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TRANSLATION

Admission Regulations

for first-, second- and third-cycle education
at Blekinge Institute of Technology

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I General information

According to the regulations set out in Chapter 6, Section 3 of the Higher Education Ordinance, admission regulations must be available at all universities. Admission regulations refer to the rules for basic higher education applied by the university in question, both with regard to applications, entry requirements, exemptions from entry requirements and selection, and with regard to how decisions regarding admission are taken and how decisions about entry requirements and exemptions from entry requirements are appealed.

These admission regulations include local rules that apply to admission within Blekinge Institute of Technology (BTH), as well as some of the national rules that govern the local regulations. For complete information on the regulations in place at the national level, please refer to the general regulations: The Higher Education Ordinance [*Högskoleförordningen*, HF] (SFS 1993: 100), the Statute Book of the Swedish Council for Higher Education [*Universitets- och högskolerådets föreskrifter*, UHRFS], and the Association of Swedish Higher Education Institutions [*Sveriges universitets- och högskoleförbund*, SUHF] National Admissions Assessment Group [*Nationella bedömningsgrupp för antagning*, NBA], which are reflected in the Qualification Assessment Handbook [*Bedömningshandboken*].

BTH is the admissions authority for all educations at BTH. All admissions to the first- and second-cycle level are made by the Academic and Administration Support Office. The person responsible for admissions and the decision-maker in these admission matters at BTH is the Head of the Academic and Administration Support Office. BTH also conducts third-cycle education. Decisions on admission to third-cycle education are taken by the respective dean at BTH.

At BTH, there is an Admissions Council for first- and second-cycle level education. The Admissions Council acts in an advisory capacity in cases where applicants apply to have prior learning acknowledged with the aim of being granted an exemption from the entry requirements. The Admissions Council includes three teacher representatives, a student, a study counsellor and the Head of the Academic and Administrative Support Office. An admissions officer is also attached to the Admissions Council and acts as the convenor. The Admissions Council is appointed by decision of the Vice-Chancellor.

2 Application

First- and second-cycle level: 2.1 - 2.5

Third-cycle level: 2.6

2.1 Application to the first- and second-cycle level

Anyone who wishes to be admitted to education at the first- or second-cycle level at the university college must report this at the time and in the order determined by the university college (HF Chapter 7, Section 4).

Applications must be submitted in the manner specified in the current application material and on BTH's website, bth.se/bth.se/eng/. Applicants are responsible for attaching the documents that the university college needs in order to be able to assess the applicant's fulfilment of entry requirements and assign merit ratings. The university college may request that applicants present original documents.

Application fees

According to the *Ordinance on Application Fees and Tuition Fees at Higher Education Institutions* (2010:543), the university college is obliged to charge an application fee for applicants who are not citizens of a state within the EEA or Switzerland (third-country nationals). Such applications are processed only after the paid application fee has been registered.

2.2 Online applications

Applications to programmes, single subject courses and summer courses are submitted via antagning.se/universityadmissions.se for coordinated national admission. Erasmus and collaboration agreement students apply via BTH's local application system. Some educations may have a different application procedure. In such case, this must be stated in the relevant application material. Decisions about this are taken by the Head of the Academic and Administration Support Office.

2.3 Application/selection for a course within programme

Application for courses and the selection of courses within a programme is conducted according to BTH's instructions. The last day to apply to select courses within programme is 15 May for an autumn semester and 15 November for a spring semester.

2.4 Application and supplementation period for programmes and courses

Application for educations at BTH must take place within the prescribed timeframe. For courses starting in the autumn semester, the last day to apply is normally 15 April, and 15 October is the deadline for courses starting in the spring semester. For master's programmes (60 or 120 credits) for which the language of instruction is English, the last day to apply for the autumn semester is normally 15 January, and 15 August is the deadline for the spring semester.

