



TRANSLATION

Study administrative rules for preparatory education and first- and second-cycle education at Blekinge Institute of Technology

Type of document: regulations

Decided by: vice-chancellor, R 009/22

Decision date: 2022-01-24

Dnr: BTH-1.2.2-0025-2022, replacing dnr BTH-1.2.1-0213-2019

Description

The study administration rules contain comprehensive regulations on study and education administrative matters. The main recipients of the document are students at Blekinge Institute of Technology.

Table of contents

<i>Definition of a student</i>	3
<i>Academic year</i>	3
<i>Study programmes and programme syllabi</i>	3
Discontinuation of study programme	3
<i>Courses and course syllabi</i>	4
Discontinuation of courses	4
<i>Information before course start</i>	5
<i>Examination</i>	5
<i>Grades</i>	5
Correction of a grade and grade review	6
<i>Study documentation in Ladok</i>	6
Registration	6
Registration control (3-week control)	6
Re-registration (change of course occasion)	6
Removal of registration	7
Registration of study results	7
<i>Choice of specialisation within a programme</i>	7
<i>Compulsory courses and choice of elective courses within a programme</i>	8
Optional courses	8
Conditions for participating in programme courses	8
<i>Study planning and adapted programme syllabi (AUP)</i>	8
<i>Course and degree certificate</i>	9
<i>Deferment of studies</i>	9
<i>Leave from studies</i>	10
<i>Non-completion of studies</i>	11
<i>Admission to later part of programme</i>	11
<i>Credit transfer</i>	11

Definition of a student

'Student' refers to those who have been admitted to and pursue higher education studies, unless otherwise specified (Chapter 1, Section 4 of the Higher Education Ordinance).

Academic year

The division of the academic year into semesters and study periods is decided by the vice-chancellor at least one year before the start of the year, following a proposal by the head of the academic and administration support office. For first-cycle programmes starting in the autumn, BTH organises an introduction week in which the programme's compulsory courses begin and are alternated with information on study techniques, libraries, IT, student associations etc.

The examination schedule for the academic year must be updated and available on the BTH website by June (for study period 1), by August (for study period 2), by September (for study period 3), and by October (for study period 4), for the following academic year. Study periods 1 and 2 take place during the autumn semester, and study periods 3 and 4 during the spring semester.

Study programmes and programme syllabi

Decisions on the establishment of a study programme are taken jointly by the pro vice-chancellor and the deans

When it comes to studies intended to lead to a degree, courses may be combined into a study programme. A study programme must comprise at least one year of full-time studies (60 credits) and qualify for one of the degrees that BTH may award. More information on which degrees BTH is entitled to award can be found in the *Local degree ordinance*.

For each study programme, a programme syllabus must be drawn up jointly by the pro vice-chancellor and the deans.

Discontinuation of study programme

Approved programme syllabi are legally binding documents and BTH is obliged to abide by what is stipulated in them. A student who is admitted and registered for a study programme has far-reaching rights when it comes to the possibility of completing the commenced education.

For BTH's obligations in accordance with a programme syllabus to cease, the current programme must be discontinued in accordance with the established procedure, *Discontinuation of study programme*.

Decisions to discontinue study programmes do not mean that the programmes courses are discontinued. Completion of the courses is done in accordance with the process *Discontinuation of course*.

Decisions on the discontinuation of a study programme are made jointly by the pro vice-chancellor and the deans. The decision must state the transition period, the time when the students are to be informed and who is responsible for adapted programme syllabus, AUP. The obligation ceases in accordance with the decided transition period. For more information see *Discontinuation of study programme*.

Courses and course syllabi

Requests for the establishment of course are made through the respective head of department and decisions on the establishment of a course are taken by the dean of the relevant faculty.

For each course, a course syllabus is to be drawn up and approved by the head of the relevant department or other person appointed by the dean. Course syllabus is established in Swedish and translated into English if necessary. It is always the Swedish syllabus that is legally valid.

Course syllabi are to be designed in accordance with the template laid down jointly by the deans. A course syllabus is to comprise a maximum of 30 credits and may not contain elements that are defined as a reference to another syllabus.

