



Admission regulations for first, second and third cycle courses and study programmes at Blekinge Institute of Technology

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This is a translation of the Swedish officially decided Admissions regulations. Should there be any discrepancy between the Swedish and the English text in this document, the Swedish text shall prevail.

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1. Introduction

Rules for admission are established by the Government and can be found in Chapter 7 of the Higher Education Ordinance HF (1993:100). According to Chapter 6, Section 3 of the Higher Education Ordinance, admission regulations must be available at each higher education institution. The Admission Regulations contain the rules that the higher education institution applies, partly in terms of application, eligibility and exemptions from eligibility requirements and selection, and partly in terms of how decisions on admission are made and how decisions on eligibility and exemptions from eligibility are appealed.

For complete information about the regulations that exist nationally, is referred to the overall regulations: the Higher Education Ordinance (SFS 1993:100), the Swedish Council for Higher Education's regulations, UHRFS, and the Association of Swedish Higher Education Institutions, SUHF's national assessment group for admissions (NBA), which is reflected in the Assessment Handbook.

The Association of Swedish Higher Education Institutions (SUHF) prepares and updates, through a working group, the nationally valid assessment handbook, and the foreign assessment handbook. These apply as the norm for local admissions to higher education at undergraduate and graduate level.

The admission regulations at Blekinge Institute of Technology (BTH) are a complement to the above ordinances and regulations and have been established by the university's board.

2. Application

2.1 Application for preparatory, first and second cycle courses

A person who wishes to be admitted to first- and second-cycle courses and study programmes and qualifying courses at the higher education institution must apply for this at the time and in the order determined by the higher education institution (Chapter 7, Section 4, of the Higher Education Ordinance).

The application must be submitted in the manner stated in the current application material and on BTH's website, www.bth.se. The applicant is responsible for attaching the documents that the university needs to be able to assess eligibility and assign merit ratings. The university may require applicants to show original documents.

Sections 2 and 3 of the Ordinance (2010:543) on application fees and tuition fees at universities and university colleges stipulate that payment of the application fee in certain cases is a prerequisite for the application to be assessed.

2.1.1 Online application

An application for programmes, freestanding courses, summer courses and preparatory education is done via the www.antagning.se/www.universityadmissions.se for coordinated national admission. Some courses may have a different application procedure. This must then be stated in the relevant application material. Decisions on this are made by the Head of Study Administration.

2.1.2. Applicants with previous registration

Registration for courses and programmes for which the applicant has previously been registered is handled as a new application. The applicant is allowed to participate in the selection process on the same terms as someone who has applied for the course or programme for the first time.

2.1.3 Application and supplementary time for programmes and freestanding courses

An application for courses and programmes at BTH must be made within the prescribed time. These are stated in the application material. At BTH, the following application periods apply for programmes and courses:

15 January for Master's programmes with the language of instruction English starting an autumn semester

March 15 for summer courses

March 15 for further training for professionals

April 15 for courses and programmes starting in the autumn semester

15 October for courses and programmes starting in the spring semester

Should any of the above dates be on a weekend, the following weekday is the last day of application.

Supporting documents can be submitted to an application. The deadline for supporting documents is stated in the current application material and is the date when documents that support the application regarding eligibility and merit assessment must be received by BTH at the latest. Documents that are submitted must follow the guidelines set out at antagning.se. Any supplementary dates for each admission round are specified by the Swedish Council for Higher Education.

For some courses, other application and supplementation dates may apply. This will then be stated in the relevant application material. Decisions on other dates are made by the Head of Academic and Administration Support Office.

2.1.4 Late application (notification after the deadline)

The last day to apply is the date when the application must be received by BTH. In the event of late application, eligible applicants have the opportunity to be admitted, subject to availability.

2.1.5. Response requirements

Notification of admission and placement on the waiting list requires a reply from the applicant according to the instructions stated on www.antagning.se and on the admission decision. No reply, incorrectly stated or late reply means that the applicant loses the place offered in the admission decision. An eligible applicant who has lost his/her place can re-apply if the programme is open for late application.

