



Admission Regulations for Blekinge Institute of Technology

This is a translation of the Admission Regulations, taken by the Board of governors
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In case of any discrepancy between texts, the Swedish text will apply.



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I General information

In the regulations in the Higher Education Ordinance, Chapter 6, Section 3, it is stated that each higher education institution must have admission regulations at hand. The admission regulations refer to the rules for basic higher education that the institution applies, in matters of application, admission requirements and exemptions from the admission requirements and also selection, as well as matters on how admission decisions are made and how decisions on admission requirements and exemptions from these may be appealed..

These admission regulations comprise all local regulations that are applied at admission at Blekinge Institute of Technology (BTH), together with some of the national regulations that govern the local set of rules and regulations. For full information about existing national regulations, please refer to the comprehensive set of rules and regulations: the Higher Education Ordinance, HF, (SFS 1993:100), regulations issued by the Swedish National Agency for Higher Education (HSVFS), and Qualification Assessment Manuals issued by the Association of Swedish Higher Education (SUHF).

BTH is the admissions authority for all programmes and courses at BTH. At BTH, all admissions to first and second cycle studies are carried out by the Student Affairs Office. The person in charge of admissions and decisions in these admission matters at BTH is the Director of the Student Affairs Office. BTH conducts third cycle studies within the areas 1. IT with applications and 2. Planning and Management. Decisions on admissions to third cycle studies are made by the Faculty Board at BTH.

At BTH there is an Admissions Council for first and second cycle studies. The Admissions Council is consultative as concerns cases of applications based on prior learning assessments, exemptions from the admission requirements and individual assessments. The Admissions Council consists of two teacher representatives, one student and the Director of the Student Affairs Office. An Admissions Administrator is engaged by the Council and is the convenor of meetings. The Admissions Council is appointed by a Vice-Chancellor decision.

2 Application

First and second cycle: 2.1 - 2.5

Third cycle: 2.6



2.1 Application for first and second cycle

Applications apply to courses or programmes. Applications must be submitted in the manner stated in the current application material and on the BTH Web site, www.bth.se. Applicants are responsible for enclosing the documents needed by the institute so that assessments of admission requirements and allocation of tariffs may be carried out. All copies of documents must be attested copies. The institute may request applicants to provide original documents.

According to the *Ordinance (2010:543) on application and tuition fees at universities and higher education institutions* the institute is obliged to charge an application fee for some applicants. Such applications are processed only after the application fee has been registered.

2.2 Application forms – Web application

Applications for programmes, courses and summer courses are submitted either to VHS on a special application form, or via a Web application to www.studera.nu for coordinated admission. Certain programmes and courses may use a different application procedure. This will be stated in the current application material. Decisions concerning this are taken by the Director of the Student Affairs Office.

2.3 Application for/selection of course within a programme

The application is submitted to each school on a special selection form or via www.studera.nu according to BTH instructions

2.4 Time periods for application and supplementation for programmes and courses

Applications for courses and programmes at BTH must be carried out within the prescribed period of time. For courses and programmes due to start in the autumn term, last date of application is normally 15 April and 15 October for the spring term.

An application for higher education studies can be supplemented with additional material. Supplementations can consist of documents issued after the closing date for applications. The last dates for supplementing material for the spring and autumn terms are set by the Swedish Agency for Higher Education Service.

Other dates may apply for certain courses and programmes. This is then stated in the current application material. Decisions concerning different closing dates are made by the Director of the Student Affairs Office.



2.5 Late application (application after closing date)

Students whose applications have arrived too late are awarded a place in first and second cycle studies only if vacancies occur, i.e. if everyone, who has applied within the prescribed time period and been assessed as qualified, has been offered a place and there are still seats vacant. Applications that arrive at the institute after the closing date will be placed in order of priority after date of arrival.

2.6 Application for third cycle

The announcement of vacant seats is done via www.bth.se and on the official bulletin boards of the institute.

Applications for third cycle programmes are made on a continuous basis throughout the academic year. She/he who is interested in commencing third cycle studies should first contact a supervisor within the relevant subject area. The supervisor will give information on how studies are conducted in the subject, possible research projects, financing of studies etc. Applicants who meet the admission requirements for the subject need to fill in the form "Application for admission to third cycle studies". The financing of the doctoral student's studies will be described in a funding plan. For compulsory information in the individual study plan, please refer to the Higher Education Ordinance. If it is proposed that the student be admitted for a Licentiate degree, the doctoral student together with the supervisor and the Dean should, in the individual study plan, motivate why a Doctoral degree is not intended. The Dean or the Director of Department recommends the admission decision on the lower part of the application form. The funding plan must be signed by the Dean. The form and supplementary background material for the decision, including an individual study plan and the funding plan, are then sent to the Registrar at Blekinge Institute of Technology. The Faculty Board is responsible for ensuring that the applicant meets the admission requirements.

3 Admission requirements

First and second cycle: 3.1 - 3.2, 3.4 - 3.5, 3.7 - 3.10

Third cycle: 3.3, 3.6



3.1 General admission requirements for first cycle

Regulations concerning general admission requirements are regulated in Chapter 7 of the Higher Education Ordinance and in the regulations of the Swedish National Agency for Higher Education, HSVFS 2009:1.

3.2 General admission requirements for second cycle

General admission requirements for second cycle studies are regulated in Chapter 7 of the Higher Education Ordinance. This states that the general rule is for the applicant to have successfully completed a first cycle programme of minimum 180 higher education credits.

