



HÖGSKOLAN  
DALARNA

Hda dnr DUC 2007/838/10

# General Administrative Regulations

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## **1. Validity**

These general administrative regulations were approved by the University Faculty Boards at Högskolan Dalarna on May 24, 2007 and will apply throughout Högskolan Dalarna.

## **2. Admissions**

The Admissions Office is responsible for the admission of students to educational programmes and courses in accordance with Swedish laws and regulations, as well as the *Admission Regulations for Högskolan Dalarna DUC 2008/558/10* ([www.du.se/styrdokument](http://www.du.se/styrdokument)).

### **2.1 Change of Educational Programme/Admission to a Later Stage in a Programme**

Applications for a change of educational programme (admission to a later stage in a programme) must be made no later than May 1 for the autumn semester and November 1 for the spring semester. The form to be used can be found at [www.du.se](http://www.du.se). For further information, please contact one of our study counsellors.

### **2.2 Change of Specialisation within an Educational Programme**

If you are admitted to a programme but want to change specialisation, you must apply no later than May 1 for the autumn semester and November 1 for the spring semester. The form to be used can be found at [www.du.se](http://www.du.se). For further information, please contact one of our study counsellors.

## **3. Deferment of Commencement of Studies**

Special grounds for granting a student deferment of the commencement of his or her studies may be social, medical, or other special circumstances, e.g. child care, military service, or corresponding civilian service, student union assignments, or postponed leave of absence in accordance with Swedish law (1974:981) on the right of employees to obtain leave of absence for further studies.

The length of deferment may not exceed 18 months unless there are particular reasons supporting a longer period of time. A decision on deferment may include the condition that the applicant must re-apply for the course or programme in question within a certain specified time before studies are due to begin (HSVFS 1999:1).

If circumstances arise that make it impossible for you to begin your studies despite your having accepted a place on a course or programme, you may apply for deferment of commencement of your studies.

If you have been granted deferment of commencement of your studies, a decision in writing will be sent to you as soon as your application has been processed. If your application is turned down, you may appeal against the decision (see section 21 – Appeals of Decisions, this document).

### ***What You Must Do***

Accept the place you have been offered before the deadline.

Submit an application for deferment of commencement of studies as soon as possible to Högskolan Dalarna, Antagningen, 791 88 Falun.

Enclose documentation and certificates supporting the reasons for your application.

If your application is rejected, you may appeal against the decision by writing to the Board of Appeals for Higher Education (Överklagandenämnden för Högskolan ÖNH) (see section 22 – Appeals of Decisions, this document).

### **Deferment of the Beginning of Studies (Military Service)**

Applications for deferment of the beginning of studies due to military service (or corresponding civilian service) are generally accepted.

#### ***What You Must Do***

Apply for deferment of the beginning of studies at the same time as you apply for admission to the course or programme. Follow the instructions at [www.studera.nu](http://www.studera.nu).

A granted deferment is valid until the first time the course or programme starts after you have completed your service.

Accept the place you have been offered before the deadline (your letter of admission will not state that deferment has been granted).

Re-apply for admission by the next application date and include a copy of the granted deferment.

### **4. Registration**

In order to take a programme of study or a course, you must be admitted and registered as a student.

In the acceptance document that is sent to all accepted students, you will find information about, for example, the process of registration.

Registration is mainly done using the Högskolan Dalarna student portal [www.du.se](http://www.du.se).

If you have previously been registered in one of our courses or programmes but did not complete it, you must re-register at the same time you want to resume your studies. You may resume your studies only if there are places available on the course or the programme in question.

### **5. Membership in the Student Union**

From July 1, 2010, membership in a student union in Sweden is, according to the law, no longer obligatory. Students may become members if they so choose. Their membership helps the student union in many ways, one being to help maintain quality of education at Högskolan. In order for you to receive a course certificate and/or degree certificate, you must be able to produce a receipt for paid student union fees for those courses that were begun before July 1, 2010.

### **6. Addresses**

Your contact information will be registered in the study documentation system Ladok.