2.2 Application of prior learning

An application to be assessed on the basis of prior learning regarding first- and second-cycle courses and study programmes must be made in accordance with the instructions at the time of application. Applications with complete documents must be submitted no later than the application deadline in the relevant admission round. Applications received after the application deadline will not be processed.

2.3 Application for doctoral studies

Announcements of vacancies are made on BTH's website and BTH's official notice boards.

Application for doctoral studies can be made on an ongoing basis during the academic year. The application must contain the intended application form and the documents that the university needs to be able to assess general and specific entry requirements. The application is sent to the registrar.

2.4 Application for later part of a programme

Students who have studied at a university or college, in Sweden or in another country, and passed courses that are similar to those included in a programme at BTH, can apply to a later part of the programme to start semester two or later semesters. Application for admission to a later part of a degree programme is made on a form on the Studentportal via BTH's website.

Rules and application dates are regulated in the Guidelines for admission to later parts of degree programmes.

2.5 Application for elective courses and specialisations within a program

Application for elective courses and specialisations is done by the student in Ladok for students for the coming semester during an election period as shown in Ladok.

3. Entry requirements

The entry requirements that are to apply to a particular programme must be established in the course syllabus and programme syllabus respectively before the application opens (Chapter 6, Sections 15, 17 of the Higher Education Ordinance).

In order to be admitted, the applicant must meet the general entry requirements and also meet the specific entry requirements that may be prescribed (Chapter 7, Section 2 of the Higher Education Ordinance).

If there are special reasons, the higher education institution may decide on an exemption from one or more eligibility conditions. The higher education institution must make an exception from one or more eligibility requirements if the applicant has the prerequisites to benefit from the education without fulfilling the eligibility requirements (Chapter 7, Section 3 of the Higher Education Ordinance).

For applicants with foreign upper secondary education, and who meet the general entry requirements, except in Swedish, an exemption for Swedish is granted if the education in its entirety is given in English and Swedish is not a specific entry requirement.

3.1 Entry requirements for preparatory cycle studies

Qualifying and higher education introductory education is defined as education that aims to provide general or specific entry requirements for higher education or that is introductory to higher education.

To meet the entry requirements for qualifying and introductory courses and programmes to higher education, general and specific entry requirements are required in accordance with the Ordinance (2018:1519) on Qualifying and Introductory Higher Education (2018:1519).

3.2 Entry requirements for first-cycle studies

3.2.1 General entry requirements for first-cycle studies

Provisions for general entry requirements for first-cycle education and are aimed at beginners can be found in the Higher Education Ordinance, Chapter 7, Sections 5–6.

A person meets the general entry requirements for first-cycle courses and study programmes if he or she has:

1. knowledge of the Swedish and English languages,
2. a scientific approach;
3. ability to illustrate issues from several perspectives,
4. problem-solving skills,
5. the ability to draw conclusions and argue for them, and
6. other skills necessary to be able to benefit from such training.

The Swedish Council for Higher Education may issue more detailed regulations on the competences specified in points 1-6 of the first paragraph. Ordinance (2018:1503).

The Higher Education Ordinance stipulates that exceptions to conditions relating to the general entry requirements must be made if the applicant has the potential to benefit from the programme without formally fulfilling them.

3.2.2 Specific entry requirements for first-cycle courses and study programmes aimed at beginners

Education aimed at beginners is defined as education that does not require previous higher education studies.

Provisions for specific entry requirements can be found in Chapter 7. 8 § HF. The specific entry requirements must be absolutely necessary for the student to be able to benefit from the programme.

Specific entry requirements for a programme aimed at beginners are stated as courses in upper secondary school. The specific entry requirements are stated in the respective programme syllabus.

3.2.3 Specific entry requirements for first-cycle studies aimed at students other than beginners

Education aimed at non-beginners is defined as education that requires previous higher education studies.

The specific entry requirements must be absolutely necessary for the student to be able to benefit from the programme. It may consist of knowledge from upper secondary school, higher education courses and other conditions that are of importance to the education or of importance to the professional field for which the education prepares (Chapter 7, Section 25 of the Higher Education Ordinance).