Approved course syllabi shall be available on the BTH website at least eight weeks prior to the start of the relevant course.

Discontinuation of course

Approved course syllabi are legally binding documents and BTH is obliged to abide by what is stipulated in them. A student who is admitted and registered for a course has far-reaching rights when it comes to the possibility of completing the commenced education. This places high demands on the documentation that forms the basis for a decision to discontinue a course.

For BTH's obligations in accordance with a course syllabus to cease, the current course must be discontinued in accordance with the established procedure, *Discontinuation of course*.

Decisions on the discontinuation of a course are made by the relevant dean. The decision must state the schedule for planned examinations. Following the decision on the discontinuation of a course, at least three opportunities to sit each examination must be offered. In total, at least five examination opportunities must

have been offered to the students. BTH's obligations to enable students to complete the course ends once the examination opportunities have been offered.

Information before course start

Following information is to be available on the learning platform or other suitable location at least three weeks prior to the start of a course.

- Welcome message as well as a few lines about the course and how the students can prepare themselves, name and contact details for the course manager and examiner.
- Link to course syllabus with current literature list.
- Link to schedule.
- Content and reading instructions for each scheduled part of the course as well as for different projects and assignments.
- For courses that have compulsory elements in the teaching, there must be instructions.
- For each learning outcome, it must be clear how this is examined and how the examination is to be carried out.
- Applicable assessment criteria for each examination module.
- Link to the examination schedule and dates for other examinations (at least three).

Examination

Examinations must take place in the form or forms described in the syllabus and in accordance with established *Rules for examination for courses*.

If the submitted examination documentation goes missing and, on review, it seems that BTH is at fault, the student concerned shall be given the opportunity for an appropriate form of re-examination as soon as possible. It is the student's responsibility to show that the examination documentation has been submitted.

Grades

The grade is decided on by a member of teaching staff especially appointed by BTH (examiner).

At BTH, the grading systems used are either a seven-point (A, B, C, D, E, Fx, F) or a three-point (G/Ux/U) criterion-referenced grading scale for all course components, and for the final grade on whole courses. In the seven-point grading scale, A–E are passing grades, A being the highest and E the lowest. In the three-point grading scale, G is the only passing grade.

The opportunity to achieve a passing grade within both grading scales (E or G) through additional assignments is specified in *Rules for examination for courses*.

Correction of a grade and grade review

A grading decision which is clearly incorrect due to typing or calculating errors or similar oversights may be corrected both for the benefit and the disadvantage of the student. If an examiner finds that a decision on a grade is obviously incorrect owing to new circumstances or for some other reason, he or she shall change the decision if this can be done quickly and easily and if it does not mean lowering the grade.

For more information see *Rules for examination for courses*.

Study documentation in Ladok

Ladok is a national, web-based system for study documentation at universities and colleges it is also used by CSN. Name, civic registration number, address, admission, course registration and study result are examples of information available in the system.

Students can access the information through *Ladok for students*.

Registration

A prerequisite for registration is that the student is admitted to the education (course, course package or program). Students who have been admitted to education must register their participation in the manner announced by the university.

Registration control (3-week control)

A control is to be carried out, by course manager or other teacher at the course, for each course between 2 and 4 weeks after the start of the course to ensure that registered students are active in the course. The control can take place in the form of, for example, a written assignment or participation in a laboratory session, seminar or similar. Students who do not participate in this component will get early non-completion registered in Ladok, unless otherwise agreed with the course manager.

Re-registration (change of course occasion)

Students who do not pass a course within the designated period may be re-registered to participate in the teaching of the course, in whole or in part, during a later semester with certain restrictions. If there are restrictions, these must be stated in the syllabus.

Re-registration via *Ladok for students*

BTH generally uses self-registration for courses for which students wish to re-register. This means that the student checks via *Ladok for students* if it is possible to self-register for one or several courses. The conditions that apply are that the course is offered in the current semester, that the student has previously been registered for the course and that the course is not yet completed.

