a copy of the decision.¹³

Approved leave from studies on *programmes* is to be documented in Ladok. Since Ladok cannot handle leaves from studies on *courses*, the decision on the student's right to resume studies after a leave is to be documented as the department deems appropriate. During a leave from studies on a course, the department is to register a non-completion (not early non-completion) in Ladok.

The application and decision for leave from studies is administered in accordance with the records management plan for first- and second-cycle studies at Umeå University.

5.3 Rejected application for leave from studies

If an application for leave of studies has been rejected, inform the student of the decision by sending the student a copy of the decision. Explain the reasons for rejecting the application.¹⁴

The application and decision to deny leave from studies is administered in accordance with the records management plan for first- and second-cycle studies at Umeå University.

Students who have not been granted leave from studies can choose to give notice of non-completion. In this case, the student is to be informed of the selection rules upon return to studies after notification of non-completion.¹⁵

5.4 Appeal of leave from studies decisions

Students whose application for leave from studies has been rejected may appeal the decision to the Higher Education Appeals Board. This is stated in the instructions for appeals included with the decision and is found on the form for applying for a leave from studies.¹⁶ See Procedure for Appeals at Umeå University (Handläggningsordning för överklaganden vid Umeå universitet) on how to handle appeals.

5.5 Resumption of studies after a leave from studies

Students apply for resumption of studies in programmes by applying in the relevant programme courses through [antagning.se](https://www.umu.se/en/student/my-studies/approved-leave-non-completion-or-parallel-studies/) normally no later than 15 April for the next autumn semester and 15 October for the next spring semester.

¹² See Procedure for tuition fees and scholarships (Handläggningsordning för studieavgifter och stipendier).

¹³ Section 21, Administrative Procedures Act.

¹⁴ Section 20, Administrative Procedures Act.

¹⁵ See the selection procedure for first- and second-cycle studies (Antagningsordning för utbildning på grund- och avancerad nivå) for the relevant academic year.

¹⁶ <https://www.umu.se/en/student/my-studies/approved-leave-non-completion-or-parallel-studies/>



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Students who have been granted a leave from studies on a course and then wish to resume their studies must apply for the course through antagning.se and upload a copy of the decision on approved leave from studies. This guarantees the student a place at the course. Based on the relevant admission list, the department will then remove the non-completion designation registered for the student and add a re-registration in Ladok for the course the student was previously registered for.

The Vice-Chancellor's decision-making and delegation procedure for Umeå University and the faculties' delegation procedures specify who decides whether a student may resume studies after a leave.

Anyone not resuming their studies by the time specified in the decision is designated as non-completion.

Additional requirements for applying to resume studies after an approved leave can be stipulated in the relevant course or programme syllabus. Additional information on any programme- or course-specific requirements for applying to resume studies are available from the study counsellor or equivalent at the relevant department.

Application and decisions for resuming studies after a leave are administered in accordance with the records management plan for first- and second-cycle studies at Umeå University.

6 Non-completion of courses or programmes

Students can give notice that they will not complete a course or programme or the university can determine this on its own. Non-completion of studies means that the student loses the right to a place in the course or programme. Non-completion also means that the student is not guaranteed a place if they wish to resume studies on a later course or programme.

Notification of non-completion is submitted on a specific form or in other written form, such as an email. When the university has received notification of non-completion, the department is to register the non-completion in Ladok. A confirmation is then sent to the student that non-completion has been registered.

Notification and confirmation of non-completion is administered in accordance with the records management plan for first- and second-cycle studies at Umeå University.

6.1 Non-completion of courses

6.1.1 Early non-completion of courses

Early non-completion is registered in Ladok for students who give notice of non-completion within three weeks of course start. Early non-completion means that the first-time registration does not entitle the university to reimbursement for a full-time equivalent.

Students can also notify of early non-completion of courses through the student portal.

Departments at Umeå University are required to monitor all courses to identify which students remain on the course *three weeks* after the course start. Departments and faculties can formulate their own procedures for this.



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If the university determines that a registered student is no longer on a course *within three weeks* after the course start, early non-completion is to be registered in Ladok. The student must then be notified immediately in writing that this administrative measure has been taken. If the student requests that the university's determination of early non-completion be removed, this must be done. This does not apply to students who have reported their own non-completion.

6.1.2 Non-completion of courses

Students who notify of *non-completion* three weeks or later after course start have a non-completion registered in Ladok. First registration entitles the university to reimbursement for a full-time equivalent with a non-completion.

If the university determines that a registered student is no longer on a course *after more than three weeks* from the course start, non-completion is to be registered in Ladok. The student must then be notified immediately in writing that this administrative measure has been taken. If the student requests that the university's determination of non-completion be removed, this must be done. This does not apply to students who have reported their own non-completion.¹⁷

6.2 Non-completion of programmes

By reporting non-completion, the student is included in a priority selection group if they apply and are eligible for later parts of the programme or equivalent.¹⁸

If the university determines that a student has not been active *after more than three weeks*, non-completion is to be registered in Ladok. The student must then be notified immediately in writing that this administrative measure has been taken. Before registering a non-completion in Ladok, the programme coordinator/equivalent is to be consulted. If the student requests that the university's determination of non-completion of a programme be removed, this must be done. This does not apply to students who have given notice of their own non-completion of a programme.

