



UMEÅ UNIVERSITET

RULE – ADMISSION REGULATIONS FOR FIRST- AND SECOND- CYCLE EDUCATION

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¹This 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. Description

The admission regulations describe national and local rules that apply for application, assessing entry requirements, selection, admission and similar matters relating to first- and second-cycle education at Umeå University.² The admission regulations also apply to access and foundation education. They include information about how the selection process works and how applications and other admission-related matters are dealt with.

2. Background

The admission regulations are primarily a collection of rules. They therefore serve as a reference guide describing the national and local rules that apply for application, assessing entry requirements, selection, admission and similar matters relating to first- and second-cycle education at Umeå University. The University is obliged to have admission regulations, as stipulated in Chapter 6, Section 3, paragraph two of the Higher Education Ordinance (1993:100).

The admission regulations contain the rules applied by the University regarding applications, entry requirements, selection and admission, and how decisions are made and can be appealed. In addition to the admission regulations, the University also has provisions governing dealing with certain admission-related matters.

For courses and study programmes where the admission procedure is governed by another regulation, that regulation takes precedence over the admission regulations. This applies, for example, to supplementary education for those with foreign medical, psychology or social work degrees, supplementary teacher training for those with a doctoral degree, and higher education preparatory and access education.

In addition to rules, Umeå University's admission regulations also include information about how the selection process works and how applications and other admission-related matters are dealt with. Since the choice of selection model, selection groups, etc. may vary from one admissions round to another, certain sections refer to the current application information from Umeå University (www.umu.se and www.antagning.se).

² 'Education' refers to all forms of education, i.e. courses, course packages and programmes.



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3. Decision-making bodies for matters of education and access

The following is a brief account of who makes decisions on various admission-related matters.

The Admissions Council is the Vice-Chancellor's preparatory and advisory body for matters concerning access to higher education.

Decisions on admission cannot be appealed. However, a decision that an applicant has not been deemed to meet the entry requirements, and has not been granted an exemption from a specific entry condition, may be appealed. Appeals are dealt with in Chapter 10.

3.1 Decisions on course and programme offerings

- Establishing and discontinuing programmes: Vice-Chancellor.
- Establishing a main field of study or a specialisation within a main field of study, and decisions on the highest level at which courses within the subject or main field of study may be offered at Umeå University: Vice-Chancellor.
- Number of places on programmes: faculty board.³
- Establishing courses: faculty board.
- Number of places on courses: faculty board.
- Number of students admitted (number of places + any over-admission) during the regular admissions round and reserve admissions round(s): faculty board.
- Deviating submission time for certain education: the Student Services Office's head of office, following approval by the Admissions Council.

The faculty board may have delegated certain decisions further (see the relevant faculty board's delegation of authority).

3.2 Decisions on general and specific entry requirements

To be eligible for admission to a course or programme at the higher education institution, the applicant must meet the general entry requirements for higher education and must also meet any applicable

³ The term 'faculty board' also includes Umeå School of Education Board and the board of Umeå School of Business, Economics and Statistics.



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specific entry requirements for the education applied for. Specific entry requirements are detailed in course and programme syllabuses.

- Rules for general entry requirements: the Swedish Government (as set out in the Higher Education Ordinance) and the Swedish Council for Higher Education (in the Council's statutes).

Specific entry requirements for first-cycle education

- Decisions on specific entry requirements for programmes leading to a vocational degree: the Swedish Council for Higher Education.
- Decisions on lower requirements than those set by the Swedish Council for Higher Education for programmes leading to a vocational degree: Vice-Chancellor.
- Decisions on higher requirements than those set by the Swedish Council for Higher Education for programmes leading to a vocational degree: Vice-Chancellor, following consultation with the Swedish Council for Higher Education.
- Decisions on specific entry requirements in accordance with the Swedish Council for Higher Education's regulations for courses and programmes leading to a general degree: faculty board.
- Decisions on specific entry requirements beyond those set out in the Swedish Council for Higher Education's regulations, for courses and programmes at first-cycle level leading to a general degree: faculty board, following consultation with the Swedish Council for Higher Education.
- Decisions on specific entry requirements for courses and programmes at first-cycle level, not for new entrants: faculty board.

Specific entry requirements for second-cycle education

- Decisions on specific entry requirements for programmes at second-cycle level leading to a vocational degree or a general degree: faculty board.
- Decisions on specific entry requirements for courses: faculty board.

3.3 Decisions on entry requirements when assessing prior learning (equivalent knowledge)

Decisions on whether an applicant meets the entry requirements are made in accordance with the Vice-Chancellor's delegation. Find out more about recognition of prior learning in Section 4.3.



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3.4 Decisions to grant exemptions from one or more entry requirements

Decisions on whether an applicant may be granted an exemption from the entry requirements are made in accordance with the Vice-Chancellor's delegation. Find out more about exemptions in Section 4.4.

3.5 Decisions on selection and assessment of qualification

The admission regulations are approved by the University Board. Local provisions are approved by the Vice-Chancellor. Rules for selection are prepared by the Admissions Council.

- Decisions on allocating places between selection groups are made by the faculty board within the framework set out in the Higher Education Ordinance and these admission regulations.
- The applicants' qualifications are assessed in accordance with the models described in Chapter 6.
- Opportunities to use locally agreed selection criteria for more than one third of the places on courses and programmes other than within artistic areas. Decisions are made by the Swedish Council for Higher Education following an application from the Vice-Chancellor.
- Opportunities to allocate places differently on the basis of grades and the Swedish Scholastic Aptitude Test for education at first-cycle level aimed at new entrants where specific reasons exist, for example where the Swedish Scholastic Aptitude Test is deemed to have low predictive power and there is low competition in the test selection (see Chapter 7, Section 15 of the Higher Education Ordinance). Decisions are made by the Swedish Council for Higher Education following an application from the Vice-Chancellor.
- The opportunity to allocate all places on courses and programmes with an artistic *specialisation* on the basis of specific tests. Decisions are made by the Swedish Council for Higher Education following an application from the Vice-Chancellor. (For programmes leading to an artistic *degree*, see Chapter 7.2.2.)