It is your responsibility to keep your contact information up-to-date. You can do so by entering your phone number and postal address on the student portal or by informing somebody at the reception desk. If your name changes, you must submit documents attesting to this change. You will be provided with a personal email address in Högskolan's e-mail system that you will use during your studies. All electronic communication from Högskolan Dalarna to you as a student will be sent to that address.

## **7 Course Syllabi and Study Syllabi**

**7.1** Course syllabi are approved by the respective faculty board and must be made available to students before the date of application. A course syllabus is a legally-binding document between you as a student and the university. It contains information such as the level of the course, the number of credits, learning outcomes, prerequisites, means of assessment/evaluation and other such required information (*SFS 2010:1064*).

**7.2** For programmes of study there will be a study syllabus. Study syllabi are determined by the faculty board. A study syllabus provides such information as the courses that are included in the programme, any prerequisites and other such required information (*SFS 2010:1064*).

## **8. Timetable**

Course timetables are made available no later than two weeks before the start of the course on Fronter/the respective webpage for the course. The course coordinator must always inform students in good time of any changes made to the timetable during a course.

## **9. Credit Transfer for Previous Studies**

If a student has studied at a university and passed course(s), he or she has the right to receive credit (*HF6 kap 6-8* and in accordance with *Tillgodoräkandeordning för Högskolan Dalarna DUC 2006/641/100*).

Applications for credit transfer are processed by a study counselor. They are then prepared by the head of the department in question before being formally approved by the Director of Education and Research.

Applications for credit transfer for exchange studies are processed by an international relations officer, who prepares the documents for formal approval by the Director of Education and Research.

Applications for replacement of a programme course are processed by a study counselor and prepared by the programme coordinator for formal approval by the Director of Education and Research.

Decisions on credit transfer shall be made without delay. Decisions will be made within two months of receipt of the completed application.

The decision is a valuable document that must be saved and submitted with the application for a degree certificate.

If your application for credit transfer is rejected, you may appeal to the Board of Appeals for Higher Education. The appeal must reach Högskolan Dalarna no later than three weeks from the day you are informed of the decision. For further information, please contact a study counsellor or an international relations officer.

## **10. Respect for the Study Environment**

Creating a good work environment is a matter for both students and employees of Högskolan Dalarna. Current Swedish law is applicable to the environment as both a place of work as well as a place of learning and study. Therefore, students have the same right to a good work and study environment as employees.

At Högskolan Dalarna the study environment shall be characterized by consideration and respect, and shall stimulate learning. The teaching premises must be free of disturbing elements. Anything

that might disturb the order and have a negative impact on the study environment (for example, a student's wish to have his or her cell phone on during class) must be approved in advance by the teacher as well as other students. The teacher has the right to reject the request for arrangements that may be disturbing. If a student continues to negatively affect the work environment despite having been told not to do so, the teacher has the right to turn the student away from the teaching premises.

### **11. Reporting Results**

Examination results shall be made available for documenting in Ladok within 15 working days from the day the examination was written. The results shall be available in Ladok no later than five days after this. The examiner's decision shall be dated.

In the case of unforeseen circumstances, students will be advised that the timeframe for reporting results has changed.

If you have any questions regarding the correction/grading of your work, you should contact the examiner immediately.

### **12. Discontinued Courses and Programmes**

Decisions about courses and programmes that will no longer be offered are regulated by a special procedural regulation (*DUC 2008/2092/10*).

After a course or a programme has been discontinued, the course syllabus or the study syllabus ceases to be valid by a certain date. The decision will make clear how long registered students will be given the opportunity to complete the course or programme.

### **13. Course Evaluation**

One way in which the quality of courses and programmes can be improved is for students to actively evaluate them using the evaluations used for every course and programme. Course evaluations are carried out in accordance with instructions issued by the Vice Chancellor and the University Faculty Boards (University Faculty Board and University Faculty Board, Teacher Education). Course evaluations have four parts:

- Descriptive data
- Students' opinions (evaluation)
- Teachers' opinions
- Suggestions for measures to be taken

See [www.du.se/styrdokument](http://www.du.se/styrdokument) "Regler för kursutvärderingar vid Högskolan Dalarna" DUC 2009/1668/10).

### **14. Leave from Studies**

The term "leave from studies" indicates a break in studies that the student has reported to Högskolan.