An application to courses or programmes can be supplemented. The deadline for providing supplementary information/qualifications is stated in the relevant application material and is the deadline by which documents supporting the application in terms of entry requirements and the assessment of qualifications must be received by BTH. Documents intended to substantiate supplementary qualifications must follow the guidelines specified on antagning.se/universityadmissions.se. Any supplementation deadlines for each admission round are specified by the Swedish Council for Higher Education.

For certain educations, other application and supplementation deadlines may apply. In such case, this is stated in the relevant application material. Decisions on other dates are taken by the Head of the Academic and Administration Support Office.

2.5 Late applications (applications received after the application deadline)

The application deadline is the date by which the application must be received by BTH.

In the event of late application, qualified applicants have the opportunity to be admitted, subject to the availability of places. Applications for educations that are received after the end of the application period are not assessed based on the applicant's qualifications. Instead, they are ranked according to the date on which the applicant submitted the application and proven fulfilment of the entry requirements for the options to which the applicant is applying.

2.6 Application to the third-cycle level

The announcement of vacant study places takes place on BTH's website and BTH's official bulletin boards.

Applications for third-cycle courses and study programmes can be made continuously throughout the academic year.

The application must contain the intended application form and the documents that the university needs to be able to assess the fulfilment of general and specific entry requirements.

3 Entry requirements

First- and second-cycle level: 3.1 - 0, 3.5 – 3.6, 3.8 - 3.10

Third-cycle level 3.4, 3.7

3.1 General entry requirements for admission to the first-cycle level

Provisions for general entry requirements are regulated in Chapter 7 of the Higher Education Ordinance, in the Statute Book of the Swedish Council for Higher Education UHRFS 2020:3, and in the NBA's recommendations in the Qualification Assessment Manual.

3.2 General entry requirements for admission to second-cycle degree programmes

General entry requirements for admission to the second-cycle level are regulated in Chapter 7 of the Higher Education Ordinance. Here it is stated that the main rule is that applicants must have a completed first-cycle degree of at least 180 higher education credits.

3.3 General entry requirements for second-cycle courses

Those who have completed education at the first-cycle level or have other circumstances that enable them to benefit from the education are considered to fulfil the general entry requirements for other education at the second-cycle level. (HF Chapter 7, Section 30).

3.4 General entry requirements for admission to the third-cycle level

General entry requirements for admission to the third-cycle level are regulated in Chapter 7 of the Higher Education Ordinance.

3.5 Specific entry requirements for admission to the first-cycle level

Chapter 7 of the Higher Education Ordinance sets out the stipulations for specific entry requirements. The Swedish Council for Higher Education's statutes on admission rules (UHRFS 2020:5) state which requirements for specific entry requirements shall apply to a degree programme that leads to a professional degree in accordance with HF, Chapter 7, Section 9.

Specific entry requirements for programmes are stated in the programme syllabus and are jointly determined by the deans and pro-vice-chancellor. Specific entry requirements for courses are established by the relevant dean and the course syllabus is determined by the relevant head of department. Applicable specific entry requirements are specified in the respective programme syllabus/course syllabus and on the programme pages/course pages on bth.se/bth.se/eng.

3.6 Specific entry requirements for admission to the second-cycle level

Specific entry requirements for programmes are stated in the programme syllabus and are jointly determined by the deans and pro-vice-chancellor. Specific entry requirements for courses are specified in the course syllabus. Courses are established by the relevant dean and course syllabi are determined by the relevant head of department. The applicable specific entry requirements are specified in the respective programme syllabus/course syllabus and on the programme pages/course pages on bth.se/bth.se/eng.

3.7 Specific entry requirements for admission to the third-cycle level

Specific entry requirements for admission to the third-cycle level are regulated in Chapter 7 of the Higher Education Ordinance. The specific entry requirements for third-cycle education at BTH are specified in the relevant general syllabus for each third-cycle subject.