3.3 General admission requirements for third cycle

General admission requirements for third cycle programmes are regulated in Chapter 7 of the Higher Education Ordinance.

3.4 Specific admission requirements for first cycle

In Chapter 7 of the Higher Education Ordinance the specific admission requirements are given. Specific admission requirements intended for first-time students must be stated in so-called field-specific admission requirements. The field-specific admission requirements that exist are given in the regulations issued by the Swedish National Agency for Higher Education (HSVFS 2007:8). Specific admission requirements are established by the Board of Education and are given in the programme-/course syllabus. Information about specific admission requirements for programmes can be found in the institute's courses and programmes catalogue and on the BTH Web site and also in the VHS catalogue. Information about specific admission requirements for courses can be found on the BTH Web site at www.bth.se.

3.5 Specific admission requirements for second cycle

Specific admission requirements are established by the Board of Education at BTH and are stated in the programme-/ course syllabus. Information about specific admission requirements for programmes can be found in the institute's courses and programmes catalogue and on the BTH Web site and also in the VHS catalogue. Information about specific admission requirements for courses can be found on the BTH Web site at www.bth.se/



3.6 Specific admission requirements for third cycle

Specific admission requirements for third cycle programmes are made clear from the general study plan for each third cycle subject area.

3.7 Equivalence assessments of general and specific admission requirements

The regulations and assessments defined in the “Bedömningshandboken för antagning till högskoleutbildning” (Qualification Assessment Manual for Admission to Higher Education) issued by the Swedish Agency for Higher Education Services are applied for all admissions to degree programmes and courses. For equivalence assessments that cannot be referred to the Qualification Assessment Manual, the case is referred to BTH for assessment. The Qualification Assessment Manual is available at the Student Affairs Office, where assessment and admission cases regarding first and second cycle studies are processed. The Web site on which the admission regulations are published also contains a link to the Qualification Assessment Manual.

3.8 Exemptions

For first and second cycle studies, applicants who do not meet the admission requirements may be granted an exemption if special reasons exist. At the assessment, the applicant’s preconditions to be able to successfully complete the course/programme are examined. Applicants with a foreign secondary education and who meet the general admission requirements, with the exception of the Swedish language, are granted an exemption for Swedish if the programme, in its entirety, is given in English and if Swedish is not a specific admission requirement.

Exemptions from some or one admission requirements are, according to the Higher Education Ordinance, Chapter 7, Section 3, examined in each individual case during the course of the admissions process, if the applicant does not meet an admission requirement.

3.9 Transitional regulations regarding the ”25:4 rule”

The so-called ”25:4 rule” (Chapter 7, Section 7 of the Higher Education Ordinance) ceased to apply 1 January 2008. A person who prior to 1 July 2008 met the general admission requirements to commence first cycle studies according to the 25:4 rule will also, but no longer than 31 December 2011, be deemed to have met the general admission requirements for starting first cycle studies. The transitional regulations will be interpreted to mean that a person who met the requirements as to the rest, but who attained the age of 25 during the second half of 2008, will be covered by the transitional regulations.



3.10 Prior learning

The institute has the possibility to carry out individual assessments of the applicant's qualities for a successful completion of the studies even if the applicant does not meet the formal admission requirements. Such an assessment of the applicant's total competence is undertaken in each individual case and related to a specific occasion of studies. An application for being assessed on terms of prior learning regarding first and second cycle studies must be made according to directions.

Decisions made by another admissions authority stating that an applicant on terms of prior learning has been assessed as meeting the general admission requirements for higher education studies are accepted by BTH.

If the prior learning of an applicant has been assessed as meeting the specific admission requirements for a specific programme/course at another higher education institution, this assessment is normally accepted by BTH, at the admission to a programme/course of similar content.

4 Selection

First and second cycle: 4.1 - 4.8

Third cycle 4.9

Selection for programmes/courses is carried out when all qualified applicants cannot be offered a place. This is done for first and second cycle programmes/courses by means of different types of tariffs/grade averages depending on the type of programme/course the application concerns and the background of the applicant. Applicants may belong to several selection groups parallelly and will then participate in the selection within each group.

Based on the regulations in HF Chapters 2,6 and 7 concerning admission to first cycle higher education, the following Sections 4.1 – 4.8 for selection for first and second cycle studies apply at BTH.



4.1 Selection for programmes/courses intended for first-time students

Grade-based groups

BI Applicants with grades from upper secondary school or adult education at upper-secondary level if minimum two thirds of the upper-secondary school credits refer to adult education at upper-secondary level (group I)

BII Applicants with grades from upper secondary school in combination with either grades from adult education at upper-secondary level or grades acquired through examination in the upper secondary school of she/he who is not a pupil there (group II)

BIII Applicants with grades from a foreign education and international education (group III)

BIV Applicants with a student assessment from a folk high school (group IV)

The seats will, in a first step, be distributed in relation to the number of qualified applicants. After that, in a second step, the number of seats in group II will be reduced by a third. This third will be added to group I.

Groups based on the Swedish Scholastic Aptitude Test (SweSAT)

HP Swedish Scholastic Aptitude Test (SweSAT)

Other applicants

ÖS Applicants who meet the admission requirements but lack a tariff may only be admitted on condition that all applicants in the above groups have been offered a place.