3.6 Decisions on admission

- Admission and deferral: Decisions are made in accordance with the Vice-Chancellor's delegation.
- Applications for exemption from selection rules for specific reasons (see Chapter 7.2.4) are considered by the Admissions Council. Decisions are made in accordance with the Vice-Chancellor's delegation.



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- Admission notifications are valid as decisions.

3.7 Decisions on cancelling course or programme instances

- Decisions to cancel course or programme instances must be made before the first selection.⁴
- Decisions to cancel a course instance are made by the department holding the course in consultation with the relevant faculty board.
- Decisions to cancel a programme instance are made by the relevant faculty board.

4. Prior knowledge requirements for study at Umeå University

In order to study at the University, applicants must be *eligible* for the education. In other words, they must meet certain *prior knowledge requirements*. In most cases, entry requirements are expressed as requirements relating to upper secondary school studies or academic qualifications, but they may also involve requirements relating to work experience or specific skills. The purpose of the entry requirements is to establish a starting level for the education and to show what is required in order to benefit from certain education.

The entry requirements are expressed as *general* and *specific* entry requirements. The general entry requirements are common to all higher education in Sweden, and have been established by the Government in Chapter 7 of the Higher Education Ordinance. For many forms of education (courses or programmes), there are also specific entry requirements in addition to general entry requirements. Any specific entry requirements that are imposed must be fully necessary in order for the student to be able to benefit from the education. The following sections describe the general and specific entry requirements.

More detailed descriptions, particularly for those with foreign or older Swedish previous education, can be found in the assessment handbook produced by higher education institutions via the Association of Swedish Higher Education Institutions. The assessment handbook can be found at www.uhr.se. For further information about the formal rules regarding

⁴ A revocation reservation may be included in admission notifications in exceptional circumstances, which allows for education to be cancelled following selection. This assumes that the Vice-Chancellor has made a decision on the matter.



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specific entry requirements, see Chapter 7 of the Higher Education Ordinance and the Swedish Council for Higher Education's regulations.

A decision that an applicant does not meet the entry requirements for education at first-cycle or second-cycle level may be appealed to the Higher Education Appeals Board.

4.1 Entry requirements for studies at first-cycle level

4.1.1 General entry requirements for higher education

Chapter 7, Section 5 of the Higher Education Ordinance states that general entry requirements for higher education beginning at first-cycle level are met by those who have:

1. knowledge of Swedish and English;
2. a scholarly approach;
3. the ability to examine issues from multiple perspectives;
4. problem-solving abilities;
5. the ability to draw conclusions and justify them; and
6. other competence that is necessary to benefit from such education.

The Swedish Council for Higher Education has issued regulations regarding the competences stated in points 1–6 of the first paragraph. Ordinance (2018:1503). An applicant is deemed to have the necessary competences set out above if they:

- a. have obtained a higher education preparatory qualification at upper secondary school or within municipal adult education at upper secondary level;
- b. have obtained a vocational qualification at upper secondary school or within municipal adult education at upper secondary level, and have obtained at least a grade E in the subjects Swedish or Swedish as a second language and English at the level in each subject required for a higher education preparatory qualification at upper secondary school;
- c. hold Swedish or foreign education equivalent to the requirements in a or b;
- d. are resident in Denmark, Finland, Iceland or Norway, and are eligible for higher education there;
- e. have, in accordance with earlier provisions, met the general entry requirements for basic higher education or education beginning at first-cycle level; or
- f. have achieved a pass grade in an entry requirements test as stated in the Ordinance (2018:1510) on pilot schemes for entry requirements tests for access to higher education.

The Swedish Council for Higher Education may announce further regulations regarding the requirements in point c above. Ordinance (2024:914).



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In addition to the above, an applicant may demonstrate that they have the necessary competences stated in points 1–6 through Swedish or foreign education, through practical experience or on the basis of some other circumstance. Ordinance (2018:1503).

Anyone with a native language other than Swedish, Danish, Faroese, Icelandic or Norwegian must have the knowledge of Swedish required in order to be deemed to meet the general entry requirements.

However, those whose native language is Finnish and who have studied Swedish as a subject at a Finnish upper secondary school or an equivalent Finnish school form for three years or more shall be deemed to have the necessary knowledge of Swedish. Ordinance (2018:1503).

As a result of national agreements⁵ between Swedish higher education institutions, general entry requirements are also deemed to be met by those who:

1. have been assessed as meeting the general entry requirements at another Swedish higher education institution, or have previously studied at a Swedish higher education institution and were then assessed as meeting the general entry requirements; or
2. have achieved at least a pass or a grade E in Swedish/Swedish as a second language A+B or Swedish/Swedish as a second language 1, 2 and 3, English A or English 5 and 6, mathematics A or mathematics 1a, 1b or 1c, social studies A or social studies 1b or 1a1+1a2, and three years of work experience after the age of 19.

The Swedish Council for Higher Education's regulations include a list of certain additional Swedish educational programmes that meet the general entry requirements for higher education.

4.1.2 Specific entry requirements for courses and programmes aimed at new entrants

For many forms of education (courses or programmes), the general entry requirements are not sufficient. Applicants must also meet specific entry requirements. The specific entry requirements for courses and programmes aimed at new entrants are expressed in terms of subjects, with a stated level within each subject at upper secondary school or equivalent knowledge (the 2011 and 2025 curricula for upper secondary school).

⁵ The assessment handbook sets out further agreed criteria for general entry requirements based on qualifications other than a full upper secondary education.



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A conversion guide for applicants with older grades can be found at www.antagning.se. This shows the older equivalents of today's entry requirements, so that applicants can determine whether any supplementary education is required to meet the entry requirements. In all cases, a minimum grade of E/Pass/3 is required in the subjects stated.

For programmes leading to a *general degree* at first-cycle level and for courses aimed at new entrants at the University, higher education institutions establish specific entry requirements for themselves. Umeå University's entry requirements for courses and programmes are detailed in [Umeå University's online catalogue](#) and at www.antagning.se.

