



Admission procedure for education at first and second cycle level at the Swedish Defence University

Governing document	
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Brief summary	Rule description for admission to education at first and second cycle level at the Swedish Defence University.



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1 Introduction

This admission procedure is in accordance with Chapter 2 section 2 of the Higher Education Ordinance (SFS 1993:100) approved by the Board of the Swedish Defence University. The admission procedure covers education at first and second cycle levels. Participants in contract education are not covered by the admissions procedure, see regulations regarding contract education at universities and colleges (SFS 2002:760).

1.1 *Statute texts regulating admission*

General provisions for admission to education at first and second cycle are determined by the government in the Higher Education Ordinance chapter 7 (HF chapter 7). The Swedish Council for Higher Education (UHR) has, pursuant to the authorisation in HF chapter 7, issued regulations regarding basic qualifications and selection (UHRFS 2013:1) and regulations regarding area qualifications (UHRFS 2013:2).

Special provisions can be found in the Swedish Defence University regulation (SFS 2007:1164).

1.2 *Decision making procedures*

Decisions on admission questions including admission to a later part of programme as well as notifications received late are taken by the acting head of the Research education and student department (Bitr C FUS) as delegated by the university director. For questions regarding exemptions/equivalence assessment (validation of prior learning) from the general entry requirements in accordance with the Higher Education Ordinance and the specific entry requirements referring to theoretical knowledge from upper secondary school or equivalent, the decision is also delegated to Bitr C FUS or equivalent. If needed, the respective department responsible for the course or alternatively the programme coordinator should be consulted. When applying for exemption/equivalence assessment from the specific entry requirements not related to theoretical knowledge from upper secondary school or equivalent, the decision is taken in collaboration with the respective institution and/or programme coordinator. An applicant who has been granted an application for exemption/ equivalence assessment is treated as qualified in the relevant admission round. For questions of deferment of and approved leave from studies the decision is taken by Bitr C FUS in accordance with the Swedish Council for Higher Education's regulation UHRFS 2013:3 as well as the regulation amending UHRFS 2016:1 regarding deferment of and approved leave from studies.



2 Registration

The Higher Education Ordinance stipulates that those wishing to be admitted to education should register within the time and in the order prescribed by the University.

2.1 Registration for the Swedish Defence University

The last day of registration for the autumn semester is April 15 and for the spring semester October 15. Last day of registration for the Officer's Programme is specified in the respective registration material and at www.fhs.se. If there are any special reasons, the Vice Chancellor can decide other registration dates.

The responsibility to ensure that the registration, qualification documents and replies are submitted in time lies with the applicant. Registrations or supplements to registrations received after the prescribed date are treated as if they arrived in time if the applicant can prove there are special reasons for the delay. The reasons should be attributable to circumstances beyond the applicant's own control and the possibility of anticipating. A courier's delay in submission or failures in post or data processing do not represent such reasons.

3 Admission

3.1 General admission rules for the Swedish Defence University's educational programmes

3.1.1 Entry requirements

In order to be admitted to higher education, applicants must comply with the general entry requirements in accordance with HF Chapter 7 sections 5-6, 24, 28-30. In addition to the general entry requirements, there may also be specific entry requirements.

The respective responsible department at the Swedish Defence University stipulates any specific entry requirements for the programme in question. Provisions for specific entry requirements are stipulated in Chapter 7 sections 8-11, 25, 31 of HF and in the Swedish Defence University's ordinance (2007:1164). If there are special reasons, the Swedish Defence University can in accordance with Chapter 7 section 3 of HF decide on exemptions/equivalence assessment from one or more qualification requirements. Exemptions/equivalence assessment shall be made if the applicant is in a position to take the programme applied for without complying with the entry requirements (see Chapter 1.2).



In support of the assessment of qualification for Swedish and foreign upper secondary education, the Swedish Defence University uses assessment manuals. These have been developed and prepared by a working group appointed by the Association of Swedish Higher Education Institutions, SUHF, and they represent, in addition to the Higher Education Ordinance and UHR's regulations, the basis for admission to education at first and second cycle level.

3.1.2 Selection

If the number of qualified applicants exceeds the number of places on a programme, a selection must be made. How this is done is stipulated in chapter 7 of HF as well as in the Swedish Defence University's regulations (2007:1164).

3.2 Admission rules for educations starting at first cycle level and that are aimed at beginners

3.2.1 Entry requirements

In order to be admitted to education at first cycle level, the applicant must comply with the general entry requirements¹ in accordance with HF chapter 7 sections 5-6. Any requirements for specific entry requirements are presented in the relevant programme catalogue/www.fhs.se.