DA Direct admission may occur in special cases through individual assessment.

At admission to a degree programme, at most 67 % of the seats may be distributed according to grade selection and minimum 33 % in a test selection. Applicants who meet the requirements for several selection groups will form part of all these groups.

4.2 Special selection

For second cycle studies and for a limited number of seats at selected beginners' programmes, special selection is applied. At the application of special selection, complete documents must arrive at BTH on the last application day. Such selection is based upon regulations in the Higher Education Ordinance (HF) Chapter 7.



The special selection means that one or several selection criteria, HF Chap 7, Section 26, are weighted together according to a method that results in a tariff. The methods that BTH applies in this respect are accounted for in Chapter 11, Rules for special selection.

4.3 Selection for courses for which admission requirements are maximum upper secondary courses

Grade-based groups

BI Applicants with grades from upper secondary school or adult education at upper-secondary level if minimum two thirds of the upper-secondary school credits refer to adult education at upper-secondary level (group I)

BII Applicants with grades from upper secondary school in combination with either grades from adult education at upper-secondary level or grades acquired through examination in the upper secondary school of she/he who is not a pupil there (group II)

BIII Applicants with grades from a foreign education and international education (group III)

BIV Applicants with a student assessment from a folk high school (group IV)

The seats will, in a first step, be distributed in relation to the number of qualified applicants. After that, in a second step, the number of seats in group II will be reduced by a third. This third will be added to group I.

Groups based on the Swedish Scholastic Aptitude Test (SweSAT)

HP Swedish Scholastic Aptitude Test (SweSAT)

Other applicants

ÖS Applicants who meet the admission requirements but lack a tariff may only be admitted on condition that all applicants in the above groups have been offered a place.

DA Direct admission may occur in special cases through individual assessment.

At admission to courses, at most 67 % of the seats may be distributed according to grade selection and minimum 33 % in a test selection. Applicants who meet the requirements for several selection groups will form part of all these groups.



4.4 Selection for courses for which admission requirements are higher education credits

For courses with the requirement of higher education credits, the applicants are ranked after higher education credits.

HPGR Higher education credits, from 1 up to 165 higher education credits, for first cycle courses

HPAV Higher education credits, from 30 up to 285 higher education credits, for second cycle courses

DA Direct admission may occur in special cases through individual assessment

Selection is made on the basis of total completed credits at a certain date - 15 April for autumn term courses and 15 October for spring term courses.

4.5 Late applications (after the closing date for applications)

There are two categories of late applications. They compete only on their application date, meaning that the first category, late applications arrived before the last selection, has priority over the second category, late applications arrived after the last selection.

SA Late applications arrived before the last selection in chronological order of arrival

EA Late applications arrived after the last selection in chronological order of arrival

4.6 Individual assessment

Applicants to first and second cycle studies can, in certain cases, be admitted after an individual assessment requested by the applicant.

Individual assessment may be conducted on the following grounds:

- medical reasons or permanent functional disorder that limits the competitive situation and/or the choice of education or study venue
- knowledge or experience that is specially valuable for the relevant programme/course

In order to be admitted through individual assessment it is required that:

- the applicant has exhausted the opportunities available to improve her/his competitive situation (e.g. by taking the Swedish Scholastic Aptitude Test (SweSAT))



- that the applicant's tariff of grades and/or SweSAT does not differ significantly from what is required for ordinary admission.
- that the applicant has applied to BTH as a first choice

Applicants must, in relation to the application, submit a written application requesting individual assessment to Antagningen, 833 32 Strömsund.

4.7 When tariffs are equal

If two or more applicants to a first or second cycle programme/course have the same tariffs, lots will be drawn.

4.8 Elective courses within programmes

Selections for elective courses within programmes are carried out by counting the number of completed higher education credits within the programme as per last day of application.

At equal tariffs, lots will be drawn.

4.9 Selection for third cycle programmes

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

The basis for selection among the applicants who meet the admission requirements to third cycle programmes will consist of the degree of the ability to successfully complete their studies.

A possible selection will be carried out via an overall assessment of the applicant's merits and, if necessary, also by interviewing the applicants who meet the admission requirements. The intended supervisor is responsible for the selection procedure.

The Faculty Board may, in the general study plan for respective third cycle subject area, more directly specify the selection criteria that apply within the framework of what is stated in the admissions regulations.



5 Assessment of qualifications

5.1 Grades

Regulations for assessment of grades have been established by the Government (SFS 1993:100). Information can be found at www.vhs.se and in the course and programmes catalogue. Detailed information can be found in “Bedömningshandboken för antagning till högskoleutbildning” (Qualification Assessment Manual for Admission to Higher Education).

5.2 Higher education credits

Credits from Preparatory Programme and post-secondary vocational education and training (KY programmes) do not give any tariff. The tariff is calculated from 1 up to 165 higher education credits for first cycle courses, where more higher education credits give the same tariff as 165. Tariffs are calculated from 30 up to 285 higher education credits for second cycle courses. More than 285 higher education credits give the same tariff as 285. At the allocation of tariffs, no difference is made between higher education credits from a self-contained course and higher education credits from a course within a programme.

6 Admission

First and second cycle: 6.1 - 6.7

Third cycle 6.8

6.1 The Swedish Agency for Higher Education Services (VHS)

BTH has mandated the Swedish Agency for Higher Education Services to undertake responsibility for admissions to certain of the institute’s programmes and courses. Admissions to other programmes are carried out locally. All admissions to BTH are coordinated in a national admission decision to the applicant, with the exception of admissions rounds handled locally.