For degree programmes starting at first-cycle level and leading to an artistic degree, there may be a requirement to pass an artistic examination. See FS 1.1-850-26, Umeå University's provision on specific entry requirements for education leading to an artistic degree.

For each programme leading to a *vocational degree*, the Swedish Council for Higher Education has established the entry requirements. This means that a common maximum level for entry requirements normally applies nationwide for each such programme. After consulting with the relevant faculty board, the Vice-Chancellor can decide to lower the entry requirements for access to programmes leading to a vocational degree. However, entry requirements and grades in the subject of Swedish established for pre-school teacher, compulsory school teacher or subject teacher degrees may not be lowered (see Chapter 7, Section 8a of the Higher Education Ordinance).

For degree programmes beginning at first-cycle level and leading to a pre-school teacher, compulsory school teacher or subject teacher degree, suitability requirements for the programme may be imposed provided that a decision has been made on a local provision (see Chapter 7, Section 9b of the Higher Education Ordinance).

For degree programmes within integrated teacher education organised with specific funding, a requirement may be imposed that the applicant is employed as a teacher in the school system before commencing the programme. See Reg. no.: FS 1.1-849-26 Umeå University's provision on specific entry requirements for work-integrated teacher education.

4.1.3 Local rules for upper secondary school pupils' concurrent studies at the University

Under certain conditions, upper secondary school pupils may be permitted to take university-level courses at Umeå University concurrently, through an exemption from the entry requirements. In such cases, the following applies:



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- An application for the relevant course is made via Antagning.se, and the pupil must upload both their grades and a certificate from the headteacher at their upper secondary school.
- If the pupil wishes to take a course that only has general entry requirements, they must have a minimum grade of E in Swedish 1–2/level 1–2, or Swedish as a second language 1–2/level 1–2, as well as English 5 and 6/level 2, and an exemption from the general entry requirements will then be granted.
- The specific entry requirements must be met, and an exemption from the general entry requirements will then be granted.
- The pupil will only be admitted to the course in question if there are places available. In practical terms, this means that (1) if an application has been submitted on time, it will be reclassified as a late application, and such applications will then be awarded the highest merit rating for the relevant category; and (2) anyone submitting a late application will be treated in the same way as standard late applicants, i.e. with a merit rating based on the date of receipt.

4.1.4 Conditions for general entry requirements for upper secondary school pupils regarding summer courses

Pupils in their final semester of upper secondary school may, under certain conditions, meet the general entry requirements for a summer course at Umeå University.

The pupil must upload a combined grade transcript, provide evidence that they meet any specific entry requirements, and upload a certificate from the headteacher at their upper secondary school confirming that the applicant meets the entry requirements at the end of the spring semester.

Any offer of admission or a place on the waiting list is subject to the pupil submitting grades confirming that the general entry requirements for higher education have been met before the course begins.

4.1.5 Conditions for general entry requirements for education with an early application deadline

It is possible to set conditions for general entry requirements for applicants to programmes that only have an early application deadline and that begin in the autumn semester. These conditions require that applicants are currently carrying out upper secondary studies that are expected to be completed during the spring semester, and that specific entry requirements have already been met. It must be confirmed that general entry requirements are met in accordance with the submission time for the national autumn intake (see Chapter 5). The application information at umu.se states when this applies.



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4.1.6 Specific entry requirements for courses at first-cycle level that are not aimed at new entrants

For admission to courses that require previous academic qualifications, and that are therefore not aimed at new entrants at the University, the entry requirements can be formulated as follows:

- Requirements for upper secondary school subjects.
- Requirements for higher education credits earned within one or more main fields of study.
- Requirements for specific courses.
- Requirements for work samples/skills tests, where this is a condition of the course.
- Requirements for a specific type of professional experience, where this is relevant to the professional field that the education prepares students for.

In accordance with the Vice-Chancellor's decision-making and delegation procedure for Umeå University, decisions on entry requirements for each course are made by the relevant faculty board. Entry requirements for such courses are detailed in Umeå University's online catalogue and at www.antagning.se.

4.2 Entry requirements for studies at second-cycle level

Rules about entry requirements for education at second-cycle level are described in Chapter 7, Sections 28–31 of the Higher Education Ordinance.

4.2.1 General entry requirements for programmes at second-cycle level

In accordance with the Higher Education Ordinance, admission to programmes at second-cycle level requires a completed degree at first-cycle level comprising at least 180 higher education credits or an equivalent foreign degree. For admission to the Specialist Nursing Programme, general entry requirements are confirmed by a nursing licence, while admission to the Special Education Programme and the Postgraduate Diploma in Special Needs Training requires a teaching qualification.

Applicants who do not meet the general entry requirements for education at second-cycle level but who are currently studying and are expected to meet the requirements for a degree or a licence before the start of the semester may be admitted on a conditional basis regarding general entry requirements.



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Applicants who have been admitted on a conditional basis regarding general entry requirements for education at second-cycle level and who have been accepted onto a programme must provide confirmation that they meet the entry requirements before the education begins.

- If a degree cannot be confirmed at the time of registration, the first semester's courses can be registered as freestanding courses. If a degree certificate is presented during the first semester, the condition is lifted and the programme studies are activated. Admission to continued studies on the programme or its courses will lapse if the degree has not been verified before semester 2.
- The licence requirement, however, is mandatory. In other words, admission will lapse if a licence is not presented by the time of registration.

4.2.2 Specific entry requirements for programmes at second-cycle level

In addition to the general entry requirements for programmes leading to a degree at second-cycle level, programme-specific requirements may also be imposed. These are approved by the faculty board. The entry requirements can be formulated as follows:

- Requirements for previous education at first-cycle level. These requirements may apply as the number of higher education credits earned within one or more main fields of study. They may also relate to specific courses but must not normally be higher than the requirements for a degree at first-cycle level.
- Requirements for a work sample/skills test, where this is a condition of the course.
- Requirements for a specific type of professional experience, where this is relevant to the professional field that the education prepares students for.
- Requirements for knowledge of Swedish and English must also be stated in the specific entry requirements. The minimum requirement for English – i.e. that corresponding to the general entry requirements – is formulated as “English for general entry requirements for higher education”. Higher language requirements are expressed as “English 6/level 2”.