3.8 Equivalence assessments of general and specific entry requirements

The rules and assessments defined in the "Qualification Assessment Handbook for Admission to Higher Education" are applied to all admission to degree programmes and courses made by UHR. For equivalence assessments that cannot be referred to the Qualification Assessment Manual, the case is referred to BTH for assessment. The Qualification Assessment Handbook is published [in Swedish, as *Bedömningshandboken*] at www.uhr.se.

3.9 Exemptions

In accordance with Chapter 7, Section 3 of the Higher Education Ordinance, exemptions from one or more of the entry requirements are examined during ongoing admission work, in cases where applicants do not fulfil an entry requirement.

For the first- and second-cycle level, applicants who do not fulfil the entry requirements can be granted an exemption if there are special reasons to do so. In the examination of this possibility, consideration is given to whether the applicant has the prerequisites to assimilate the education for which she/he is applying. For applicants with foreign preparatory education and who fulfil the general entry requirements (except the requirements related to Swedish language skills), an exemption regarding the Swedish language requirements is granted if the entirety of the education is provided in English and Swedish is not a specific entry requirement.

3.10 Prior learning

The university college has the opportunity to make individual assessments of the applicant's conditions for assimilating the education applied for without formally fulfilling the stated prerequisites. Such an assessment of the applicant's overall competence takes place in each individual case and for a specific educational occasion. An application for the assessment of prior learning in the form of education at the first- or second-cycle level must be made in accordance with the application instructions. The application must be received no later than the deadline for applications in the current admission round.

BTH accepts decisions taken by another admissions authority in which an applicant's prior learning has been judged to fulfil the general entry requirements for higher education.

If an applicant, based on her or his prior learning, has been assessed to fulfil the specific entry requirements for a certain education at another university, this assessment is normally accepted by BTH upon admission to an education with a similar content.

4 Selection

First- and second-cycle level: 4.1 - 4.8

Third-cycle level 4.9

Selection for education is implemented when it is not possible to offer all qualified applicants a place. This is done for educations at the first- and second-cycle level with the help of various types of merit ratings/grade averages depending on the type of education the application refers to and the background of the applicant. Applicants can belong to several selection groups in parallel and then participate in the selection within each group.

Based on the rules set out in Chapters 6 and 7 of the Higher Education Ordinance concerning entry to higher education, the following points 4.1 – 4.8 apply to selection for educations at the first- and second-cycle level at BTH.

4.1 Selection for education aimed at first-time university students

Grade-based groups

- BI Applicants with
 - final school grades from upper-secondary school
 - grades from upper-secondary qualification
 - grades from the upper-secondary school's vocational program that resulted in an upper-secondary vocational diploma, in combination with such grades from municipal adult education as fulfil the general entry requirements
 - grades from adult education at the upper-secondary level, if at least two thirds of the upper-secondary school credits refer to adult education at the upper-secondary level
 - grades from foreign education at the upper-secondary level, without supplementation
 - grades from foreign education at the upper-secondary level in combination with such grades from municipal adult education as fulfil the general entry requirements
- BII Applicants with
 - grades at the upper-secondary level supplemented with either grades from adult education at the upper-secondary level or with grades acquired through examination in upper-secondary school of those who are not students there
 - grades from foreign education with other supplements than those that prove fulfilment of the general entry requirements
- BF Applicants with
 - a certificate of fulfilment of the general entry requirements and a student assessment from a folk high school

As a first step, the places are distributed in relation to the number of qualified applicants in the grade group and the folk high school group. Then the places in the grade group are distributed in relation to the number of qualified applicants in BI and BII. Finally, the places in BII are reduced by a third, which is transferred to BI.

Swedish Scholastic Aptitude Test-based groups (Swe-SAT)

HP Swedish Scholastic Aptitude Test

Other applicants

ÖS Applicants who fulfil the entry requirements but lack a merit rating can only be accepted provided that all of the above groups have been offered a place.

DA Direct admission can take place in special cases, for example when someone has been granted a deferral of her/his study start.

For admissions to a degree programme, a maximum of 67% of the places must be distributed in a grade-based selection and a minimum of 33% in a test-based selection. Applicants who meet the requirements for several selection groups shall be included in all of them.