3.2.3.1. Local rules

If a certain course is stated as specific entry requirements and must be completed for admission to another course, the qualifying course must have been passed. Only then can a student be admitted to the course applied for.

If a certain course is stated as specific entry requirements and it must have been completed for admission to another course, only registration is required for the student to be admitted.

3.3 Entry requirements for second-cycle studies

3.3.1 General entry requirements for second-cycle programmes

To be eligible for second-cycle programmes, general entry requirements for second-cycle studies are required in accordance with Chapter 7. Higher Education Ordinance. The main rule is that applicants must have completed a first-cycle degree of at least 180 credits. In addition, specific entry requirements may be required. The specific entry requirements are stated in the respective programme syllabus.

Exceptions may be made from the degree requirements if an applicant is found to be able to meet the requirements but a degree certificate has not yet been issued due to special circumstances (Chapter 7, Section 28 of the Higher Education Ordinance).

3.3.1.1 Local rules

Applicants who, at the time of application, do not meet the specific entry requirements that are expressed as knowledge from higher education courses may be admitted on the condition that the entry requirements are fulfilled at the start of the programme.

Admissions Office checks that the eligibility requirement has been met before the opening of registration period and before the start of the courses.

3.3.2 General entry requirements for freestanding courses at second-cycle level

A person meets the entry requirements for second-cycle courses and study programmes if he or she has completed first-cycle courses or has other prerequisites for benefiting from the education in accordance with Chapter 7. Higher Education Ordinance. The specific entry requirements are stated in the respective course syllabus.

3.3.2 Entry requirements for second-cycle studies in Master of Science in Engineering programmes

Prior to semester 7, students are given the opportunity to choose either continued studies at advanced level within the Master of Science in Engineering programme or a choice of another master's programme specified in the current programme syllabus for the Master of Science in Engineering programme.

In order to be eligible for second-cycle studies (semester 7) and the included courses within the Master of Science in Engineering programme, the specific entry

requirements for the included courses must be met. Specific entry requirements are stated in each course syllabus.

To be eligible for another Master's programme specified in the current programme syllabus for each Master of Science in Engineering programme, 150 credits from semesters 1–6 of the Master of Science in Engineering programme are required. The course Bachelor's Thesis in Technology must be completed before the studies in the Master's programme can begin. Additional specific entry requirements may apply, these are stated in the programme syllabus for each Master's programme. An exemption from the requirement for an awarded degree at the undergraduate level only applies to be eligible and begin a master's programme within the Master of Science in Engineering programme. This temporary exemption does not constitute an exemption from the requirement for an award of a first-cycle degree when applying for a second-cycle degree (a Master's degree).

3.4 Entry requirements for doctoral studies

General and specific entry requirements for doctoral studies are regulated in Chapter 7 of the Higher Education Ordinance. Specific entry requirements are specified in the general syllabus for each third-cycle subject.

3.5 Eligibility through prior learning

The higher education institution may make individual assessments of the applicant's ability to benefit from the programme applied for without formally meeting the stated entry requirements. Such an assessment of the applicant's overall competence takes place in each individual case and for a specific training session.

Decisions made by other admissions authorities, which means that an applicant with his or her prior learning has been assessed as having general entry requirements for higher education, is accepted by BTH.

4. Selection

Selection for courses and programmes takes place where not all qualified applicants can be offered a place. This is done for first- and second-cycle courses and programmes with the help of different types of merit ratings depending on the type of education the application relates to and the applicant's background. Applicants may belong to several selection groups at the same time and then participate in the selection within each group.

Rules for how the selection may be made can be found in 7. Chap HF. Supplementary regulations can be found in UHRFS 2013:1 Regulations on general entry requirements and selection.

In the case of otherwise equivalent qualifications, selection may also be made through the Scholastic Aptitude Test, other tests, interviews or drawing lots. After the drawing of lots has been used, selection may not be made according to other criteria (Chapter 7, Section 12 a of the Higher Education Ordinance). Eligible applicants who do not have qualifications that gives the applicant a merit rating will be placed after all those with qualifications that gives a merit rating and will be admitted subject to availability.