For continuation programmes worth 60 higher education credits leading to a master's degree, the specific entry requirements may also include courses at second-cycle level.



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4.2.3 Entry requirements for courses at second-cycle level

For courses at second-cycle level, the entry requirements must be expressed as requirements for previous education at first- or second-cycle level. The entry requirements can be formulated as follows:

- Requirements for higher education credits earned within one or more main fields of study.
- Requirements for specific courses.
- Requirements for a work sample/skills test, where this is a condition of the course.
- Requirements for a specific type of professional experience, where this is relevant to the professional field that the education prepares students for.
- Requirements for knowledge of Swedish and English must also be stated. The minimum requirement for English – i.e. that corresponding to the general entry requirements – is formulated as “English for general entry requirements for higher education”. Higher language requirements are expressed as “English 6/level 2”.

For courses at second-cycle level, entry requirements must include previous higher education worth at least 90 higher education credits.

4.3 Recognition of prior learning

Applicants who do not meet the general or specific entry requirements stated in Sections 4.1 and 4.2 may meet these entry requirements in other ways. At the applicant's request, the University will carry out an overall assessment in which relevant knowledge and experience are taken into account. Further information can be found in the current application information for students at www.umu.se/utbildning/anmalan-och-antagning/kommer-du-in/reell-kompetens and www.antagning.se, and for employees at Umeå University at www.umu.se/en/legal-framework/first--and-second-cycle-education.

General entry requirements with recognition of prior learning can be demonstrated through the entry requirements test (see Chapter 4.1.1, paragraph two, point f).

4.4 Exemption from entry requirements

Applicants who do not meet the entry requirements may, under certain conditions, be granted an exemption. Requests for exemption must be made at the time of application. A form can be found at www.antagning.se.

In accordance with Chapter 7, Section 3 of the Higher Education Ordinance (1993:100), the University may decide on exceptions from one or more entry requirements if there are specific reasons for doing so. The University



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will grant an exemption if the applicant has the potential to benefit from the programme.

4.5 Entry requirements assessment carried out by another higher education institution

If an applicant has been assessed by another Swedish higher education institution as meeting the entry requirements for a specific course or programme, this assessment is normally accepted by Umeå University for the corresponding education if it has the same formal entry requirements. This applies to the assessment of formal entry requirements but also to the assessment of prior learning, depending on what is required in order to complete the education.

5. Information on course offerings and application procedures

Information on application procedures and which documents must be attached to the application can be found in the current application information from Umeå University, which is available at www.umu.se and www.antagning.se.

Applications for courses and programmes are made via www.antagning.se or www.universityadmissions.se. Copies of the documents that the applicant wishes to refer to must be uploaded digitally at www.antagning.se or www.universityadmissions.se. Copies may also be sent by post to the address shown on www.antagning.se and www.universityadmissions.se/intl/start.

Applications for exemption from selection criteria must be sent to the Student Services Office/Admissions Office, Umeå University, 901 87 Umeå.

The application deadline for places on courses and programmes during the autumn semester is normally 15 April. The deadline for submitting final upper secondary school grades and certificates from upper secondary adult education obtained after the application deadline for the autumn semester is the day before Midsummer's Eve, but no later than 21 June. For applicants with leaving certificates and diplomas from upper secondary education in EU/EEA countries and International Baccalaureate and European Baccalaureate diplomas completed after the deadline for submitting supporting documents, grades received by 5 July will be accepted.

For international applicants applying for programmes taught in English, the application deadline is generally 15 January for the autumn semester.



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The application deadline for studies during the spring semester is normally 15 October. The deadline for submitting the application with access grades is normally 1 December.

For international applicants applying for programmes taught in English, the application deadline is generally 15 August for the spring semester.

The application deadline for summer courses is 15 March.

Applications for the Bachelor's Programme and the Master's Programme in Industrial Design, the Bachelor's Programme and the Master's Programme in Fine Art, the Master's Programme in Architecture and Urban Design, the Master's Programme in Nursing Science, the Graduate Programme in Midwifery, the Specialist Nursing Programme, work-integrated teacher education, the Special Education Programme and the Postgraduate Diploma in Special Needs Training are submitted at www.antagning.se, but specific instructions regarding work samples, application deadlines, etc. can be found at www.umu.se.

Anyone who has previously been registered for a course and has documented results for that course reported in Ladok cannot be re-admitted to the course. Anyone who has only been registered for a course and has no results reported in Ladok may apply for and be admitted to the course again. For information about procedures regarding re-registration, see the Regulation for first- and second-cycle study administration at Umeå University, which can be found in the Legal Framework at www.umu.se.

5.1 Applying for continued studies within a programme (courses within a programme)

Applications for courses within programmes are made at www.antagning.se. Information about registering for courses within programmes is provided by the relevant programme study counsellor or equivalent.

For programme students with a fixed study path where no options are available, the University normally submits a group application before online applications open at www.antagning.se. Programme students may subsequently amend their applications.

5.2 Applying for subsequent parts of programmes/change of study location/change of specialisation within a programme

If places become available from the second semester onwards on any of the University's programmes, these may be re-filled. Decisions are made in



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accordance with the Vice-Chancellor's decision-making and delegation procedure for Umeå University, and the programme's study counsellor or equivalent informs students whether or not admission to a subsequent part of a particular programme has been granted.

Umeå University has locally agreed rules on admission to subsequent parts of programmes. These rules are set out in these admission regulations, and may also be set out in the relevant programme syllabus. The underlying principle of these rules is to enable those with previous results from academic studies to apply for programmes and have credits from their previous studies transferred.

Applicants who have been admitted to a programme with multiple study locations at Umeå University and who wish to transfer to one of the other study locations must apply for a subsequent part of the programme at the study location that they want to transfer to.