4.2 Selection for second-cycle degree programmes

During selection, the applicants' qualifications must be taken into account.

In the case of equivalent qualifications, applicants may be distinguished through tests, interviews or the drawing of lots. The university may decide on selection criteria and the distribution of places for each education (HF Chapter 7, Section 32).

Local rules

The selection criteria for previous higher education at the first- and second-cycle level and alternative selection (e.g., special examinations, professional experience or other experience that is particularly valuable for the education to which admission is sought and other factual circumstances for the education) may be used.

Decisions on which selection criteria are applied for a certain education are made by the Head of the Academic and Administration Support Office. If there is no decision to the contrary, the drawing of lots is used to distinguish between applicants with equal merit ratings. Examples of local methods that can be used to produce a merit rating for alternative selection can be found in Annex 1 - Alternative Selection.

Selection criteria and place distribution must be specified in the application information.

In the case of selection based on previous education, the number of approved higher education credits at the first- and second-cycle level up to and including the application deadline is counted.

In the case of alternative selection, information on the selection process and selection criteria must be provided in the application information for each education on www.bth.se.

Selection groups at the second-cycle level

Depending on the selection criteria and selection method, the applicants are placed in different selection groups.

For second-cycle level educations, the following selection groups are used (variants may occur):

HPAV -Number of completed higher education credits

MBA - Alternative selection group based on academic qualifications and work experience

MPSL - Alternative selection group based on academic qualifications, motivation letter, curriculum vitae (CV) and letter(s) of reference

PG - Place guarantee

DA- Direct admission

SA - late application, may be given a place after all qualified applicants who submitted their applications in time have been given a place

4.3 Selection for single subject courses for which entry requirements are maximum upper-secondary courses

Grade-based groups

- BI Applicants with
 - final school grades from upper-secondary school
 - grades from upper-secondary qualification
 - grades from the upper-secondary school's vocational program that resulted in an upper-secondary vocational diploma, in combination with such grades from municipal adult education as fulfil the general entry requirements
 - grades from adult education at the upper-secondary level, if at least two thirds of the upper-secondary school credits refer to adult education at the upper-secondary level
 - grades from foreign education at the upper-secondary level, without supplementation
 - grades from foreign education at the upper-secondary level in combination with such grades from municipal adult education as fulfil the general entry requirements
- BII Applicants with
 - grades at the upper-secondary level supplemented with either grades from adult education at the upper-secondary level or with grades acquired through examination in upper-secondary school of someone who is not a student there
 - grades from foreign education with other supplements than those that prove fulfilment of the general entry requirements
- BF Applicants with

- a certificate of fulfilment of the general entry requirements and a student assessment from a folk high school

As a first step, the places in the grade-based selection are distributed in relation to the number of qualified applicants in the grade group and the folk high school group. Then the places in the grade group are distributed in relation to the number of qualified applicants in BI and BII. Finally, the places in BII are reduced by a third, which is transferred to BI. In accordance with the Higher Education Ordinance (Chapter 7, Section 17), priority may be given to applicants who are already students at the university.

Swedish Scholastic Aptitude Test-based groups (Swe-SAT)

HP Swedish Scholastic Aptitude Test

Other applicants

ÖS Applicants who fulfil the entry requirements but lack a merit rating can only be accepted provided that all of the above groups have been offered a place.

DA Direct admission can take place in special cases, for example when someone has been granted a deferral of her/his study start.

For admissions to single subject courses, a maximum of 67% of the places must be distributed in a grade-based selection and a minimum of 33% in a test-based selection. Applicants who meet the requirements for several selection groups shall be included in all of them.

4.4 Selection for single subject courses for which entry requirements are higher education credits

For courses that require higher education credits, applicants are ranked according to their higher education credits.