4.1 Local rules

Decisions on which alternative selection criteria are applied for certain programmes are made by the Head of Study Administration.

Examples of alternative selection criteria that can be used can be found in Appendix 1 - *Alternative selection criteria*.

In the case of alternative selection, information about the selection process and selection criteria must be stated in the application information for each programme at www.bth.se

4.2 Selection for qualifying education

According to Section 12 of the Ordinance (2018:1519), a higher education institution may, in the context of selection for qualifying and introductory courses and programmes introducing higher education, decide which of the selection criteria grades, results from the Swedish Scholastic Aptitude Test, and the selection criteria determined by the higher education institution are to be used.

The higher education institution also decides on the allocation of places between the various selection groups.

4.3 Selection for freestanding courses and programmes at first-cycle level that only require upper-secondary courses

4.3.1. Allocation of study places

For first-cycle courses and study programmes aimed at beginners, at least 1/3 of the places must be allocated on the basis of grades and at least 1/3 on the basis of the Swedish Scholastic Aptitude Test (Chapter 7, Section 13 of the Higher Education Ordinance).

The university may decide on the selection criteria for 1/3 of the places. The selection criteria must consist of objective circumstances that are of importance to the education (Chapter 7, Section 23 of the Higher Education Ordinance).

In order to allocate more than a third of all places in first-cycle courses and study programmes aimed at beginners, based on selection criteria determined by the higher education institution itself, permission must be obtained from the Swedish Council for Higher Education.

Alternative selection criteria at BTH for courses at undergraduate level aimed at beginners are:

Completed credits

A selection criterion may be previous higher education studies (Chapter 7, Section 26 of the Higher Education Ordinance).

Applicants who are studying/have taken courses at a university and who have at least 7.5 credits in completed courses are placed in the selection group for completed higher education credits. Applicants are ranked according to the total number of completed credits, where 165 credits is the highest permitted merit rating.

The number of completed higher education credits is calculated on the last day of application, unless otherwise stated in the current application material.

Course-specific priority

When admitting to a course aimed at beginners, the university may give priority to applicants who are already students at BTH (Chapter 7, Section 17 of the Higher Education Ordinance).

4.3.2 Merit rating

Provisions on the assessment of grades have been established by the Government and can be found in the Higher Education Ordinance, appendix 3 Allocation of places on the basis of grades and merit evaluation of grades.

4.3.2.1 Grade-based groups

The different grade-based groups are:

BI - Applicants with an upper secondary school diploma, a vocational qualification from upper secondary school in combination with qualifying grades, leaving and final grades from upper secondary school and a leaving certificate from older upper secondary education, applicants with grades from upper secondary adult education (at least two-thirds of the upper secondary school credits must constitute grades from adult education) and applicants with completed foreign and international upper secondary education.

BII - Applicants who have completed the application for entry requirements or to obtain a higher merit rating. The supplementary group also includes those who prove specific entry requirements through folk high school studies, foundation year or other equivalent knowledge. Exceptions are made for applicants with foreign upper secondary education that has been supplemented with a course(s) required for general eligibility. These are allowed to compete in the direct group (BI).

BF - Applicants with a certificate of eligibility for higher education studies from a folk high school.

Grades in the different groups are evaluated in accordance with Appendix 3 of the Higher Education Ordinance and UHRFS 2018:1503.

4.3.2.2 Scholastic Aptitude Test

The places are allocated according to the results of the Swedish Scholastic Aptitude Test referred to in Chapter 7. Section 20 of the Higher Education Ordinance.

4.3.3 Local rules - guaranteed seat

Students who have passed the Technical Preparatory Year at BTH are offered a guaranteed place on one of the engineering programmes at BTH according to the Ordinance on Qualifying and Introductory Higher Education (2018:1519). The guaranteed place applies as long as the admission requirements do not change and provided that the application has been made no later than the application deadline and that the studies are completed no later than the stated deadline for the admission round in question.