The following entry requirements apply for admission to a subsequent part of a programme:

- General entry requirements and specific entry requirements for the programme to which the application for the subsequent part relates.
- Passed courses corresponding to previous semesters on the programme in question.

The following process applies for admission to a subsequent part of a programme:

- The faculty board decides whether any vacancies on the programme will be re-filled, and how many places will be filled.
- The faculty board/department assesses the applicants' qualifications and decides on entry requirements in accordance with the current programme syllabus, as well as the semester for which applicants will compete.
- Applications are submitted at www.antagning.se. Information about the application alternatives can be found at www.umu.se and www.antagning.se.
- The application deadline is normally 15 April and 15 October.
- Applications for vacant places on programmes may be made up to three weeks after the start of the semester.

5.3 Applications after the application deadline

In many cases, it is possible to submit a late application for courses and programmes at Umeå University after the application deadline has passed. Applications are submitted at www.antagning.se. See also Chapter 6.7.



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5.4 Concurrent studies

Applicants applying for education that is subject to the regular selection process in accordance with the timetable drawn up by the Swedish Council for Higher Education, and who wish to be admitted to courses worth a total of more than 45 higher education credits per semester at Umeå University, need permission for concurrent studies. Umeå University has decided that applicants who have only applied for education at Umeå University and who have been admitted to courses worth at least 60 higher education credits by the deadline for submitting supporting documents may be granted permission for concurrent studies (with the exception of technical concurrent studies).⁶

No permission for concurrent studies is required for late applications, which are processed after the final regular selection round, as there is then no upper limit on the number of higher education credits for which the applicant can be admitted.

Applications are made using a specific form, which can be found at www.umu.se/en/student.

5.5 Computerised registers

Information regarding entry requirements, course or programme choices, address and other details provided when applying will be registered in computerised student registers. Some of this information will be transferred to Statistics Sweden for statistical processing.

6. Assessment of qualification

6.1 Assessment of Swedish qualifications

The assessment of qualification is adapted according to when upper secondary studies were completed.

Information about how qualifications are assessed can be found at bedomningshandboken.uhr.se/svenska-meriter/ and at www.antagning.se.

⁶ 'Technical concurrent studies' refers to when it has been established that applicants may have credit transferred for parts of the education they have applied for and where in practice this does not mean that applicants will have to study for more than 45 higher education credits.



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6.2 Assessment of foreign qualifications

Qualifications from foreign upper secondary education or equivalent are converted to a scale of 10.00–20.00, giving a provisional merit rating. This conversion is carried out using a set formula. See also the Swedish Council for Higher Education's statutes.

Further information on how qualifications are assessed can be found in the Assessment handbook for foreign previous education, which can be found at bedomningshandboken.uhr.se/utlandska and www.antagning.se.

6.3 Assessment of study performance from folk high schools

The assessment of study performance is detailed on the Certificate of eligibility for higher education studies or the Certificate of eligibility for higher education studies and vocational higher education studies, or on equivalent older certificates issued by the folk high school. The assessment is converted to a 1–4 scale. See also the application information at www.antagning.se.

6.4 The Swedish Scholastic Aptitude Test

Some of the places on courses and programmes at the higher education institution are allocated through a selection process based on results from the Swedish Scholastic Aptitude Test. For those who have been assessed as meeting the general entry requirements following an assessment of their prior learning and who do not hold an upper secondary school diploma or equivalent, this is often the only opportunity to compete for a place at first-cycle level for new entrants. Additional information about the Swedish Scholastic Aptitude Test, how to register and where it is held, the validity period for the test, etc., can be found at www.studera.nu/eng/higher-education.

In conjunction with the standard Swedish Scholastic Aptitude Test, adapted versions of the test are also organised. Specific rules are detailed at www.studera.nu.

In order to be eligible to take part in the test selection, applicants must meet the entry requirements for the education they are applying for and achieve a test score of at least 0.05 points. (The maximum score is 2.0.)

Information about the test's validity period can be found at www.studera.nu.



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6.5 Completed higher education credits

In accordance with national agreements, Umeå University has decided that completed higher education credits as at the application deadline within the range of 1–165 credits may form the basis for selection for courses at first-cycle level (selection group **HPGR**). For selection for courses at second-cycle level, the number of completed higher education credits as at the application deadline within the range of 30–285 credits applies (selection group **HPAV**). In neither case are grades from the completed studies taken into account.

For courses at first-cycle level where the entry requirement comprises 180 higher education credits, selection is based on the number of credits earned by the application deadline within the range of 30–285 credits (selection group **HP180**).

Assessment of qualification based on higher education credits takes into account credits at both first- and second-cycle levels.

6.6 Tie-breaker in the event of otherwise equal qualifications

Where qualifications are otherwise equal, a lottery system will be used as the tie-breaker.

6.7 Late applications

Umeå University follows a national agreement stating that, for applicants who apply after the application deadline, no assessment of qualification is carried out – only an assessment of entry requirements. Late applications are ranked according to the date they were received (selection group **SA**).

Courses and programmes may open for late applications after the application deadline. Depending on the number of applicants, this may happen immediately after the application deadline or after selection round 1, i.e. 15 July for the autumn semester and 15 December for the spring semester.

7. Rules for selection among eligible applicants

Only applicants who meet the general entry requirements and any specific entry requirements, or who have been granted an exemption, can take part in the selection process for study places. The selection is based on the qualifications the applicant has referred to and substantiated, or which have



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been obtained from other databases. Depending on their qualifications, applicants are assigned to one or more selection groups. Applicants who fit into multiple parallel selection groups compete for a study place in all of them (see e.g. Chapter 7.3.1).

There may be specially designed rules for selection for certain courses and programmes, as detailed in Umeå University's online catalogue.

7.1 Selection groups

7.1.1 Selection based on grades

At least one third of the places are allocated through selection based on grades. There are three selection groups in this process (direct, supplementary and folk high school groups). Places on a course or programme are allocated in proportion to the number of eligible applicants in these three groups. In the second stage, one third of the places allocated to the supplementary group (BII) are transferred to the direct group (BI).