3.2.2 Selection

Selection for education starting at first cycle level and aimed at beginners shall be done through upper secondary school grades, the Swedish Scholastic Aptitude Test as well as the university's specified selection criteria (HF chapter 7 sections 12-13).²

Places for courses and degree programmes at first cycle level aimed at beginners must in accordance with HF chapter 7 sections 12-13 be distributed according to the following selection criteria:

1. at least one third on the basis of grades
2. at least one third on the basis of the results of the Swedish Scholastic Aptitude Test
3. no more than one third on the basis of the university according to specified selection criteria

¹ For entry requirements for the Officer's Programme, see chapter 3.6.

² does not apply to the Officer's Programme see chapter 3.6.



If alternative selection criteria are not used to the full extent the unused parts are added to the grade selection.

Decisions on alternative selection criteria must have been notified by the department responsible for the education to the Student and Education department at the latest on the last notification date for the education in question.

3.3 Admission rules for education starting at first cycle level and that is aimed at others than beginners

3.3.1 Entry requirements

In order to be admitted to education at first cycle level that is aimed at others than beginners, the applicant must comply with the general entry requirements in accordance with HF chapter 7 sections 5-6 and 24.

In addition to the general entry requirements, there may also be specific entry requirements. Specific entry requirements for educations starting at first cycle level that are aimed at others than beginners can be made up from knowledge from courses in the upper secondary school, knowledge from university courses and other conditions relevant to the education.

Applicants who at the time of notification do not meet the requirement for specific entry requirements, which is expressed as knowledge from university courses, can be admitted with the condition that the entry requirement is met at the latest at the start of the education if nothing else is stipulated.

The responsible department must check that the entry requirements have been met.

3.3.2 Selection

Selection criteria for educations starting at first cycle level and aimed at others than beginners are upper secondary school grades, the Swedish Scholastic Aptitude Test, earlier exams as well as the university's specified selection criteria (HF chapter 7 sections 26-27).

The university can decide which of the selection criteria school grades, result of the Swedish Scholastic Aptitude Test, earlier exams as well as alternative selection criteria it wishes to make use of. The university also decides on the distribution of places between the different selection criteria.

Different selection criteria can be used in combination with each other.



3.4 Admission rules for degree programmes starting at second-cycle level

3.4.1 Entry requirements

General entry requirements for admission to degree programmes leading to a general qualification or a qualification in the arts at second-cycle level is a degree at first cycle level of at least 180 credits or equivalent foreign degree. An applicant may be granted exemption from the requirement for a degree if the requirements for the degree have been fulfilled, but diplomas have not yet been issued (HF chapter 7 section 28). Applicants who have not fulfilled the requirement for a degree can also be admitted on condition that the entry requirements are fulfilled no later than three weeks after the start of the education. The responsible department must check that the entry requirements have been met.

In addition to the general entry requirements, there may also be specific entry requirements. The specific entry requirements may consist of knowledge from university courses and other conditions relevant to the education.

Applicants who at the time of notification do not meet the requirement for special qualifications, which is expressed as knowledge from university courses, can be admitted with the condition that the entry requirement is met at the latest at the start of the education if nothing else is stipulated.

The responsible department must check that the entry requirements have been met.

3.4.2 Selection

Selection criteria for degree programmes at second-cycle level are upper secondary school grades, the Swedish Scholastic Aptitude Test, previous education as well as the university's specified selection criteria (HF chapter 7 sections 26-27).

The university can decide which of the selection criteria school grades, the result of the Swedish Scholastic Aptitude Test, earlier exams as well as alternative selection criteria it wishes to make use of. The university also decides on the distribution of places between the different selection criteria. Different selection criteria can be used in combination with each other.



3.5 Admission rules for courses at second-cycle level

3.5.1 Entry requirements

Anyone who has completed education at first-cycle level or in any other way has met the conditions required to assimilate the education has the general entry requirements for admission to courses at second-cycle level.

In addition to the general entry requirements, there may also be specific entry requirements. The specific entry requirements may consist of knowledge from university courses and other conditions relevant to the education.

Specific entry requirements for admission to courses at the second-cycle level at the Swedish Defence University are specified by the department. Applicants who at the time of notification do not meet the requirement for specific entry requirements can be admitted with the condition that the entry requirement is met at the latest at the start of the education if nothing else is stipulated. Maximum 30 credits from the closest underlying course within the actual subject can be conditional. To be conditionally qualified, the last university credits achieved may not be older than two semesters.

The responsible department must check that the entry requirements have been met.

3.5.2 Selection

Selection criteria for courses at second-cycle level are upper secondary school grades, the Swedish Scholastic Aptitude Test, previous education as well as the university's specified selection criteria (HF chapter 7 sections 26-27).