Special grounds for being allowed to continue to study after a leave from studies may be social, medical, or other special circumstances such as child care, military service, or corresponding civilian service or student union assignments.

Högskolan's consent to allow a student to resume his or her studies after the leave must be granted for a specific period of time. (*HSVFS 1999:1, § 3-4*).

The term “leave from studies” is used when you, for a longer period than one month, do not intend to participate in an educational programme but intend to return and resume your studies at a later date.

The grounds for the application will be considered and will be granted for a maximum period of 18 months at a time.

If a leave from studies is granted, you are guaranteed a place so that you can resume your studies provided that Högskolan Dalarna is still offering the programme in question.

An application for leave from studies must be submitted no later than April 15 for the autumn semester and no later than October 15 for the spring semester. The application is to be submitted to a study counsellor. Programme students in the Teacher Programme and the Nursing Programme must submit an application to the respective student administrator.

When you want to resume your studies, you must submit an application no later than April 15 for autumn semester courses and no later than October 15 for spring semester courses. You are also advised to contact the Programme Director to find out if there have been any changes made to the programme.

If you end your studies in a programme without being granted leave to do so, or if you fail to comply with the conditions for returning to the programme as stated in the decision to grant you leave, you will no longer be guaranteed a place on the courses in the programme. Instead, you may register on the courses only if there are places available.

### **15. Study Plan for Programme Students Who Fall Behind**

A programme student who falls behind and who is therefore not eligible for the courses that follow must re-sit and pass examinations in order to continue on the programme. In such a case, the student shall contact the programme director and ask for help in establishing an individual study plan. The study plan will be drawn up based on the current circumstances. If the student follows the plan, he or she will eventually catch up with the programme syllabus.

NOTE! If you need to take courses that you have missed, you do not apply for leave from studies. Leave is intended only for students who, for a certain period of time, have other commitments than programme studies.

### **16 Non-Completion of Studies – Courses and Educational Programmes**

**16.1** It is the obligation of Högskolan Dalarna to follow up on students who are taking courses for which they have registered. If you do not complete the course for which you have registered, you must notify an administrative officer.

There are two different kinds of non-completion:

- Early non-completion (if you interrupt your studies within the first three weeks of the course)
- Late non-completion (if you interrupt your studies later than three weeks into the course)

With early non-completion, you may reapply to the same course again at a later stage. With late non-completion, however, you must contact the faculty in question and the teacher in-charge if you would like to take the course in another semester. If a place is available, you may re-register for the same course.

**16.2** If you want to end your studies in an **educational programme** before graduation, you are required to notify the Student Administrator in writing.

### **17. Application for a Degree Certificate**

Application for a degree certificate must be made on My Pages [www.du.se/mypages](http://www.du.se/mypages). It is your responsibility to enclose sufficient documentation to support your application. Instructions can be found at [www.du.se/examen](http://www.du.se/examen).

To be issued with a degree certificate, you must submit proof that you have paid the student union fees for every semester that you have studied at Högskolan Dalarna up until June 30, 2010. Proof that the fees have been paid can be obtained from the Student Union and should be included in your application for a degree certificate.

Högskolan Dalarna makes a decision on your application for a degree certificate within two months after a completed application has been received.

If your application is turned down, you may appeal the decision (see section 21 – Appeals of Decisions, this document).

### **18. Registering for Examinations**

For all examinations at Högskolan Dalarna, the following, in accordance with *Regler för examinator och examination vid Högskolan Dalarna DUC 2009/1509/80*, applies:

The examination shall be taken in such a way that there is no suspicion of conflict of interest (*SFS 1986:223, Förvaltningslagen § 11*).

The types of examination will be made clear in the course syllabus. It will be clear whether there will be both summative evaluation and formative evaluation<sup>1</sup>.

Group examinations as the only form of evaluation are to be avoided but are permitted in those cases where individual assessment can still be guaranteed.

### **TIMETABLE**

The timetable for supervised examinations shall be available at least 25 working days before the examination. Teachers will provide information about any late changes to the examination.