Direct group (selection group BI)

This group includes applicants with an upper secondary school diploma, final grades from an upper secondary school or a leaving certificate from older upper secondary education, applicants with grades from upper secondary adult education (at least two thirds of the upper secondary credits must be from adult education), and applicants who have completed foreign and international upper secondary education without having to complete supplementary education in order to meet entry requirements or achieve a higher merit rating.

Supplementary group (selection group BII)

This group includes applicants who have completed supplementary education in order to meet entry requirements or achieve a higher merit rating. The supplementary group also includes those who provide evidence that they meet specific entry requirements through folk high school studies, a foundation year or other equivalent knowledge. Exceptions are made for applicants with foreign upper secondary education and vocational qualifications from a Swedish upper secondary school who have supplemented their qualifications with the course(s) required to meet general entry requirements. These applicants may compete in the direct group (BI).

Folk high school group (selection group BF)

This group includes applicants with a certificate of eligibility for higher education from a folk high school.



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7.1.2 Test selection (selection group HP)

At least one third of the places for education at first-cycle level for new entrants are allocated to the test selection group. All eligible applicants with valid Swedish Scholastic Aptitude Test results take part in the test selection.⁷

7.1.3 Higher education credits and other selection criteria decided on by the higher education institution

Normally, no more than one third of the places are allocated to this selection group. In addition to grade selection and test selection, alternative selection methods may also be used.

At Umeå University, higher education credits are used as a selection criterion for courses at first-cycle level (**HPGR, HP180**) and for courses and programmes at second-cycle level (**HPAV**). Other locally agreed selection rules may also apply (see Chapter 7.2.2). These are detailed in Umeå University's online catalogue.

7.2 General selection rules

When courses are offered both as programme courses and as freestanding courses, this may sometimes mean that places can only be offered to programme students, as they are given priority. Applicants for freestanding courses are only admitted subject to availability.

7.2.1 Place guarantee (selection group PG)

Freestanding courses with a place guarantee

All eligible applicants who have applied within the prescribed time limit are admitted to courses with a place guarantee. However, the place guarantee only applies on the condition that the course is held.

Place guarantee for courses within programmes

Admission to a programme normally involves having a place guarantee for courses worth a total of 30 higher education credits each semester. The place guarantee applies to compulsory and elective courses, but not to free courses. Free courses within a programme are applied for as freestanding courses. The place guarantee also only applies on the condition that the

⁷ If the Government has decided on a temporary amendment to the Higher Education Ordinance whereby fewer than one third of the places may be allocated on the basis of Swedish Scholastic Aptitude Test results due to extraordinary peacetime events, this allocation applies.



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applicant has applied on time and has responded to the admission notification in accordance with the instructions in the notification.

Guaranteed place following foundation year education

Students who have successfully completed foundation year education at Umeå University are guaranteed a place on one of the pre-specified programmes at first-cycle level. See FS 1.1-847-26, Umeå University's provision regarding access and foundation education.

7.2.2 Locally agreed selection criteria

For courses or programmes that are aimed at new entrants at the higher education institution and that lead to an artistic degree, selection criteria other than grades and the Swedish Scholastic Aptitude Test may be used for all places on the course or programme, such as work samples, as a basis for selection (see Chapter 7, Section 14 of the Higher Education Ordinance).

For courses or programmes other than artistic ones that are aimed at new entrants at the higher education institution, selection criteria other than grades and the Swedish Scholastic Aptitude Test may be used for a maximum of one third of the places (see Chapter 7, Sections 13 and 23 of the Higher Education Ordinance).

See FS 1.1-848-26, Umeå University's provision regarding locally agreed selection criteria.

Further information on the selection criteria and the education to which these selection rules apply can be found in the application information at www.umu.se.

7.2.3 Extended use of locally agreed selection criteria

In order to apply locally agreed selection criteria to more than one third of the places on a course or programme that is aimed at new entrants but that does not lead to an artistic degree, authorisation from the Swedish Council for Higher Education is required (see Chapter 7, Section 15 of the Higher Education Ordinance).

Further information on which programmes have been granted permission to apply such an alternative allocation of study places across different selection criteria can be found in the current application information at www.umu.se or www.antagning.se.

7.2.4 Deviations from selection rules

In accordance with the Higher Education Ordinance (Chapter 7, Sections 16 and 27), a higher education institution may, in individual cases, deviate



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from the prescribed selection criteria. This may only happen if the applicant's qualifications cannot be suitably assessed in accordance with the other selection criteria and if the applicant has specific knowledge or otherwise meets specific requirements for the education through previous education, professional experience or some other circumstance.

Applications to deviate from the selection rules must be received by the Student Services Office no later than the application deadline.

7.2.5 Other applicants (selection group ÖS)

Those who are eligible to apply for a particular course or programme but who do not fit into any of the selection groups listed in section 7.1 above are placed in the 'Other applicants' selection group. This group is ranked after the other selection groups with applicants who have applied on time.

Applicants who have been deemed to be eligible following an assessment of prior learning or who have been granted an exemption are placed in the 'Other applicants' group if they cannot be placed in any other selection group.

7.3 Selection for first-cycle education

Education at first-cycle level sometimes does not require any previous higher education studies. Such programmes are therefore aimed at new entrants. However, previous higher education studies are sometimes required. The selection rules differ between education aimed at new entrants and education aimed at students other than new entrants. These rules are therefore described separately below.

7.3.1 Selection for education aimed at new entrants

The selection criteria that may be used for education aimed at new entrants are described in Chapter 7, Sections 12, 17 and 23 of the Higher Education Ordinance.

Selection for courses aimed at new entrants

When selecting students for courses where previous higher education studies are not required, applicants are normally placed in one or more of the following selection groups on the basis of their qualifications:

- Number of higher education credits completed by the application deadline, within the range of 1–165 credits (HPGR) (locally agreed selection rule)
- Upper secondary school grades (BI, BII), folk high school education (BF)
- Swedish Scholastic Aptitude Test (HP).