Courses and degree programmes may be cancelled if there are not enough applicants or if other unforeseen circumstances occur. Applicants will receive information about this in the admission decision. Before each admissions round, a number of admissions is established for each course and programme by the relevant school. A so-called excess admission is done in consultation with each school.



6.2 Number of places

The number of admissions is determined by each school. Normally a so-called excess admission is done for first and second cycle studies. This means that a cancellation does not always lead to a waiting list applicant being offered the place.

6.3 Admission from waiting list

Admission from the waiting list after selection 2 to degree programmes and courses is carried out locally at the institute.

6.4 Admission to later part of programme

Applicants may be admitted to later parts of a programme if space is available and all admission requirements are met. Admission to a later part of a programme always occurs at the change of term, unless special reasons exist. Applications to be submitted to respective school for decision.

At a change of programme within BTH, the applicant's earlier merits will be taken into consideration. Decisions are made by respective school.

6.5 Admission from Preparatory Programme

Students who successfully have completed the **Preparatory** Programme at BTH will be offered guaranteed admission on one of the engineer programmes at BTH.

6.6 Maximum 45 higher education credits

Admission may encompass maximum 45 higher education credits per semester and applicant. A student may not be registered for more than 45 higher education credits per semester. Exceptions may be made after a written application to the Student Affairs Office at BTH. This application must include documents that demonstrate an especially high level of ability to successfully complete higher education. Decisions are taken by the Director of the Student Affairs Office.

6.7 Conditional admission

In certain cases so-called conditional admission is applied. This means that the admissions decision only applies if the admission requirements are met by the day the programme/course



starts. In these cases, the admission requirements will be checked up on by respective school. This is applied when, for example, the admission requirements consist of a higher education course that is still underway during the admissions round and that is expected to be completed before the programme/course applied for begins.

Conditional admission is also applied by support of the *Regulation on application and study fees at universities and higher education institutions (2010:543)*. The Vice-Chancellor decides when payment must be to hand at BTH, and also under which other circumstances payment may be considered as guaranteed.

6.8 Admission to third cycle

The Faculty Board establishes in which subjects third cycle programmes will be offered and in which cases admission to third cycle programmes may refer to studies that lead to a Licentiate degree.

7 Decision

First and second cycle: 7.1

Third cycle (technical disciplinary domain): 7.2

7.1 Decision on admission to first and second cycle

At Blekinge Institute of Technology there is an Admissions Council. The Admissions Council is consultative as concerns admission cases of prior learning and exemptions/individual assessment. Decisions are taken by the Director of the Student Affairs Office.

Decisions concerning prior learning, exemptions and individual assessment are processed by the Student Affairs Office.

Admission decisions concern admission only. At for example admission to a second cycle degree programme, the admission requirements often form part of the requirements needed to award the degree. The admission decision does not mean that these requirements are automatically met, especially not if an exemption from the admission requirements has been granted.



The Board of Education at BTH takes decisions on which field-specific admission requirements (specific admission requirements) that apply for the degree programmes intended for first-time students.

The schools decide on the number of students to be offered places, including any excess admission, for all courses and programmes.

The Vice-Chancellor establishes the distribution of student places within the framework of the institute's educational mandate.

The Board of Education establishes the programme syllabi.

Course syllabi, specific admission requirements and selections for each separate course are established by the Board of Education that has the right to delegate these tasks to respective school.

7.2 Decision on admission to third cycle programmes

Decisions on admission to third cycle programmes are taken by the Faculty Board.

8 Decision on admission

First and second cycle: 8.1

Third cycle 8.2

8.1 Decision on admission to first and second cycle

Decisions on admission of applicants to programmes/courses are taken after examination according to the admission requirements and selection rules and procedures accounted for above.

For an applicant who has submitted an application in writing, a coordinated national admissions decision will be posted to the applicant's registered address. For an applicant who has applied via the Web, the corresponding admission decision is published/shown on the applicant's Your Pages ["Dina sidor"] at www.studera.nu. In relation to the Web publishing of an admission decision, the applicant is notified via email. The first admission decision is sent out/published in the beginning/middle of July for the autumn semester and the beginning/middle of December for the spring semester. The applicant must, in order to retain the offered place, answer this admission decision within the prescribed time period.

From admissions for the autumn semester 2000, most of the country's universities and higher education institutions, among them BTH, use the so-called national admission decision. Briefly this means that all applications for higher education studies are compared with each other and that the applicant, in relation to her/him replying to the admission decision, must prioritize which alternative/alternatives of studies the concerned applicant wishes to retain. Further information about how this is done is stated on the national admission decision as well as in the application material of most higher education institutions.

8.2 Decision on admission to third cycle programmes

The admission decision must include the following information:

- Admission to third cycle subject area
- Possible connection to graduate school
- Intended degree
- Names of the examiner, principal supervisor and supervisor.

As annexes to the decision the application form, individual study plan and funding plan must be included. In case of a change of third cycle subject area, a new decision must be made. The decision will be sent to the concerned parties according to the instructions of the Faculty Board.