Applicants from the mathematical education Leonardo, Ehrensvärdska gymnasiet in Karlskrona are offered a guaranteed place on one of the engineering programs at BTH. The guaranteed place applies on the condition that the applicant fulfils the general and specific entry requirements for the engineering programme applied for and in his/her high school diploma has passed mathematics courses at BTH comprising 30 credits and has also participated in an additional course in mathematics of 7.5 credits.

4.4 Selection for freestanding courses at first-cycle level that require previous higher education studies

4.4.1 First cycle courses

For selection to programmes that have previous higher education studies as entry requirements, the same type of selection can be used as described in chapter 4.3 in the Admission Regulations. In addition, additional types of selection may occur. One or more sample groups may be used in the selection. The selection criteria may consist of knowledge, work experience or other experience that is particularly valuable for the course applied for. Information about selection criteria for each course can be found in web-based application material on www.bth.se.

In first-cycle education, each higher education credit is counted from 1 to a maximum of 165. In the case of selection based on previous education, the number of approved higher education credits at first- and second-cycle level up to and including the last day of application is counted.

Allocation of study places

BTH decides on the allocation of places between the selection groups.

4.4.2 Second cycle courses

For second-cycle studies, each higher education credit count from 30 to a maximum of 285. In the case of selection based on previous education, the number of approved higher education credits at first- and second-cycle level up to and including the last day of application is counted.

4.4.3 Local rules

For courses with the higher education credits, applicants are ranked according to higher education credits.

4.5 Selection to second-cycle study programmes

According to Chapter 7. Sections 23, 26 and 27 of the Higher Education Ordinance, a higher education institution may decide for itself which of the selection criteria grades, results from the Swedish Scholastic Aptitude Test, previous academic education, and the selection criteria determined by the higher education institution (see section 4.5.1) are to be used for second-cycle education. The allocation of places between the various selection criteria is also decided by the higher education institution.

4.5.1 Local rules

The Head of Academic and Administration Support Office decides whether an alternative selection method is to be applied. Criteria for selection are specified in the application material under each programme where this is applied. One or more sample groups may be used in the selection. BTH decides on the allocation of places between the selection groups.

If no decision that an alternative selection method has been made, higher education credits (HPAV) is applied as a selection method where selection is based on previous education. Approved higher education credits are counted at first-cycle and second-cycle level up to and including the application deadline. In the event of equal merit rating, lots are used.

The alternative selection criteria that BTH can be applied can be found in Appendix 1 Alternative selection criteria decided by Blekinge Institute of Technology.

The allocation of places between the different selection criteria is decided by the Head of Study Administration at BTH.

4.5.1.1 Guaranteed admission to Master's programmes

Students in the Master of Science in Engineering programmes at BTH are guaranteed admission to the Master's programmes specified in the current programme syllabus, provided that the entry requirements are met. See also point 3.3.3.1.

4.6. Selection for late applications

Late applications refer to applications received after the application deadline, but before the last selection (SA). Applications received after the application deadline and after the last selection (EA). All late applications are ranked by their application date. Applications made before the last selection (SA) has priority over applications made after the last selection (EA).

4.7 Selection of elective courses within programmes

Selection for elective courses within the programme is carried out through ranking of the students based on completed higher education credits within the programme as of the last day of application. In the event of equal credits, a drawing of lots will be applied.

4.8 Selection to doctoral level

The basis for selection among those who meet the entry requirements for admission to third-cycle studies shall be the degree of ability to benefit from the education.

Any selection will be made through an overall assessment of the applicant's qualifications and, if necessary, also through interviews of the applicants who meet the entry requirements. The intended principal supervisor is responsible for the selection procedure in consultation with the relevant head of department. The general syllabus for each third-cycle subject may specify in more detail the selection criteria that apply within the framework of what is stated in the admission regulations.

4.9 Selection regardless of level of education

4.9.1. Individual assessment

In individual cases, the higher education institution may deviate from the provision on selection criteria, according to the Higher Education Ordinance (Chapter 7, Sections 16 and 27 of the Higher Education Ordinance), through individual assessment.

However, individual assessment may only take place if the applicant's qualifications cannot be assessed in an appropriate way according to the selection criteria in the Higher Education Ordinance and if the applicant has special qualifications for the programme due to previous education, work experience or other circumstances.