The university can decide which of the selection criteria school grades, the result of the Swedish Scholastic Aptitude Test, earlier exams as well as alternative selection criteria it wishes to make use of. The university also decides on the distribution of places between the different selection criteria. Different selection criteria can be used in combination with each other.



3.6 Admission rules for the Officer's programme majoring in War Studies, Naval War Studies and Military-Technology

3.6.1 Entry requirements

Applicants for the Officer's Programme majoring in War Studies, Naval War Studies and Military-Technology shall meet the general entry requirements in accordance with Chapter 7 sections 5-6 of the Higher Education Ordinance.

In addition to the general entry requirements there is also a requirement in accordance with chapter 4 section 3 first paragraph of the Swedish Defence University's regulations that the applicant:

- is a Swedish citizen
- has completed basic military training in accordance with the Act (1994:1809) on national service or equivalent military training³
- has undergone security testing and meets the requirements of the Security Protection Act (1996:627) and the Security Protection Regulation (1996:663)⁴ and
- has been deemed suitable for education by the Swedish Defence University (see appendix 1).

The Swedish Defence University decides on specific entry requirements for the Officer's Programme. Provisions for specific entry requirements are stipulated in Chapter 7 section 8-9 of the Higher Education Ordinance and in chapter 4 section 4 of the Swedish Defence University's regulations. Specific entry requirements require that the applicant:

- proves demonstrated aptitude for the Officer's Programme during military basic training or equivalent military training with the lowest grade Yes-2-2 (in accordance with R GU 2018) or equivalent from 2017 or earlier (Yes-5-5 or pass, see chapter 3.6.2)
- meets prescribed medical requirements (for detailed regulations see appendix 2)
- meets prescribed physical tests (for detailed regulations see appendix 2)
- has pass results from the upper secondary level courses specified in the

³ Equivalent military basic training is for example; cadet training (Asp U) or basic military training (GMU) together with supplementary military training (KMU)/preparatory officer courses (FOK) or together with service in a UN intervention organisation for at least 9 months (12 months including GMU) or basic training (GU) from 2016 for at least 270 days or basic training with specialisation (GU/SI) for at least 180 days including officer training or basic training together with service in a UN intervention organisation for at least 9 months.

⁴ With effect from 01/04/2019: the Security Act (2018:585) and the Security Protection Regulation (2018:658)



respective department's programme syllabus

- have approved results on the enrolment test⁵.

3.6.2 Selection and merit rating

In respect of admission to the Officer's Programme, the Swedish Defence University in accordance with the Swedish Defence University's regulations (2007:1164) chapter 5 section 4 second paragraph can decide on exemptions from the ordinary three selection criteria mentioned in point 3.2.2.

The Swedish Defence University has therefore decided that for the Officer's Programme majoring in War Studies, Naval War Studies and Military-Technology the following selection criteria shall apply:

- grades from military basic training (VO)
- results from suitability assessment (LB)
- upper secondary school grades (GB)

A balance of these is the basis for the assessment of qualifications for applicants who received results 1, 2, or 3 from the suitability assessment (see chapter 3.6.3).

Grades (VO)

The applicant is responsible for ensuring that grade certification is received by the Swedish Defence University within the specified time.

Grades from military basic training with effect from 2018 (in accordance with R GU 2018)

Pass grades expressed as minimum Yes-2-2. The grades are converted into points according to table 1.

Grades from military basic training (national service or cadet training, AspU)

Pass grades are at least Yes-5-5 or alternatively X-5-5 or alternatively 10-5-5. The grades are converted into points according to table 1.

Grades from supplementary military training/preparatory officers courses (KMU/FOK)

The grades are set on a three-point scale. Pass grades are expressed as passed (G) or passed with distinction (VG). The grades are converted into points according to table 1.

Applicants with ongoing basic training are awarded 10 merit points.

⁵ Lowest value for a pass is 6 on a scale of 1-9 where 9 is the highest



Table 1

Grades	Grades certificate	Points
Basic training with effect from 2018: Yes-2-2 to Yes-3-2/Yes-2-3	Pass	10
Basic training with effect from 2018: Yes-3-3 to Yes-4-4	Pass with distinction	15
National service or AspU: X-5-5 to 7-7	Pass	10
National service or AspU: X- 7-8 to 10-10	Pass with distinction	15
GMU + service, ongoing Basic training	Pass	10
GU 2016 and 2017 + service	Pass	10
KMU/FOK	Pass	10
KMU/FOK	Pass with distinction	15

Suitability assessment (LB)

Prior to admission to the Officer's Programme majoring in War Studies, Naval War Studies and Military-Technology, the Swedish Defence University conducts examinations and tests as a further basis for assessing the applicant's ability to complete the educational programme and the individual's suitability for the officer profession. These examinations and tests form the basis of the assessment of suitability. Results from suitability assessment are reported in figures from 0-3. The results are converted into points according to table 2.