9 Start of studies

First and second cycle: 9.1 - 9.2

Third cycle 9.3

9.1 Start of first and second cycle

The admission decision only applies to the start of studies referred to in the application. If the offered place cannot be made use of at that point, an application for deferment may be made. Regulations governing this and other matters after the commencement of studies can be found in the Study Administrative Rules at BTH, published on the BTH Web site.



9.2 Registration

Applicants who are admitted to a first or second cycle programme/course must register no later than a specified date, in order to make use of their place. The Institute normally decides on this date for each programme/course. If no such decision is made then, for instance, if the programme/course is to start in week X, then the last day for registration will be Monday of week X+3 weeks.

The Institute may also decide that certain programmes/courses will accept that the admitted person applies for a postponement of this date. Such an application must have arrived no later than one week after the last registration date.

An applicant who has not registered within the prescribed time period, or applied for an individual postponement of the registration date, will lose the place. Applications for deferment (according to HF Chap7, Section 33) that arrive after the last registration day + 1 week will be turned down.

Date and rules for the latest day of registration will be notified in the admission decision or in a welcome letter.

9.3 Start of third cycle programmes

In Ladok, the Student Affairs Office at BTH registers that the doctoral student has been admitted to the third cycle subject area. Registration of the individual study plan, funding plan, information on first cycle degree, possible supplementations of application documents as well as registration of completed third cycle studies must be carried out in accordance with the regulations established by the Faculty Board.

10 Appeals

Only decisions concerning requirements for first or second cycle studies may be appealed (HF Chap 12). An appeal must be made in writing and submitted to the Överklagandenämnden för högskolan (Higher Education Appeals Board). The appeal must be made within three weeks of receipt of the admission decision. Cf. HF Chapter 12 , Section 2. Please also refer to www.hsv.se.

For decisions taken within the pooled admissions system, please send appeals to:

Överklagandenämnden för högskolan
Antagningen
833 32 Strömsund



For decisions taken within the local admission system at BTH, please send appeals to:

Överklagandenämnden för högskolan
Registrator
371 79 Karlskrona

Note: The Higher Education Appeals Board is an authority whose task is to examine appeals of certain decisions taken within the sector of higher education and the sector of post-secondary vocational education and training. The Appeals Board is the highest instance for these cases, i.e. the Board's decision cannot be appealed. Please read more at www.onh.se.

II Rules for special selection

II.1 General information

The special selection means that one or several of the selection criteria

1. grades
2. the Swedish Scholastic Aptitude Test (SweSAT)
3. other special tests
4. prior education
5. professional experience
6. special reasons

are weighted together according to a method that results in a tariff. The methods used by the Institute are described below.

The method descriptions must include the following information:

- Overall purpose
- Which of selection criteria 1-6 that is/are to be applied
- A specification of the selection criteria used



- Highest tariff and number of tariff steps for each selection criterion
- The relative importance of the selection criteria used
- Working method

Before each admissions round, the Director of the Student Affairs Office, in consultation with the concerned Dean, establishes the application alternatives that will use special selection, the number of places to be filled via special selection, what method to use for each application alternative as well as who is to take decisions concerning tariffs. This information must be available in direct connection to information about the application alternatives in all places where this information is provided and intended for applicants.

11.2 Method descriptions

METHOD 1 General method

GENERAL

This method is simple and possesses a high degree of legitimacy and legal security. It works well when the applicants are expected to have similar educational backgrounds.

SELECTION CRITERIA

Prior education.

SPECIFICATION OF SELECTION CRITERIA

Only the number of completed higher education credits documented by the applicant in conjunction with the application will be considered. Foreign credits will be transferred according to the guidelines established by the Swedish National Agency for Higher Education.

HIGHEST TARIFF

The tariff consists of the total number of completed higher education credits and is calculated in the interval 30 – 285 higher education credits.

WORKING METHOD

The selection can, to a large degree, be carried out mechanically. If all applicants with the lowest equal tariff cannot be offered a place, lots will be drawn.



METHOD 2 Nursing Programme

GENERAL

This method reserves a limited number of places for applicants who have completed the College Programme at BTH or relevant post-secondary vocational education and training (KY education) at BTH. The method is, in the first place, intended for use for admission to the Nursing Programme.

SELECTION CRITERIA

Prior education, grades.

SPECIFICATION OF SELECTION CRITERIA

A number of places to be established at each relevant admissions round will be reserved for qualified applicants who

- have completed the College Programme at BTH. All component courses must be passed or
- have completed and passed a programme of post-secondary vocational education and training (KY education) in Caring Science or Psychiatry at BTH.

In cases when all qualified applicants cannot be offered a place, a selection is made within the group in the same way as among other applicants.

HIGHEST TARIFF

The only tariff given is whether the applicant is entitled to participate in the special selection or not, i.e. only the tariffs 0 and 1 are given

WORKING METHOD

Copies of the applications are sent directly to BTH who assesses whether applicants are entitled to participate in the special selection or not. The results of these assessments are communicated to VHS. VHS assesses admission requirements according to that which applies to the programme and carries out the selection in accordance with ordinary principles, i.e. according to final school grades, results from SweSAT etc.



METHOD 3 Cancelled

METHOD 4 Cancelled

METHOD 5 Cancelled

METHOD 6 Cancelled

METOD 7 MBA Programme

GENERAL

This method is intended to assess the applicant's suitability to study on the Internet-based MBA Programme.

SELECTION CRITERIA

Prior education and professional experience.