HPGR Higher education credits (from 1 up to 165 higher education credits) for courses at the first-cycle level

HPGR Higher education credits (from 30 up to 285 higher education credits) for courses at the second-cycle level

DA Direct admission can take place in special cases, for example when someone has been granted a deferral of her/his study start

Selection is made based on the total completed points as of the deadline for admissions in an admission round.

For a maximum of one-third of the places in an education, selection can also be made based on selection criteria determined by BTH (Chapter 7, Sections 13, 23 and 26 of the Higher Education Ordinance). The selection criteria may consist of knowledge, work experience or other experience

that is particularly valuable for the course to which admission is sought. Current information on selection criteria for each course can be found in web-based registration material on www.bth.se.

4.5 Late applications and post-selection applications

Late applications refer to applications received after the application deadline but before the last selection. Post-selection applications refer to applications received after the application deadline and after the last selection. Late applications and post-selection applications compete based solely on the date on which the applications are received. This means that late applications have priority over post-selection applications.

SA Late applications, in chronological order based on the date on which the application is received

EA Post-selection applications, in chronological order based on the date on which the application is received

4.6 Individual assessment

Under the Higher Education Ordinance (Chapter 7, Sections 16 and 27), in individual cases the university college may deviate from the provision on selection criteria by implementing individual assessment.

However, individual assessment may only take place if the applicant's merits cannot be assessed in an appropriate manner according to the selection criteria contained in the Higher Education Ordinance and if applicants have special prerequisites for the education in the form of previous education, work experience or other circumstances.

The applicant must submit a written application for individual examination, together with grades, certificates and other relevant documents, to Blekinge Institute of Technology, Academic and Administration Support Office, 371 79 Karlskrona or via the e-mail address antagning@bth.se.

4.7 In the event of equal merit ratings

If two or more applicants for an application option at the first- or second-cycle level have the same merit rating, selection may be made by drawing lots.

4.8 Selection for elective courses within programme

Selection for elective courses within programme is made by counting the number of completed higher education credits in the education as of the deadline for applications.

In the event of equal merit ratings, lots are drawn.

4.9 Selection for the third-cycle level

The basis for selection among those who fulfil the entry requirements for admission to third-cycle education shall be the degree of ability to assimilate the education.

When it is used, selection is conducted via an overall assessment of the applicant's qualifications, as well as (where necessary) interviews of the applicants who fulfil 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 can specify in greater detail which selection criteria apply within the framework of what is stated in the admission regulations.

5 Merit rating

5.1 Grades

Regulations for the assessment of grades have been established by the Swedish Government (SFS 1993:100). Information is available at www.uhr.se and at www.antagning.se. Detailed information can be found in the Qualification Assessment Handbook for Admission to Higher Education.

5.2 Higher education credits

Merit ratings are counted from 1 up to 165 higher education credits for courses at the first-cycle level, where more higher education credits result in the same merit rating as for 165 credits. Merit ratings are calculated from 30 up to 285 higher education credits for courses at the second-cycle level. More than 285 higher education credits result in the same merit rating as for 285 credits. In the merit assessment, no distinction is made between higher education credits from a single subject course and higher education credits from courses within programmes.

Credits from Engineering foundation year programme and Higher Vocational Education Programmes (KY/YH programmes) do not result in a merit rating.

6 Admission

First- and second-cycle level: 6.1- 6.6

Third-cycle level 6.7

BTH has commissioned the Swedish Council for Higher Education to undertake responsibility for admission to most of the university's programmes and single subject courses. Admission to other programmes and courses is conducted locally. All admissions to BTH are coordinated in a national admission decision that is sent to the applicant, with the exception of admission rounds that are handled locally.

Courses and degree programmes can be cancelled if there are too few qualified applicants or in the event of other unforeseeable circumstances.

In order to retain her/his place as admitted or reserve in an admission round with a response requirement, the applicant must accept the place in accordance with the instructions in the admission decision. If a response is received too late, the applicant will be removed from the offered place.