### **CRITERIA FOR GRADING**

Grading criteria shall be available in the form of written guidelines on the course webpage or in the course handbook no later than the start of the course and students will be informed. The grading criteria shall be based on the expected results as detailed in the course syllabus and shall describe what is expected of the student within the framework for the prescribed examination forms for him or her to achieve a certain grade. Högskolan uses the following grades only: VG/G/U, G/U, and U/3/4/5. A student who achieves a pass may not resit an examination so as to improve his or her grade. A student who fails an examination may resit the examination for those courses.

### **RE-SIT EXAMINATIONS**

Students may retake a written examination at the earliest two weeks and at the latest four weeks after sitting the regular examination. There will be at least two occasions for the retaking of examinations in any given year.

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<sup>1</sup> Summative evaluation means an evaluation of the collective knowledge that the student can demonstrate at a given time. Formative evaluation means a successive evaluation during the learning process.

If course literature changes and the course retains the same Ladok designation (course code), then the student must be examined according to the literature at the time of the examination.

In accordance with 6, Chapter 21 of the Higher Education Ordinance, a higher education institution can limit the number of times that a student may take an examination in order to complete a course or part of a course. The number of sessions laid down shall be at least five. If satisfactory completion of a course or part of a course requires successful completion by the student of a placement or corresponding training, the number of prescribed periods of placement or corresponding training shall be at least two. In cases where course or subject coordinators believe that unlimited rights to examination would mean an unreasonable loss of resources, the number of examination sittings can be limited in accordance with the Higher Education Ordinance after a decision from the respective faculty board that approves the course syllabus. This information will be made clear in the course syllabus.

In those cases where the possible number of examinations is limited in the course syllabus and the student has used all of these, the student cannot complete the course. In some cases, this can mean that the student is unable to complete his or her studies.

If a student twice fails an examination, he or she has the right to another designated examiner unless there are special circumstances that determine this should not be the case (*SFS 2004:289*).

### **LANGUAGE USED FOR THE EXAMINATION**

If a course is taught in Swedish, a student may not request examination in another language. This also applies in the case of national minority languages and the other Nordic languages.

### **EXAMINATION SCHEDULE**

For full-time students, regular examination dates and times will be set for Monday to Friday except under special circumstances.

### **REGISTERING FOR SUPERVISED EXAMINATIONS**

Students must register for all supervised examinations on My Pages ([www.du.se/mypages](http://www.du.se/mypages)).

### **REVIEW OF WRITTEN EXAMINATION**

Students have the right to know why a certain grade has been awarded by reviewing such material as corrected examinations, written commentary from the teacher, etc.

Students have the right to review the results and to receive an explanation as to why a certain grade was awarded.

The examiner is responsible for decisions concerning grades, but it is the teacher who is involved in the assessment who can, in discussion with the examiner, be the one to review the examination with the student. Written examinations shall be reviewed and returned as soon as the results are communicated. When possible, the correct answers and solutions to the questions shall be returned with the examination or be posted.

The examiner has the right to allow a student who did not pass a course to complete further assignments so that he or she can pass the course in those cases where the student's performance is felt to be a borderline fail/pass. This can happen directly at the same time as the examination. Unless there are special circumstances, students who do not fulfil the criteria for a pass at the end of a course shall receive a failing grade, which shall be documented in Ladok. This is to avoid the entry of so-called "rester" into the data system.

Means of evaluation, such as assignments, essays, home examinations, project and examination work, that are not submitted in time are evaluated in accordance with information on the course syllabus.

### **DEGREE PROJECT/THESIS**

Grading criteria for the marking of an essay or a degree project shall be clear and shall have been communicated to the student at the start of the course. When the supervisor gives the go-ahead for public discussion and evaluation of an essay or a degree project, then it should not be the case that the examiner requires any in-depth changes in order for the work to receive a passing grade.

Upon consent of the course coordinator, the student can receive supervision after the course has ended in those cases when the student has not used all the hours of supervision he or she is entitled to. The course curriculum will make clear if there are a limited number of hours of supervision.

## **19. Rules for Written Examinations**

### **Registration**

Students are required to register for all supervised examinations on My Pages ([www.du.se/mypages](http://www.du.se/mypages)) at least 10 working days prior to the date of the examination.

The examination invigilator has the right to deny a student access to the examination room if the student has not registered himself/herself in this way.