SPECIFICATION OF SELECTION CRITERIA

The first step consists of an assessment of the applicant's prior degrees from a higher education institution or university. If the applicant has a Swedish Bachelor's degree or a comparable degree from a foreign university, an assessment of the subject relevance of the education is made in three categories; no relevance = tariff 0, little relevance = tariff 0.5, high relevance = tariff 1.

In the next step, the applicant's professional experience is assessed according to the same scale as above. Finally the two tariffs are added together to a final tariff which may range between 0 and 2.

HIGHEST TARIFF

The tariff is based on an assessment of the applicant's prior education and professional experience, with the purpose of determining whether the applicant has sufficient preconditions to successfully complete the programme. The assessments from the two selection criteria are added together to a final tariff ranging between 0 and 2.

WORKING METHOD

If all applicants with the lowest equal tariff cannot be offered a place, lots will be drawn.



METOD 8 Master's Programme in Business Administration

GENERAL

This method is intended to assess the applicant's suitability to study on the Master's Programme in Business Administration.

SELECTION CRITERIA

Prior education.

SPECIFICATION OF SELECTION CRITERIA

The first step consists of an assessment of the applicant's prior degrees from a higher education institution or university. If the applicant has a Swedish Bachelor's degree or comparable degree from a foreign university, an assessment is made to verify that the prior education includes minimum 90 higher education credits in Business Administration or corresponding subject. Then an assessment is made of whether a degree project of 15 higher education credits or corresponding major project is included, and also if the degree also includes other subjects relevant to the programme (e.g. economics, informatics, statistics, commercial law). Each one of these criteria, when fulfilled, gives a tariff of 1.

HIGHEST TARIFF

The tariff is based on an assessment of the applicant's prior education as regards the number of higher education credits in Business Administration or related subjects, included projects as well as number of higher education credits in other subjects relevant to the programme. For each one of these three criteria, the tariff of 1 can be obtained which gives a maximum tariff of 3.

WORKING METHOD

If all applicants with the lowest equal tariff cannot be offered a place, lots will be drawn.

METHOD 9 Master's Programme in Strategic Leadership towards Sustainability

GENERAL

This method is intended to assess the applicant's motivation and preconditions for studies at the programme "Strategic Leadership towards Sustainability".

SELECTION CRITERIA



- Curriculum Vitae
- An essay explaining the applicant's interest in the programme, providing information about her or his relevant personal or professional experiences (maximum 5 pages, font size 12, double-spaced)
- 2 letters of reference (recommendations from two people who are familiar with the applicant's ability and skills)
- Higher education grades

SPECIFICATION OF SELECTION CRITERIA

Ranking of the applicants will be based on the relative qualification level as regards:

- Academic results at prior higher education studies
- Relevance of degree (and of courses included) for scientifically based studies at Master's level in strategic sustainable development
- Relevant professional experience
- Demonstrated interest in "Strategic Leadership towards Sustainability" (e.g. through choice of work, voluntary work, other community services or in other way)

HIGHEST TARIFF

A maximum of 8 points will be given, based on the following criteria:

1. Academic results at prior higher education studies:

- 2 points: very good results (i.e. a significant number of courses with grades well above average – e.g. 'first class' or 'pass with distinction')
- 1 point: good results (i.e. a significant number of courses with grades above average – e.g. 'second class upper division' or 'pass with credit')
- 0 points: weak or sufficient results (i.e. a significant number of courses with average grades or under – e.g. 'second class lower division' or 'pass')

2. Relevance of degree:

- 2 points: degree in science and/or engineering with a significant number of courses in environment, sustainability, geoscience and/or socio-cultural studies or degree in economics with a



significant number of courses in natural sciences, sustainability, engineering and/or socio-cultural studies

- 1 point: degree in social sciences or professional qualification with a significant number of courses in natural sciences or sustainability
- 0 points: degree in social sciences or professional qualification with few or no courses in natural sciences or sustainability

3. Relevant professional experience:

- 2 points: the equivalent of a total of 3 or more years' work or experience from voluntary work in areas assessed as relevant to the programme "Strategic Leadership towards Sustainability" by the programme admissions committee
- 1 point: the equivalent of a total of 1-3 years' work or experience from voluntary work in areas assessed as relevant to the programme "Strategic Leadership towards Sustainability" by the programme admissions committee
- 0 points: the equivalent of a total of less than 1 year's work or experience from voluntary work in areas assessed as relevant to the programme "Strategic Leadership towards Sustainability" by the programme admissions committee

4. Demonstrated interest in the programme "Strategic Leadership towards Sustainability"

- 2 points: Manifests a clear interest in the programme and clearly describes how the relevant professional experiences or the personal experiences are or may be relevant to sustainability
- 1 point: Manifests an interest in the programme and describes how the relevant professional experience or personal experiences are or may be relevant to sustainability
- 0 points: Manifests no interest in the programme and does not describe how the relevant professional experience or the personal experiences are or may be relevant to sustainability

WORKING METHOD

Applications that are accepted for examination based on the general admission requirements for the programme will be ranked according to the above by the programme admissions committee, consisting of teachers of the programme.



METHOD 10 Cancelled

METHOD 11 Cancelled

METHOD 12 Master's Programme in Engineering

GENERAL

This method is intended to assess the applicant's suitability for the Master's Programmes, among others in Electrical Engineering, Computer Science and Software Engineering.