6.3 Resumption of studies after non-completion

Course and programme syllabuses can change, which can impact opportunities to receive credit for previous work for the course or programme for a student who resumes studies after a non-completion. Students with a non-completion in the first semester of a programme and who wish to resume their studies must apply to the programme again through antagning.se.

The application and decision for resumption of studies after non-completion is administered in accordance with the records management plan for first- and second-cycle studies at Umeå University.

6.3.1 Resumption of studies on a course after non-completion

A student who has left a course and wishes to attend all or parts of the course again must apply for re-registration in accordance with the rules set out in the section "Re-registration".

6.3.2 Resumption of studies on later parts of a programme

Students who end their studies in the second semester or later and who wish to resume their studies must apply to the *later part of the programme* at antagning.se, when this is listed as an

¹⁷ Reg. no.: UmU 530-4772-06.

¹⁸ See the selection procedure for first- and second-cycle studies (Antagningsordning för utbildning på grund- och avancerad nivå) for the relevant academic year.



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option. Normally, this must be done no later than 15 April before the autumn semester and 15 October before the spring semester.

6.3.3 Resumption of studies on programmes that do not offer later parts

Students wanting to resume their studies in the second semester or later but where the alternative of applying for the later parts of the programme is not listed on antagning.se should contact the department for information on options for resuming their studies. Contact the department no later than 15 April before the autumn semester and 15 October before the spring semester. If a vacancy is available, the department is to follow the same selection rules and procedures for resumption of studies as for admission to a later part of a programme.¹⁹ If more students have contacted the department wanting to resume their studies than can be offered a place, the department must contact the Student Services Office/Admissions Office to determine how to rank the applicants.

If admission to a later part is not allowed and a place cannot be offered when resuming studies, the student can choose to apply for the programme again.

7 Registering examination grades

When a course includes modules in its course syllabus²⁰, grades are to be registered in Ladok, both for all included modules and for the entire course. Failing grades must also be documented. It is important that this is done without delay as registration of grades is necessary for students with scholarships, for student eligibility for study finance and for other reasons.

7.1 Modules

The grades for a module must be registered in Ladok no later than 25 business days after the last examination date included in the module.

The examination date on the module is the date when the examination was conducted or submitted.

7.2 Course grades

When all modules of a course have been passed, grades for the entire course must be registered in Ladok.

The course grade must be registered in Ladok no later than 25 business days after the last examination date included in the course.

The examination date for the course is the date when the last examination is conducted or submitted.

8 Publication of grades

Personal identity numbers and names may not be included in lists to announce examination results, whether on the department's bulletin board, website, learning management system or in email correspondence. This also applies to webpages that are password protected.

¹⁹ See the Selection procedure for first- and second-cycle studies (Antagningsordning för utbildning på grund- och avancerad nivå) for the relevant academic year.
²⁰ Previously referred to as components.



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9 Releasing examination templates, examination answers, project reports and essays

Examination templates/written assignments become public information once the examination has been given to the students and the time to begin the test has expired.²¹

Examination answers, project reports and essays²² are public information once the examiner has determined a grade for all participants of the relevant examination date.²³

Examination, project report and essay grades²⁴ are public information.

A student has the right to receive their examination answers, project report and essay in original or as a copy once the examination answers have become public information.

Examination templates, examination grades, project reports and essays must be managed in accordance with Umeå University's document management plan for study administrative documents.

Umeå University is required to release public documents or provide copies upon request, provided that the university still has the document. A fee, in accordance with the Ordinance on Administrative Fees, is charged if a public information request has ten or more pages.²⁵

10 Costs for students

According to the Ordinance on Administrative Fees (1992:191), the university may charge fees for goods and services as defined by law, ordinance or a special decision by the government. The basic assumption is that Umeå University is to bear costs required for providing and conducting education, while students are to bear costs required for participating in their education.²⁶ Students are to pay their own costs for any consumables, which, after the student's input, result in a final product that the student can clearly benefit from in private use. Other consumables are paid for by the university.

The university also has the right to charge students for such things as:

- transcripts and copies of study materials, degree projects and essays used in connection with seminars;
- copying and scanning;
- deposit fees for keys, access cards and equipment;
- replacement of lost Umu cards or keys;
- rental fees for student lockers and dictaphones;
- fees that the Umeå University Library charges in case of late returns or when books are lost.

The price is to be set, at the highest, to at-cost price. Students are always free to acquire necessary material for the course or programme in other ways.

²¹ Chapter 2, section 7 Freedom of Press Act.

²² In these rules, examination answers are the materials submitted by students to assess their performance.

²³ Decision of the Parliamentary Ombudsman 18 July 1991, reg. no. 3980-1990.

²⁴ In these rules, examination grade refers to the assessment of individual students' performance on examinations.

²⁵ Section 16 of the Ordinance on Administrative Fees.

²⁶ The National Agency for Higher Education's analysis "Student costs in connection with higher education" (2003) examines the differences between expenses that are necessary for providing and conducting education and expenses that are necessary for participating in education.