Table 2

Suitability assessment	Points
0	Not qualified
1	1
2	20
3	40

Upper secondary school grades (GB)

Final school grades are awarded a merit rating between the values of 9.00 and 22.50 in accordance with the Assessment manual for admission to higher education.



3.6.3 Assessment of qualifications model

For applicants who have received results from the suitability assessment with values 1, 2 or 3, the merit value will be the added total of the points from the three parts; final school grades, grades and suitability assessment (merit rating = GB+VO+LB). This means a lowest merit rating of 20.00 points and the highest merit rating of 77.50 points.

4. Admission, deferment of and approved leave from studies

4.1 Admission decision

Applicants, at both the first-cycle level and second-cycle level as well as applicants for the Officer's Programme, receive an admission decision showing whether the applicant is admitted, placed on a waiting list or declined. The admission decision applies as the Swedish Defence University's decision. The decision is generated mechanically via the national admission system NyA, as soon as possible following the respective selection.

Information regarding how and when the answer should be received by the Swedish Defence University at the latest is stipulated in the admission decision. No answer or a late answer means that the applicant loses the place.

4.2 Admission from waiting list

If, following the normal admission there are vacant places left for the educational programme, the admission round ends with admission from waiting list. This is ongoing as long as it is possible with regard to the educational programme. Primarily, applicants are admitted in sequence according to the acceptance list of qualified applicants.

Applicant on waiting list shall be admitted from the selection group where a place has become vacant. If there are no applicants in the selection group in question, applicants shall be admitted from another selection group. The original proportions between the selection groups shall be maintained as far as possible. If the number of applicants is not sufficient to fill the available places, any late applicants will be admitted in the order of application provided they meet the entry requirements.

4.3 Deferment of studies

A student who is admitted to a programme/course at the Swedish Defence University shall begin the studies in the semester stated in the admission decision. If there are special reasons the Swedish Defence University will decide in individual cases whether the student will be granted deferment of studies (cf. HF chapter 7 section 33).



The application for deferment of studies as well as the cited and substantiated reasons must be reported in writing to the Swedish Defence University.

For more information on deferment of studies, see the Swedish Defence University's Guidelines for deferment of studies and approved leave from studies.

4.4 Approved leave from studies

If there are special reasons, the Swedish Defence University may in individual cases decide that an admitted student may continue their studies following approved leave from studies (cf. HF chapter 7 section 33).

Students who intend to take approved leave from studies shall notify the Swedish Defence University in writing. The reasons for the leave must be cited and substantiated.

For more information on deferment of studies, see the Swedish Defence University's Guidelines for deferment of studies and approved leave from studies.

4.5 Admission to later part of the programme

If resources are available to receive more students into a programme, the admission can take place to a later part of the degree programme. The admission can take place at the second semester at the earliest. The applicant must have study results equivalent to the underlying semesters' studies. The applicant must also meet the basic and the special qualification prescribed for admission to the programme.

Those who attend contract education as a fighter pilot or helicopter pilot can be admitted to a later part of programme (Officer's Programme majoring in War Studies) after completion of the placement.



5 Admission and tuition fees

5.1 Admission and tuition fees

Admission and tuition fees must be paid by applicants and students who are not citizens of an EU or EEA country or Switzerland for studies at first-cycle or second-cycle level at a Swedish university. The regulations regarding admission and tuition fees for universities and colleges (SFS 2010:543) state what exceptions exist from this regulation as well as the amount of the admission fees. Tuition fees are decided locally at each university with the principle that full cost coverage should be achieved. Paid admission fee is a prerequisite for the admission being considered.

6 Review and appeal

6.1 Decisions that can be appealed

The following decisions relating to admission to education may, in accordance with Chapter 12 of the Higher Education Ordinance, be appealed to the Higher Education Appeals Board:

- decision that an applicant does not meet the requirements for first-cycle and special qualifications
- decision not to grant an exemption from the general entry requirements for admission
- decision on transfer of credits from courses and study programmes or professional or vocational activities
- decision not to allow those admitted to first or second-cycle courses and study programmes to defer commencement of his or her studies
- decision that a student may not continue his or her studies after an approved period of leave

The appeal must be in writing and contain information regarding what decision is being appealed as well as information about the desired change to the decision. The letter must be submitted to the Higher Education Appeals Board in accordance with the admission decision or equivalent.

The appeal must have been lodged at the Swedish Defence University within three



weeks from the date when the appellant received the decision.

6.2 *Review of decision*

The Swedish Defence University will only review the decision in accordance with the provisions of the Administration Act (1986:223). If no change to the decision is made, the case will be forwarded, together with an opinion from the University, to the Higher Education Appeals Board.