6.1 Number of places

Prior to each admission round, the Vice-Chancellor determines a budgeted number of places is determined for each single subject course and programme. A so-called excess admission is decided by the Head of the Academic and Administration Support Office, if necessary, in consultation with the programme organisation and directors of studies. This means that when an admitted applicant declines a place, this does not always lead to a waiting list applicant being offered the place.

6.2 Admission from waiting list

The admission of waiting list applicants to degree programmes and single subject courses is carried out locally at the university college after the last selection.

6.3 Admission to a later part of a programme

Applicants can be admitted to a later part of a programme, subject to availability and only if all admission requirements are met. Admissions to a later part of a programme are made at the end of the semester, unless there are special reasons to do otherwise. Applications for admission to a later part of a programme are submitted via the student portal on the university college's website using the designated e-form.

6.4 Place guarantee for engineering educations

Students who have successfully completed the Engineering foundation year programme at BTH with passing grades are offered a place guarantee in one of the engineering programmes at BTH, in accordance with the *Ordinance on Qualifying and Introductory University Education* (2018: 1519). The place guarantee applies as long as the admission requirements do not change and provided that the application is submitted no later than the application deadline and that the studies have been completed no later than the specified supplementation deadline for the admission round in question.

Applicants from the Leonardo advanced mathematical education track at the Ehrens värdska upper-secondary school in Karlskrona are offered a place guarantee in one of the engineering educations at BTH. The place guarantee applies provided that the applicant fulfils the general and specific entry requirements for the engineering programme to which admission is sought and that the applicant's upper secondary qualification includes passing grades in mathematics courses at BTH comprising 30 higher education credits and that the applicant has also participated in an additional course in mathematics of 7.5 higher education credits.

6.5 A maximum of 45 higher education credits

Admission can include a maximum of 45 higher education credits per semester and applicant in a selection. A student may not be registered for more than 45 higher education credits per semester. Exemptions to this rule can be made after a written application to the university college. Such an application must contain documents that demonstrate a particularly good ability to assimilate higher education.

6.6 Conditional admission

In some cases, so-called conditional admission is applied. This means that a decision on admission only applies if the admission requirements are fulfilled by no later than the day on which the education commences. In these cases, fulfilment of the entry requirements is verified by BTH's admission officers. For example, conditional admission is applied when the admission requirements consist of a course that takes place during the admission round and which is expected to be completed before the education to which admission is sought is scheduled to begin. These terms do not apply to ongoing courses at the upper-secondary level.

Conditional admission is also applied with the support of the *Ordinance (2010: 543) on Application Fees and Tuition Fees at Higher Education Institutions*. In order to be admitted to the education, a tuition fee-paying applicant must pay the tuition fee no later than the date determined by the university college.

6.7 Admission to the third-cycle level

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

The deans of the university college determine the subjects in which third-cycle education are arranged, as well as the cases in which admission to third-cycle education may refer to education that leads to a licentiate degree.

7 Decisions

First- and second-cycle level: 7.1

Third-cycle level (technical disciplinary research domain): 7.2

7.1 Decision on admission to the first- and second-cycle level

Blekinge Institute of Technology has an Admissions Council. The Admissions Council advises on admissions matters concerning prior learning and exemptions from the entry requirements. The decision-maker is the Head of the Academic and Administration Support Office.

Decisions regarding prior learning and exemptions from the entry requirements are handled by the Academic and Administration Support Office.

Admission decisions refer only to admission. For example, in the case of admission to degree programmes at the second-cycle level, the entry requirements are often a subset of the requirements that apply to the awarding of a degree. The admission decision does not mean that these requirements are automatically met. Especially not if any exemption to the entry requirements has been made.

The Vice-Chancellor determines the distribution of study places within the university's funding agreement targets. The Vice-Chancellor decides on the number of places in all courses and programmes.

7.2 Decisions regarding admission the third-cycle level

Decisions on admission to third-cycle education are taken by the respective dean.