Re-registration via application

For particularly resource-intensive courses or components, BTH may, in exceptional cases, need to limit the number of available places. In such cases, the student must apply for re-registration. Applications are approved as far as space allows and newly admitted students and any applicants on the waiting list are given preference over applications for re-registration. Places are allocated according to application date.

Applications for re-registration are made via the Student Portal. Decisions concerning re-registration are taken by the director of studies at the respective departments.

Removal of registration

A course registration can be removed if it is clearly incorrect. This is to take place as soon as the incorrect registration is detected and no later than the end of the calendar year.

In the event of an approved credit transfer for an entire course, the student's registration on the course that semester is removed.

Removal of a correct registration, for example, if a student does not complete their studies, cannot be done even if such a request is made by the student. However, it is possible to register non-completion of studies.

Registration of study results

Study results are to be registered and communicated via *Ladok for students* no later than 15 working days after the examination date. Exceptions from this deadline may be approved by the head of department if there are special reasons, in which case the students concerned are to be informed. The examination date is the day of the examination or additional assignment.

Choice of specialisation within a programme

The choice of specialisation within a programme is made via *Ladok for students* during the election period. Election period for an autumn semester is 1 – 15 of May and for a spring semester it is 1 – 15 of November. This choice is preceded by information from the respective programme manager.

Compulsory courses and choice of elective courses within a programme

A study programme is made up of compulsory courses sometimes combined with elective courses and, rarely, optional courses. Courses within a programme are stated in the respective programme syllabi. Compulsory courses within programmes do not require an application.

The choice of elective courses within a programme is made via *Ladok for students* during the election period. Election period for an autumn semester is between 1 – 15 of May and for a spring semester it is between 1 – 15 of November. This choice is preceded by information from the respective programme manager.

If there are more qualified applicants than places available on the elective course, a selection is made. The selection is based on the number of credits completed within the programme by the application deadline. If the applicants' qualifications are equal, the selection will be made by the drawing of lots.

For more information about selection see *Admission regulations*.

Optional courses

An optional course within a programme is a course where only the credits is specified in the programme syllabus. The course can be taken at BTH or at other universities, but optional courses must be applied for via antagning.se see deadlines at bth.se/eng. Applications for optional courses are to be preceded by information from the relevant programme manager.

Conditions for participating in programme courses

To be admitted for courses within a programme the student must meet the course entry requirements by the start of the course at the latest. To participate in programme courses, the student must be both admitted and registered.

The entry requirements are stated in the respective course syllabi. The purpose of the entry requirements is to ensure that the student has the prior knowledge to be able to assimilate the education.

The student's prior knowledge will be checked before the start of each course. If the student does not meet the entry requirements and thus cannot be admitted to the course, this decision will be announced by the admission office.

Study planning and adapted programme syllabi (AUP)

A student who falls behind in their programme and is not eligible for subsequent courses must complete the missed studies to be able to progress in the programme.

In these situations, the student must re-register themselves for the required courses or apply for courses that fulfil the admission requirements.

When this is no longer possible, the programme syllabus can, under certain conditions and with certain reservations, be revised by changing the order or changing course (s) through an adapted programme syllabus (AUP). The AUP leads to the same degree and is to be equated with the original programme syllabus in terms of credits, content and aims. For more information and the application, see the Student Portal.

The student can contact their programme manager and/or study counsellor for help to establish an adapted programme syllabus.

Course and degree certificate

Course and degree certificates are issued upon a written and complete application, and the fulfilment of course and degree requirements, without delay and no later than 40 working days from the day the degree office receives the application.

The student concerned is responsible for making sure that all documents referred to in the application have been included. See the provisions laid down in the *Local Degree Ordinance at Blekinge Institute of Technology*.

Applications for course and degree certificates are to be made via the Student Portal. Decisions on the issuing of course and degree certificates are taken by degree officers.

Deferment of studies

The main rule is that students are to start their studies on a course/programme the semester and time referred to in the admission decision.