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When making the selection, *32 per cent* of places are reserved for the HPGR selection group. An additional *34 per cent* of places are allocated between the grade groups (BI, BII, BF) in proportion to the number of applicants in each grade group and reallocation (see Chapter 7.1.1). The remaining *34 per cent* are allocated to the HP group.⁸

For certain courses, other locally agreed selection criteria (see Chapter 7.2.2) are also applied. In such cases, this is detailed in Umeå University's online catalogue.

Selection for programmes aimed at new entrants

When selecting students for programmes where previous higher education studies are not required, applicants are normally placed in one or more of the following selection groups on the basis of their qualifications:

- Upper secondary school grades (BI, BII), folk high school education (BF)
- Swedish Scholastic Aptitude Test (HP).

For each programme aimed at new entrants, the relevant faculty decides – in accordance with the relevant delegation of authority – how places will be allocated in percentage terms between grades (BI, BII, BF) and the Swedish Scholastic Aptitude Test (HP). Each group must comprise at least one third of the places (see Chapters 7.1.1 and 7.1.2). The allocation for each programme is detailed in Umeå University's online catalogue.

In general, selection is based only on grades and the Swedish Scholastic Aptitude Test. Locally agreed selection criteria are also used for certain courses and programmes (see Chapter 7.2.2).

⁸ If, with regard to *extraordinary peacetime events*, the Government has decided on a temporary amendment to the Higher Education Ordinance whereby fewer than one third of the places may be allocated on the basis of Swedish Scholastic Aptitude Test results, this smaller allocation applies. This is extremely rare, but as a consequence of the Covid-19 pandemic, the Swedish Scholastic Aptitude Test was cancelled in spring 2020 and was restricted that autumn to those who had not previously taken the test. Against this background, the Government decided on 19 May 2021 to temporarily deviate from the general rule for allocating places during higher education selection.



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7.3.2 Selection for education aimed at students other than new entrants

The selection criteria that may be used for education aimed at students other than new entrants are described in Chapter 7, Sections 26 and 27 of the Higher Education Ordinance.

Selection for courses aimed at students other than new entrants

Selection for courses aimed at students other than new entrants is based on the number of higher education credits completed by the application deadline, within the range of 1–165 higher education credits (selection group **HPGR**) or 30–285 higher education credits (selection group **HP180**).

For certain courses, locally agreed selection criteria (see Chapter 7.2.2) are also applied. In such cases, this is detailed in Umeå University's online catalogue.

Selection for subsequent parts of programmes

Applicants for subsequent parts of programmes are admitted in the following order of priority:

1. Students who have applied for the same programme/specialisation/study location where previously reported non-completion is registered in Ladok.
2. Students who have been admitted and registered for semester 1 and have had a credit transfer of at least one semester's study for the current programme instance.
3. Other students who have discontinued their studies on the same programme/specialisation/study location without reporting non-completion.
4. Other eligible applicants.

Within the above groups, an assessment of qualification for semester 2 of the programme is carried out in accordance with the same rules as those for selection upon admission to semester 1 of the programme (see Chapter 7.3.1). The assessment of qualification for other semesters is based on the number of higher education credits earned in state higher education programmes as at a specific date. These rules are agreed on locally at Umeå University.

A specific order of priority applies for the Medical Programme – see www.umu.se/en/education/programmes/medical-programme.

Students who have already completed courses equivalent to one or more semesters on the programme they have applied for, and who are admitted



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to semester 1 of that programme, cannot always expect a guaranteed place for the semester for which they are eligible following credit transfer.

For definitions of approved leave from studies and non-completion, and for administrative procedures and rules for resuming studies, see the Regulation for first- and second-cycle study administration at Umeå University, which can be found in the Legal Framework at www.umu.se/en/legal-framework/first--and-second-cycle-education.

Selection for continued studies within a programme (courses within a programme)

The assessment of qualification for courses without a place guarantee within programmes is carried out in the same way as for freestanding courses (see Chapters 7.3.1 and 7.3.2).

7.4 Selection for second-cycle education

The selection criteria that may be used for programmes at second-cycle level are described in Chapter 7, Sections 26 and 27 of the Higher Education Ordinance.

7.4.1 Selection for courses at second-cycle level

Selection for courses at second-cycle level is based, in accordance with a national agreement, on the number of completed higher education credits as at the application deadline within the range of 30–285 credits (selection group **HPAV**).

Locally agreed selection criteria are also applied for certain courses (see Chapter 7.2.2). See the relevant course in Umeå University's online catalogue at www.umu.se.

7.4.2 Selection for programmes at second-cycle level

For each programme commencing at second-cycle level, the relevant faculty board decides which of the following selection groups will be used and how places will be allocated, in percentage terms, between the different selection groups. The allocation for each programme must be stated in the [application information](#).

The selection groups that can apply at Umeå University are:

- higher education credits within the range of 30–285
- written examinations
- interviews
- work samples
- the Swedish Scholastic Aptitude Test



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- professional experience/work experience.

A specific order of priority applies for the Psychotherapy Programmes – see www.umu.se/en/education/programmes/psychotherapy-programme.

7.4.3 Selection for subsequent parts of programmes at second-cycle level

Selection is carried out in accordance with the same principles as for selection for subsequent parts of programmes at first-cycle level (see Chapter 7.3.2).

7.5 Selection for courses for incoming exchange students

Selection for courses at first- and second-cycle levels is based on the type of agreement and in accordance with the following order of priority:

- (1) double degree exchange agreements within the department's own agreements
- (2) the department's own agreements
- (3) faculty agreements
- (4) university-wide exchange agreements
- (5) other department agreements.

8. Admission procedures

8.1 Preliminary assessment notifications

Applicants who have applied for education in a national admissions round will receive a preliminary assessment notification. An email will be sent to the email address provided when applying. Applicants are asked to log in to their account at www.antagning.se and check that all details match their application. The preliminary assessment notification includes the registered details relating to the application and the preliminary assessments that have been made. It is always the applicant's responsibility to check that all the information referred to is available for assessment. Preliminary assessment notifications are sent out as applications are assessed. Preliminary assessment notifications are not issued for international admissions rounds.