8 Notice of admission

First- and second-cycle level: 8.1

Third-cycle level 8.2

8.1 Notice of admission to the first- and second-cycle level

Decisions regarding the admission of applicants to an education are taken after assessment in accordance with the entry requirements and selection rules and procedures outlined above. For an applicant who has submitted her/his application online, the corresponding admission decision is published/displayed on the applicant's "*Mina sidor*" ["My Pages"] at antagning.se/universityadmissions.se When an admission decision is published online, the applicant will receive an e-mail notification of this. For admission decisions that require a response in order to retain the offered place/waiting list number, the applicant must respond to her/his admission decision within the prescribed timeframe.

In short, in the so-called "national admission decision" process, all applications for university studies are examined in comparison with each other. This means that the applicant, in connection with her/his response to her/his admission decision, must prioritise which education option(s) she/he wishes to pursue. Further information on how this is done can be found in the national admission decision and at antagning.se/universityadmissions.se.

8.2 Notice of admission to the third-cycle level

The admission decision must include information about:

- Admission to a third-cycle subject
- Start date for the third-cycle studies

- The degree to which the studies pertain
- The respective names of the examiner, principal supervisor and supervisor.

The decision is sent to those concerned.

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

9 Study start

First- and second-cycle level: 9.1 - 9.2

Third-cycle level 9.3

9.1 Study starts for the first- and second-cycle level

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

9.2 Registration

Applicants who have been admitted to a programme/course at the first-cycle or second-cycle level must register to claim their place. Dates and rules for registration and for the last day of registration are announced in the Student Portal.

9.3 Study start at the third-cycle level

The date for starting the studies at the third-cycle level must be stated in the admission decision.

10 Appeals

Decisions regarding the fulfilment of entry requirements for the first- and second-cycle level can be appealed. For information about which other decisions taken at higher education institution can be appealed to the Higher Education Appeals Board, please refer to Chapter 12 of the Higher Education Ordinance. Any appeal must be made in writing and submitted to the Higher Education Appeals Board. The appeal must be lodged no later than three weeks after the receipt of the admission decision. See www.uhr.se.

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

For decisions in the local admission process and courses in ongoing programmes at BTH, the appeal should be e-mailed to registrator@bth.se

Appeals regarding local admission decisions can also be sent by post to:

The Higher Education Appeals Board

Registrar

371 79 Karlskrona

The Higher Education Appeals Board is an authority whose task is to examine appeals against certain decisions made in the higher education sector and the post-secondary vocational education and training sector. The Appeals Board is the final decision-making body in these cases. This means that it is not possible to appeal the decision of the Appeals Board. See also www.onh.se.

Annex I - Alternative Selection

General information

Special selection means that one or more of the selection criteria

1. grades
2. the Swedish Scholastic Aptitude Test
3. other special tests
4. previous education
5. work experience
6. special reasons

is/are weighed together according to any method that results in a merit rating. The methods applied by the university are reported below.

The method descriptions must contain the following:

- Overall purpose
- Which of the selection criteria 1-6 are to be applied
- A specification of the selection criteria used
- The highest merit rating and number of merit rating steps for each selection criterion
- The relative importance of the selection criteria used
- Working method

Prior to each admission round, the Head of the Academic and Administration Support Office, in consultation with the programme organisation, determines which application options are to use special selection, the number of places to be filled via special selection, which method is to be used for each application option, and which person decides on merit ratings.

Method descriptions

METHOD 1 General method

GENERAL

This method is simple and has a high degree of legitimacy and legal certainty. It works when the applicants are expected to have a similar educational background.

SELECTION CRITERION

Previous education.

CLARIFICATION OF SELECTION CRITERION

Only the number of completed higher education credits that applicants have documented in connection with their application will be considered. Foreign credits are recalculated according to guidelines from the Swedish Council for Higher Education.

HIGHEST MERIT RATING

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

WORKING METHOD

The selection can largely be done by machine. If not all applicants with the same minimum merit rating can be offered a place, a draw will be made.