Anyone who is not able to commence their studies as described above may be granted a deferment of studies if special reasons exist (UHRFS 2013:3). Special reasons may be social, medical or other circumstances such as caring for a sick child, military or civil service, duties as a student union representative, military training pursuant to the applicable ordinance (2015:613) or postponed leave in accordance with the Employees' Right to Educational Leave Act (1974:981). Special reasons may also be a fixed-term probationary period of employment, pursuant to Section 12 of the ordinance on certain appointments or service in the Swedish Armed Forces (2012: 332) including temporary service as a deputy officer, soldier or sailor. The period of deferment may not exceed 18 months unless there are exceptional reasons for an extension.

If you are required to pay tuition fee, you must pay the tuition fee to be admitted. Only then can an application for deferment be granted or rejected. For more information see *Conditions regarding tuition fees and scholarships at Blekinge Institute of Technology*.

Applications for deferment of studies are to be made via the Student Portal. Decisions on the deferment of studies are taken by the admissions officer.

Prior to the start of studies, a student who has been granted a deferment must make a new application no later than the last application day, via antagning.se. The decision on deferment states when the studies are to begin.

Leave from studies

Students who need a break from studies, but who subsequently intend to return, may apply for leave from studies.

Leave from studies can be granted if special reasons exist (UHRFS 2013:3 & 2016:1). Special reasons for being granted leave from studies include social, medical or other special circumstances such as caring for a sick child, military or civil service, military training pursuant to the applicable ordinance (2015:613) or duties as a student union representative. Special reasons may also be a fixed-term probationary period of employment, pursuant to Section 12 of the ordinance on certain appointments or service in the Swedish Armed Forces (2012: 332) including temporary service as a deputy officer, soldier or sailor.

The decision on approved leave from studies must state the specific period after which the studies are to be resumed. The decision may also include terms regarding the application prior to the continuation of studies. If any of the special reasons mentioned in the paragraph above apply, the student is to be granted leave from studies with a guarantee of a place upon their return, provided that the education is offered that semester.

Applications for approved leave from studies are to be made via the Student Portal. Decisions concerning leave from studies in a programme are taken by the head of the academic and administration support office.

Students who take a break from studies without applying for leave, or whose application is denied because none of the special reasons exist, can apply for admission to a later part of the programme to potentially be able to recommence their studies. The students can also re-register to participate in all or parts of a previously unfinished course.

Non-completion of studies

Students who do not participate in the registration control, which takes place 2–4 weeks after the start of the course, will automatically be registered as having withdrawn early from studies in Ladok, unless otherwise agreed with the course manager.

Early non-completion allows the student to re-apply for the course another semester via antagning.se. However, students who withdraw from studies at a later stage (more than three weeks after the start of the course), and who wish to study the course again, must apply for re-registration

Applications for non-completion are to be made via the Student Portal.

Admission to later part of programme

Students who have pursued studies at higher education institutions within or outside Sweden, of a scope corresponding to part of a study programme at BTH, may be admitted to a later part of that programme. The conditions for doing so are that the applicant meets the general and specific entry requirements for the first year of the BTH programme in question, and that the applicant is able to provide documentation of their previous studies in a way that allows an assessment of their qualifications to be made. The admission is subject to vacancy, which means that there are not always places available for admission to a later part of a programme.

Admission to a later part of a programme may not take place until the second semester of a programme. If the application is approved and the applicant has previously been registered on a programme at BTH, non-completion of the previous programme will be registered.

Applications for admission to a later part of a programme are to be made via the Student Portal. Decisions on admission to a later part of a programme are taken by the head of academic and administration support office, following a statement by the relevant programme manager.

Credit transfer

Students who are admitted and registered at Blekinge Institute of Technology and have successfully completed previous higher education courses have the right to apply for credit transfer. This may also apply to other equivalent programmes or knowledge acquired in another way, so-called prior learning.

For more information see *Credit transfer regulations for first- and second-cycle courses and study programmes and at admission to third-cycle courses and study programmes at Blekinge Institute of Technology*.



Applications for credit transfer are to be made via the Student Portal. Decisions on credit transfer are taken by the head of department, the director of the main field of study or the faculty programme manager.

Translation