The applicant must submit an application for an individual assessment in writing, together with grades, certificates and other relevant documents, to Blekinge Institute of Technology, Department of Educational Support, SE-371 79 Karlskrona, Sweden, or via email address, antagning@bth.se

4.9.2 Guaranteed seat

Guaranteed admission means a guaranteed place on the course/programme applied for if the applicant applies on time and follows the instructions specified in the

admission decision. Guaranteed admission is provided that the course/programme has a sufficient number of applicants and that the entry requirements are met.

4.9.3 Separate admission

Eligible fee-paying applicants for BTH's courses and programmes can compete in a separate selection group in accordance with the Higher Education Ordinance Chapter 7, Section 4a.

The Head of Academic and Administration Support Office decides how many separate admissions are to be made.

5. Admission and the admission from the waiting list

Admission to the programme is subject to the applicant meeting the eligibility requirements and to the extent that a place can be offered.

At BTH there is an admissions council for first- and second-cycle education. The Admissions Council advises on matters in which applicants apply for prior learning with the aim of making exceptions to the eligibility requirements. The admissions council consists of three teacher representatives, a student, a study counsellor and the head of study administration. An admissions officer is attached to the council, who is the convener. The Admissions Council is decided by the Vice-Chancellor.

The Head of Admissions and decision-makers in admissions matters regarding qualifying education and undergraduate and graduate level at BTH is the Head of Study Administration.

Decisions on admission to doctoral level are made by the respective dean.

BTH is the authority that decides in all matters concerning admission to education at the university, even when the applications are partly processed by UHR and the university's decision is communicated within the framework of the nationally coordinated admissions. In order to keep the offered place or place on the waiting list, the applicant must reply to the admission decision within the prescribed time in order to keep the offered place.

If incorrect (false) documents have been submitted, BTH has the right to revoke the decision on admission. Admission is revoked even if the programme has begun.

Special rules for admission apply to students liable to pay tuition fees and can be found in the Ordinance (2010:143) on application fees and tuition fees at universities and colleges as well as local guidelines at BTH. Courses and study programmes may

be cancelled if there are too few qualified applicants or in other circumstances that could not have been foreseen.

5.1 Deferment of admission – postponed start of studies

The admission decision only applies to the start of studies referred to in the application. If the offered place cannot be used at that particular time, an application for deferment can be made. Regulations that govern this and other things after the studies has commenced can be found in the Study administrative rules at BTH.

5.2 Conditional admission

In some cases, so-called conditional admission is applied. This means that decisions on admission only apply if the admission requirements are met, no later than the day the programme starts. In these cases, the eligibility is checked by the admissions office at BTH. This is applied, for example, when the admission requirements consist of a course that is in progress during the admission round and is expected to be completed before the start of the programme applied for.

Conditional admission do not apply to ongoing courses at upper secondary level.

Applicants who, at the time of application, do not meet the requirements for a degree may be admitted on the condition that the degree requirements are fulfilled at the start of the programme.

5.2.1 Local rule – conditional start of Master's programme

In some cases, applicants may be allowed to begin second-cycle studies even if the degree has not been issued, but all courses that are to be included in the degree have been completed. Applicants must then sign a special certificate of conditional admission.

5.3 Local Rule – Registration Requirements

A person who has been admitted to a programme must begin their studies at the time specified by BTH. Anyone who has been accepted is obliged to follow the instructions for registration, otherwise the place may be lost.

5.4 Admission to programmes and freestanding courses at first- and second-cycle level

Decisions on admission to education at BTH are made after assessment according to the eligibility conditions and selection rules shown above. Admission decisions are coordinated nationally via UHR and published on the applicant websites www.antagning.se/www.universityadmissions.se

5.5 Admission from the waiting list

Admission from a waiting list does not need to be made until the number of admitted students is less than the planned number of places. Reserves shall be called in the order in which they are placed in the reserve list. When vacancies on a programme or programme arise, applicants who applied in time and were placed on the waiting list in the regular selection are to be admitted in the first instance. When all applicants on the waiting lists, for a current programme and from the regular selection, have been offered a place on the programme, vacancies can continue to be filled through post-admission. Admission from the waiting list is carried out by the Admissions Office.