SELECTION CRITERIA

Prior higher education and English.

SPECIFICATION OF SELECTION CRITERIA

The first step of the assessment process consists of an assessment of how relevant the field and specialisation of the applicant's prior degrees from a higher education institution or university are to specialisation of the programme applied for. The assessment is done in three categories: minimal relevance given the admission requirements = tariff 0, medium relevance = tariff 0.5, high relevance = tariff 1.

Finally the applicant's TOEFL and IELTS levels in English are standardized to a tariff between 0 and 1, where 0 is the minimal level for qualifying and 1 is the maximal level of the test. Applicants who are exempted from demonstrating their level of English through TOEFL/IELTS tests receive the tariff of 1.

These two values are added together to a total tariff that may vary between 0 and 2.

HIGHEST TARIFF

A maximum of 2 points are given, according to the description above.

WORKING METHOD

Applications that are accepted for examination based on the general admission requirements for the programme will be ranked according to the above. If all applicants with the lowest equal tariff cannot be offered a place, lots will be drawn.



METHOD 13 Digital Games, Digital Audio Production, Digital Visual Production

Description of the selection process

The selection is carried out in two steps:

1. Personal letter
2. Two tests measuring the non-verbal and verbal capacity respectively and an interview

Step 1

Personal letter

The personal letter should show the applicant's motivation, personal qualities that the applicant believes may be suitable for the programme and also why the applicant has chosen the programme at BTH. Instructions for the letter can be found as a standard form and is available via the Web site.

An assessment will be made of the applicant's motivation to apply for the programme, the personal qualities that the applicant refers to and why the applicant has chosen the programme. The criteria used for the assessment are partly the formal ones, partly the applicant's motivation, self-concept and interest in the programme. This is assessed on a scale from 0 to 3:

- 0 – the application does not meet the formal criteria (incomplete, not in time)
- 1 – approved application but the criteria 'motivation', 'self-concept' and 'interest' in the programme are not met sufficiently
- 2 – the criteria 'motivation', 'self-concept' and 'interest' in the programme are sufficiently met
- 3 – the criteria 'motivation', 'self-concept' and 'interest' in the programme are well met

An assessment group consisting of two teachers from respective programme will rate the letters, each independently. Then each applicant will be discussed so that the assessors may reach consensus concerning the assessment of points.

Applicants corresponding to 150 per cent of the programme places will be called in for tests and interviews.

Step two

Tests

The tests assess partly the applicant's non-verbal capacity and partly the capacity to formulate and structure a dramatic story.



The applicant's non-verbal capacity is tested through a collage test, which has been developed in the USA and which is used, among other places, at the Department of Psychology, Lund University. An assessment group consisting of eight third-year students from the degree programmes assesses each collage according to three criteria:

- how creative each assessor finds the collage - creativity
- how technically skilled the collage is made – technical skills
- the assessor's personal experience of the collage - aesthetic preferences

Each criterion is graded according to a scale from 1 to 7 and gives an average point on the basis of all of the assessors' grading.

The average point is then translated to a scale between 0 and 3 where 0=1, 1=2-3, 2=4-6, 3=7. The reason for a seven-point scale is that the assessment needs to be as nuanced as possible. The translation to the scale 0-3 is used so that the test will not be weighted higher than the verbal test below when the tests are added.

In the test of dramatic composition, an assessment is made of the capacity to formulate and structure a short dramatic story in the form of text and according to given instructions. An assessment group consisting of two teachers in dramaturgy will assess each story according to three criteria:

- capacity to formulate a dramaturgic structure (introduction of plot, deepening of plot, resolution)
- capacity to formulate a linguistic structure (reasonable linguistic usage)
- capacity to formulate an X factor – originality (personality, artistic level)

Each criterion is assessed according to the following steps:

- 0 – criteria not sufficiently met
- 1 – criteria sufficiently met
- 2 – criteria satisfactorily met
- 3 – criteria well met

The aggregate points for the two tests generate a total point from 0 to 6.

Interview

In the interview, the applicant's approach to three different prime areas will be assessed according to the following. The interview provides a further opportunity to examine whether the applicant's interest and level of ambition correspond to the potential of the pro-



gramme, possibility for the interviewers to ask about matters raised in the personal letter and also provide the applicant with possibility to obtain sufficient information about the programme.

The prime areas of the interview are

Approach to the programme and digital communication

- Obtained knowledge about the programme and the business
- Can motivate the application on reasonable grounds
- Has made the decision personally
- An understanding of the various perspectives consumer/producer within digital communication

Approach to other people

- Capacity to relate to other people
- Capacity to engage in meaningful dialogue
- Capacity to empathize with other people
- Has own close relationships (family/friends)

Approach to oneself

- Capacity to give a positive and nuanced self-image
- Capacity to reason about own positive and negative sides
- Capacity to assimilate the views and criticism of others
- Capacity to reason about oneself in relation to digital communication

The interviewers will first make a separate assessment individually and then reach consensus and briefly state the motives for the joint final assessment. The interview is weighted higher than the tests in the total assessment of step 2. The following scale will be used for the assessment of the applicant's approach to the programme and digital communication, approach to other people and approach to themselves:

- 0 – the applicant is assessed as unsuitable for the programme
- 3 – the applicant is assessed as less suitable for the programme
- 6 – the applicant is assessed as suitable for the programme
- 9 – the applicant is assessed as very suitable for the programme



Total assessment of step 2

The final assessment of the tests is added to the assessment of the interview, generating a total point from 0 to 15.