It is possible to sit more than one examination at one time. In this case, contact must be made in advance with the supervisor of the examination.

### **Examination Procedures**

You should arrive at the examination in good time and have with you valid photo I.D., pens and erasers as well as any study aids permitted by the examiner. The examination may not be started later than 30 minutes after the arranged time. You may not leave the examination before the first 60 minutes of the examination have elapsed. In most circumstances, you may leave the room only to use the toilet. The Examination Invigilator will always provide permission for this. No examinee may leave the room permanently without first handing in his or her examination to the Examination Invigilator.

The Examination Invigilator indicates where you will sit and will advise you about where to leave your outside clothes and bags. You may not have these beside you when you are sitting your examination.

After the examination has begun, no material may be taken from either your bags or your outside clothes. Only the paper that you are writing on and the cover handed out at the beginning of the examination may be used, as well as any permitted study aids that the examiner has approved and provided information about beforehand.

The examinee is responsible for making sure that only permitted material is on his/her desk.

### **Items Not Permitted at the Examination**

The following items are not permitted unless the examiner has stated otherwise:

- Mobile telephones: these must be turned off and left in your bag or given to the examination invigilator. Alternatively, leave them at home.

- Other electronic equipment that can store or receive information.

### **Procedures at the End of the Examination**

Upon completing the examination, you must hand in your answers to the examination invigilator on the paper provided to you. You shall fill in your name, social insurance number (personnummer) and the number of pages that you are handing in. You will fill in this information in the allotted time. This applies even if you have not answered the questions and are handing in a so-called “blank” examination.

Upon handing in your examination, you shall show valid photo I.D. and sign the list of examinees. After you have finished your examination, you shall take all material from the desk where you wrote the examination and you shall then leave the examination room immediately.

### **Suspected Cheating**

If the examination invigilator suspects you of having used study aids that are not permitted at the examination or suspects you of cheating in any other way, you still have the right to complete your writing of the examination if you so choose.

The examination invigilator is obligated to report the incident to the Student Disciplinary Board. The examiner will not decide whether or not the results of the examination shall be reported to Ladok until after any disciplinary measures have been taken by the Student Disciplinary Board.

The student who has been found to be cheating may either receive a warning or be suspended from studies for a period of, at the most, six months.

If you see another student cheating, you should report this to the Examination Invigilator.

### **20. Written Examinations Taken Elsewhere**

It is possible for students taking net-based courses and programmes to take a supervised examination elsewhere when there are reasons to support this and when impartiality can be guaranteed.

A written exam may – upon agreement – be taken elsewhere in Sweden or in another country, for example, at a Swedish embassy or mission. Examination in Sweden shall be carried out at, for example, another institution of higher education, a public authority or a learning centre. Examination elsewhere, both in another country and in Sweden, is only permitted if the place in question is approved by Högskolan Dalarna.

Students must pay all extra costs incurred in connection with the examination. It is their responsibility to contact the institution of higher education, public authority, or learning centre in question to find out if it is possible to sit the examination there, and to report the name of a contact person to Högskolan Dalarna at least 10 working days prior to examination.

### **Examination: Practical Information**

The examination shall be written at a set time. In such cases as time difference, the examiner can set a different time for individual students.

During the time of the examination, the teacher in-charge shall be available by telephone for at least one hour.

### **Submitting Examinations**

In those cases where the student requires that the examination be sent to his or her home, the Coordinator of Examination by Distance is responsible for scanning the examination and sending it to the student's Högskolan email address.

### **21. Appeals of Decisions**

Certain decisions made by Högskolan Dalarna may be appealed against. (*HF 12 kap/SFS 2010/1064*)

The written decision will inform you whether or not an appeal is possible.

#### **An Appeal: What You Must Do**

You must submit an appeal in writing.

You must specify what decision you are appealing against and how you would like the decision to be changed.

An appeal should be addressed to the Board of Appeals for Higher Education (Överklagandenämnden för Högskolan ÖNH) but should be sent to Högskolan Dalarna, S-791 88 Falun, Sweden.

The appeal must reach Högskolan Dalarna no later than three weeks from the day you receive the decision.