5.6 Admission to a later part of a study programme

The prerequisites for admission are that the programme admits to a later part, that the applicant fulfils the general and specific entry requirements for the programme applied for, and that the applicant is eligible for courses in the semester to which the student is admitted. Admission to the latter part can only take place if there are vacancies on the programme and its included courses. Admission is regulated in the Guidelines for Admission to Later Parts of Degree Programmes.

5.7 Admission to doctoral level

Only the number of students who can be offered acceptable conditions in terms of funding and supervision may be admitted to doctoral studies.

The deans of BTH determine the subjects in which doctoral education is arranged and in which cases admission to doctoral education may refer to education leading to a licentiate degree.

The decision on admission must include information about the third-cycle subject, the date of the start of the studies at the doctoral level, the degree to be envisaged, and the examiner, principal supervisor and supervisor.

The decision will be sent to the persons concerned.

In the event of a change of third-cycle subject, a new decision must be made.

5.8 Admission of exchange students

Eligibility review and admission of incoming international exchange students and students on a bilateral agreement is handled by the Office of Student Affairs and Academic Affairs.

6. Appeal

Decisions regarding entry requirements for first- or second-cycle level can be appealed. An appeal must be made in writing and addressed to the Higher Education Appeals Board. The appeal must be made no later than three weeks after receipt of the decision. See www.uhr.se. If the appeal is received too late, the appeal will be rejected, Section 45 of the Administrative Procedure Act (FL).

However, an appeal shall not be rejected if the delay is due to the fact that the authority has not given proper notification of how to appeal, or the appeal has been received by the appellate court within the appeal period.

If the appeal is not dismissed, the case is referred to the Higher Education Appeals Board. If the decision is corrected or amended, the new decision must also be submitted to the Higher Education Appeals Board (Section 46 of the FL).

For decisions in the nationally coordinated admission via antagning.se, the appeal must be handled according to the instructions on the admission decision.

For decisions in the local admission, courses within ongoing programmes at BTH, the appeal is emailed to registrator@bth.se. Appeals by post for decisions in the local admissions should be sent to:

Higher Education Appeals Board
Registrar
371 79 Karlskrona, Sweden

The Higher Education Appeals Board is an authority tasked with hearing appeals against certain decisions made in the higher education sector and the advanced vocational training sector. The Board of Appeal is the final instance in these cases, i.e. it is not possible to appeal against the decision of the Board of Appeal. See also www.onh.se.



TRANSLATION

Annex 1 – Alternative selection criteria

This appendix contains the alternative selection criteria decided by the University Board at Blekinge Institute of Technology that can be used at the university within the framework of the regulations on the allocation of places that higher education institutions have to relate to.

For first-cycle courses and study programmes that require previous university studies and second-cycle studies, alternative selection may be used. It may, for example, consist of special tests, professional experience or other experience that is particularly valuable for the programme applied for and other circumstances that are relevant to the programme.

Prior to each admission round, the Head of Study Administration determines, in consultation with the programme organisation:

- which application alternatives should be used in alternative selection,
- the number of places to be filled through alternative selection,
- which alternative selection criteria should be used
- the selection method to be used.

Unless otherwise stated, the admissions office will produce a merit rating based on the method decided.

The alternative selection criteria at BTH are:

previous education at tertiary level or higher;
knowledge,
work experience or other experience that is particularly valuable for the programme applied for and other circumstances relevant to the programme,
summary/description of project work/degree project,
a cover letter with a letter of intent,
specific tests - theoretical and/or practical;
experience of relevance to the programme applied for, and
interview

The selection criteria can be used individually or in combination with each other. The alternative selection used for which the programme is to be stated in the relevant application material.

If a new sampling model is to be developed, it shall include the following:



- Overall purpose
- Which of the selection criteria(s) 1 - 7 is to be applied and their specification
- Highest merit rating and number of merit rating steps for each selection criterion
- The relative importance of the selection criteria used
- Method

TRANSLATION