



HÖGSKOLAN
DALARNA

General Administrative Regulations for Students at Dalarna University

Decision: Vice Chancellor 2012-08-01

Revised: 2012-10-22; 2013-02-04

Dnr: DUC 2012/1169/10

Valid from 2012-08-01

Updates: Director of the Student Affairs Office

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1. Validity

These general administrative regulations were approved by the Vice Chancellor on 2012-08-01 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*¹ (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. 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. For further information, please contact one of our study counsellors.

3. Deferment of Commencement of Studies

The University decides on cases of deferment of commencement of studies when special grounds exist². 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, 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.

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.

¹ Admission Regulations for Högskolan Dalarna, DUC 2008/558/10

² Higher Education Ordinance (1993:100), Chapter 7, Section 33

- Enclose documentation and certificates supporting the reasons for your application.
- If you are granted deferment, you must reapply for the course/programme in question at the next application round and include the written decision allowing for your deferment.
- 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 21 – Appeals of Decisions, this document).

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.

New students registered on the student portal will always receive a message prior to the start of term. If you do not respond to that message and if you have not notified the university of any possible delays, then you will be removed from the course participant list and lose your place in the course/programme³.

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 email address.

7. Course Syllabi and Study Syllabi

7.1 Course syllabi are approved by the respective Head of School and must be made available to students before the date of application. A course syllabus is a legally-binding document between the student and the university. It contains information such as the level of the course, the number

³ Rules for Registration of Students at Dalarna University (DUC 2012/1037/100)

of credits, learning outcomes, prerequisites, means of assessment/evaluation and other such required information⁴.

7.2 For programmes of study there will be a study syllabus. Study syllabi are determined by the respective faculty board. A study syllabus provides such information as the courses that are included in the programme, any prerequisites and other such required information⁵.

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 for any courses taken at other institutes of higher education so long as there are not substantial differences between the courses⁶.

Applications for credit transfer are processed by an administrator in the Student Affairs. They are then prepared by the head of the department/representative from the field before being formally approved by the person allocated 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 person allocated by the Director of Education and Research.

Applications for replacement of a programme course are processed by an administrator in the Student Affairs Office and are formally approved by the Student Affairs Office.

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 an administrator in the Student Affairs Office or an international administrator.

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

⁴ Higher Education Ordinance, Chapter 6, Section 15

⁵ Higher Education Ordinance, Chapter 6, Section 17

⁶ Higher Education Ordinance, Chapter 6, Sections 6.8: Tillgodoräkning för Högskolan Dalarna, DUC 2006/641/100

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 regulation⁷.

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 parts⁸:

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

See www.du.se/styrdokument.

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 or student union assignments⁹.

⁷ Handläggningsordning för nedläggning av kurser och utbildningsprogram, DUC 2011/2093/10

⁸ Regler för kursutvärderingar vid Högskolan Dalarna, DUC 2009/1668/10

⁹ HSVFS 1999:1, sections 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 an administrator in the Student Affairs Office. 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 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 send written notification to 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: studieadm@du.se.

17. Application for a Degree Certificate

Application for a degree certificate must be made on My Pages 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.

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 20 – Appeals of Decisions, this document).

18. Examinations

For all examinations at Högskolan Dalarna, see *Regler för examination vid Högskolan Dalarna*¹⁰:

19. Rules for Written Examinations

See *Handläggningsordning för skriftlig salstentamina vid Högskolan Dalarna*¹¹

20. Appeals of Decisions

Certain decisions made by Högskolan Dalarna may be appealed against¹².

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.

¹⁰ Regler för examination vid Högskolan Dalarnas, DUC 2013/134/10

¹¹ Handläggningsordning för skriftlig examination vid Högskolan Dalarn , DUC 2013/133/10

¹² Higher Education Ordinance, Chapter 12