Ranking

The final ranking is carried out through an aggregate assessment of step 2.

METHOD 14 Master's Programme in Sustainable Product-Service System Innovation

GENERAL

This method is intended to assess the applicant's motivation and preconditions for studies at the Master's Programme in "Sustainable Product-Service System Innovation".

SELECTION CRITERIA

- Curriculum Vitae
- An essay explaining the applicant's interest in the programme, providing information about her or his relevant personal or professional experiences (maximum 5 pages, font size 12, double-spaced)
- 2 letters of reference (recommendations from two people who are familiar with the applicant's ability and skills)
- Higher education grades

SPECIFICATION OF SELECTION CRITERIA

Ranking of the applicants will be based on the relative qualification level as regards:

- Academic results from prior higher education studies
- Relevance of degree (and of courses included) for scientifically based studies at Master's level in sustainable product-service system innovation
- Relevant professional experience
- Demonstrated an interest in "Sustainable Product-Service System Innovation"

HIGHEST TARIFF

A maximum of 8 points is given, based on the following criteria:



1. Academic results from prior higher education studies:

- 2 points: very good results (i.e. a significant number of courses with grades well above average – e.g. 'first class' or 'pass with distinction')
- 1 point: good results (i.e. a significant number of courses with grades above average – e.g. 'second class upper division' or 'pass with credit')
- 0 point: weak or sufficient results (i.e. a significant number of courses with grades of average or under – e.g. 'second class lower division' or 'pass')

2. Relevance of degree:

- 2 points: engineering degree with a significant number of courses in environment, sustainability innovation, geoscience and/or socio-cultural studies or degree in industrial design or industrial economics with significant number of courses in natural sciences, sustainability, engineering and/or socio-cultural studies
- 1 point: other engineering degree or degree in industrial design or industrial economics with a number of courses with connection to sustainability or innovation
- 0 points: other engineering degree or other degree in industrial design or industrial economics with few or no courses in sustainability, innovation, environment or natural sciences

3. Professional experience:

- 2 points: an equivalent of a total of 3 or more years' work or experience of voluntary work in areas assessed as relevant to the Master's Programme in "Sustainable Product-Service System Innovation" by the programme admissions committee
- 1 point: an equivalent of a total of 1-3 years' work or experience of voluntary work in areas assessed as relevant to the Master's Programme in "Sustainable Product-Service System Innovation" by the programme admissions committee
- 0 point: an equivalent of less than 1 year of work or experience of voluntary work in areas assessed as relevant to the Master's Programme in "Sustainable Product-Service System Innovation" by the programme admissions committee

4. Manifested an interest in the Master's Programme in "Sustainable Product-Service System Innovation":

- 2 points: Manifests a clear interest in the programme and describes clearly how the relevant professional experience or the personal experiences are or may be relevant to system innovation from a sustainability perspective



- 1 point: Manifests an interest in the programme and describes how the relevant professional experience or the personal experiences are or may be relevant to system innovation from a sustainability perspective
- 0 point: Manifests no interest in the programme and does not describe how the relevant professional experience or the personal experiences are or may be relevant to system innovation from a sustainability perspective

WORKING METHOD

Applications that have been accepted for examination based on the general admission requirements for the programme will be ranked according to the above by the admissions committee of the programme, consisting of teachers from the programme.

METHOD 15 Master's Programme in Software Quality (co-op)

GENERAL

This method is intended to assess the applicant's suitability for the Master's Programme in Software Quality (co-op).

SELECTION CRITERIA

Prior higher education, professional experience and English.

SPECIFICATION OF SELECTION CRITERIA

An assessment is made of

- The relevance of the field and specialisation of the applicant's prior degrees from a higher education institution or university. The assessment is made according to three categories: minimal relevance given the admission requirements = tariff 0, medium relevance = tariff 0.5, high relevance = tariff 1.

- Level and knowledge of courses in Computer Science, especially within programming, algorithms, computer structures, operating systems and data communication.

The applicant's knowledge is standardized to a value between 0 and 1. Minimal relevance= tariff 0, medium relevance= tariff 0.5, high relevance= tariff 1.

- Level and knowledge of courses in Software Technology. This includes project management within software manufacturing, quality management, and verification and validation.



The applicant's knowledge is standardized to a value between 0 and 1. Minimal relevance= tariff 0, medium relevance=tariff 0.5, high relevance= tariff 1.

- Professional experience from software development within the industry, e.g. having worked with programming, program development, tests, quality management and project management.

The applicant's experiences are standardized to a value between 0 and 1. Minimal relevance= tariff 0, medium relevance=tariff 0.5, high relevance= tariff 1.

Finally the applicant's TOEFL and IELTS levels in English are standardized to a tariff between 0 and 1, where 0 is the minimal level for qualifying and 1 is the maximal level of the test. Applicants who are exempted from demonstrating their level of English through TOEFL/IELTS tests receive the tariff of 1.

The five values are added together to a total tariff that may vary between 0 and 5.

HIGHEST TARIFF

A maximum of 5 points is given, according to the description above.

WORKING METHOD

Applications that are accepted for examination based on the general admission requirements for the programme will be ranked according to the above. If all applicants with the lowest equal tariff cannot be offered a place, lots will be drawn.