METHOD 2 The MBA Programme

GENERAL

This method is intended to assess the applicant's suitability for pursuing studies in the MBA programme.

SELECTION CRITERIA

Previous education and work experience.

CLARIFICATION OF SELECTION CRITERIA

The first step consists of an assessment of the applicant's previous degrees from a college or university. If the applicant has a Swedish bachelor's degree or a comparable degree from a foreign university, an assessment is made of the education's subject relevance, using three categories: no relevance = merit rating 0, little relevance = merit rating 0.5, high relevance = merit rating 1.

In the next step, the applicant's work experience is assessed according to the same scale as above. Finally, the two merit ratings are added up, resulting in a total merit rating that can be between 0 and 2.

The merit ratings are ascribed as follows. Education: Degree of Master of Science in Engineering, Master's degree (120 credits) = 1 point. Master's degree (60 credits) = 0.5 points. Bachelor's degree = 0 points.

Work experience: Experience of project management, business management, budget responsibility, personnel responsibility = 1 point. Experience of participating in projects, development work = 0.5 points. None of the above = 0 points.

HIGHEST MERIT RATING

The merit rating is based on an assessment of the applicant's previous education and work experience, in order to assess the applicant's capacity to assimilate the education. The assessments for the two selection criteria are added up, resulting in an overall merit rating between 0 and 2.

WORKING METHOD

If not all applicants with the same minimum merit rating can be offered a place, a draw will be made.

METHOD 3 Master's programme (60 credits) in Strategic Leadership for Sustainability

GENERAL

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

SELECTION CRITERIA

- University grades
- Curriculum Vitae
- An essay that explains the applicant's interest in the programme and provides information about her/his relevant personal or professional experience (maximum 2 500 words)
- 2 letters of reference (recommendations from two people familiar with the applicant's abilities and skills)

CLARIFICATION OF SELECTION CRITERIA

The ranking of the applicants will be based on the relative level of qualification regarding:

- Academic results in previous university studies
- Relevance of previous higher education studies for science-based studies at the master's level (60 credits) in strategic sustainable development
- Relevant work experience
- Demonstrated interest in strategic leadership for sustainability (e.g., through job choices, volunteer work, other community service or in other ways)

HIGHEST MERIT RATING

A maximum of 8 points are awarded, based on the following criteria:

1. Academic results in previous university studies:

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

2. Relevance of previous higher education studies:

- 2 points: previous studies include scientific foundations and research methodology within the fields of both natural sciences/technology and social sciences, applied to studies of sustainability challenges and related strategic opportunities for companies, municipalities and other organisations.
- 1 point: previous studies include scientific foundations and research methodology within the fields of natural sciences/technology or social sciences, applied to studies of sustainability challenges and related strategic opportunities for companies, municipalities and other organisations.
- 0 points: previous studies are weak in terms of their scientific foundations and research methodology.

3. Relevant work experience:

- 2 points: corresponding to a total of 3 or more years of work or volunteering experience in areas that the programme’s admission committee deems relevant to strategic leadership for sustainability
- 1 point: corresponding to a total of 1-3 years of work or volunteering experience in areas that the programme’s admission committee deems relevant to strategic leadership for sustainability
- 0 points: corresponding to a total of less than 1 year of work or volunteering experience in areas that the programme’s admission committee deems relevant to strategic leadership for sustainability

4. Demonstrated interest in the Strategic Leadership for Sustainability programme:

- 2 points: expresses a strong interest in the programme and its main field of study, clearly substantiated by professional experience and personal experience.
- 1 point: expresses interest in the programme and its main field of study, clearly substantiated by professional experience and personal experience.
- 0 points: expresses no interest in the programme and its main field of study, and neither professional experience nor personal experience demonstrate such interest.

WORKING METHOD

Applications that have been accepted for review based on the prerequisites for the programme are scored as above by the programme's admissions committee, consisting of the programme coordinator and at least two additional teachers within the programme. The ranking is based on total points.