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8.2 Admission notifications and response requirements

The first admission notification is sent in mid-July for education with an application deadline of 15 April, and in mid-December for programmes with an application deadline of 15 October. For programmes with other application deadlines, information is available at www.antagning.se.

The admission notification states whether the applicant has been admitted, placed on a waiting list or rejected for the application alternatives they applied for.

The deadline for responding to the admission notification is also stated. Applicants can view their admission notifications at www.antagning.se. There, they can select 'Yes' to confirm their place. They can change their response up until the deadline for responding. Confirmation that their response has been registered will be sent to the email address provided in their user account at www.antagning.se. The admission notification also states that they must enrol in order to confirm their place.

In the national admissions rounds for the autumn and spring semesters (15 April and 15 October respectively), applicants can be admitted to education worth a maximum of 45 higher education credits. They can also remain on a waiting list for a maximum of 165 higher education credits. If an applicant is admitted as a new entrant to a full-time degree programme, this counts as 30 higher education credits. If an applicant is already studying on another programme, the courses in that programme are counted in the same way as other courses in their application. If an applicant is not admitted to any programme, they can remain on a waiting list for a maximum of 210 higher education credits.

A maximum of 210 higher education credits will be considered in the second selection round. Further information and response deadlines are set out in the admission notification.

The response requirement also applies to programme students who have been admitted for continued studies within a programme.

8.3 Admission from waiting list

Eligible applicants who could not be offered a place for their chosen education are placed on a waiting list. A separate waiting list (queue) is drawn up for each selection group, and an applicant can be included in more than one of these depending on their qualifications. The admission notification states the order number of any waiting list place in the selection groups that are applicable for the applicant.



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In the national admissions rounds for the autumn and spring semesters (15 April and 15 October respectively), a response requirement applies. Once those who have been admitted or placed on a waiting list in the regular selection round have accepted the places offered to them, a second selection round takes place in early August and in late December. New admission notifications are then sent out.

When waiting-list applicants are called up, this is done from the selection groups where withdrawals have been received. This may mean that an applicant with position 1 in the waiting list (but in the 'wrong' selection group) is not offered a place, despite waiting-list applicants being called up. For most courses and programmes, more people are admitted than there are available places. This means that a waiting-list applicant is not always called up for every person who has withdrawn or has failed to attend the introduction meeting without giving notice of their non-attendance.

In the second selection round, applicants are assessed in accordance with their response to the first admission notification. If an applicant is admitted to a higher-priority application alternative, they are removed from the lower-priority courses and programmes that exceed 45 higher education credits per semester, even if they were admitted to one of these in the first selection round.

Waiting-list admissions for both courses and programmes following the final regular selection round are made according to the waiting lists drawn up and in accordance with the Vice-Chancellor's delegation.

9. Rules for deferral of the start of studies

In accordance with the Higher Education Ordinance, it is possible to obtain a deferral of the start of studies for those who are admitted to education but who, for specific reasons, are unable to take up their place. An application to defer the start of studies must be submitted to the Student Services Office at Umeå University, together with supporting documentation, before the education begins or as soon as possible.

Decisions on deferrals are made in accordance with the Vice-Chancellor's delegation. Decisions not to grant a deferral can be appealed.

Specific reasons for deferring the start of studies may include social, medical or other specific circumstances, such as pregnancy, parental leave until the child reaches the age of one, childcare, compulsory military or civilian service, student union duties, basic military training in accordance with the Ordinance on Basic Military Training, or deferred leave in accordance with the Employee's Right to Educational Leave Act (1974:981).

The maximum deferral period is 18 months, unless there are exceptional reasons for granting a longer deferral.



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A decision to grant a deferral may be subject to the condition that the applicant registers before the date on which their studies are due to commence (UHRFS 2013:3, amended by UHRFS 2016:1).

10. Rules and procedures for appeals

In accordance with Chapter 12, Section 2 of the Higher Education Ordinance, decisions that an applicant does not meet the entry requirements and decisions not to grant an exemption from the entry requirements for the education applied for can be appealed to the Higher Education Appeals Board. It is also possible to appeal decisions not to grant a deferral of the start of studies and decisions not to allow an applicant to resume studies following approved leave from studies. Other parts of the decision on admission may not be appealed.

Appeals must be addressed to the Higher Education Appeals Board and sent to the authority that issued the decision, in accordance with the instructions provided.

The appeal must be received no later than three weeks after the decision has been notified. Decisions on entry requirements are detailed in the admission notification. In the event of an appeal, the decision is reviewed by Umeå University or the Swedish Council for Higher Education, and if an obvious error has been made the decision is amended. If no amendment is made, the appeal is forwarded – together with a statement from Umeå University – to the Higher Education Appeals Board. The Higher Education Appeals Board's decision cannot be appealed.



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References

Further information on entry requirements, selection, admission, etc. can be found in the following printed and online publications.

The Higher Education Act (1992:1434)

The Higher Education Ordinance (1993:100)

The Swedish Council for Higher Education's statutes

The Association of Swedish Higher Education Institutions' assessment handbook

The Swedish Higher Education Authority's website (www.uka.se/swedish-higher-education-authority)

The Swedish Council for Higher Education's website (www.uhr.se/en/start)

Search for and compare courses, and register for the Swedish Scholastic Aptitude Test (www.studera.nu)

Apply for studies (www.antagning.se or www.universityadmissions.se)

Umeå University's online catalogue (www.umu.se/en/education)

Rules for study administration at first- and second-cycle levels
(www.umu.se/en/legal-framework)

Ordinance on higher education bridging programmes to supplement foreign qualifications (SFS 2008:1101)

Ordinance on bridging programmes leading to a subject teacher degree for persons holding a third-cycle qualification (SFS 2016:705)

Ordinance on access and foundation education (SFS 2018:1519)

Umeå University's provisions (www.umu.se/en/legal-framework)

Procedures for the validation of entry requirements through recognition of prior learning (www.umu.se/en/legal-framework)