



Validated by the Vice-Chancellor

7 July 2015

Reg. no. 1692/1.1.2/2015

Rights and obligations

- rules for studying at first and second-cycle level at Södertörn University

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1. Introduction

On 7 July 2015, the Vice-Chancellor validated the following rules and regulations for education at first and second-cycle level (Bachelor's and Master's) at Södertörn University, from the autumn semester of 2015. These rules and regulations replace *Student Rights and Obligations – regulations for studying at Södertörn University*, reg. no. 1266/44/2012. Specific regulations apply to third-cycle education, preparatory education and contract education (including Police Education), so these are therefore not covered by these rules and regulations.

A number of laws and ordinances govern higher education in Sweden. In addition to these, there are local regulations for Södertörn University. To increase legal certainty at the university and to clarify the terms of the relationship between the student and the university, certain acts, ordinances, rules and local regulations that relate to studying have been gathered in this document. Unless otherwise stated, the rules found in this document are local regulations at Södertörn University.

The relationship between everyone who is active at the university, whether student or employee, shall be characterised by mutual respect. An important element of this is knowledge of which rules apply to activities and compliance with them. It is the responsibility of every student to be aware of the rules and regulations that apply to the university and to his/her own education.

1.1 Students at Södertörn University

A student at Södertörn University is a person who is admitted to and registered on a freestanding course or a course on a programme (HF, Chapter 1, Section 4). Only students at Södertörn University are entitled to participate in teaching and examination.

2. The university as a public authority

2.1 The exercise of public authority

Södertörn University is a public authority that reports to the government. Some of the decisions taken by university employees entail the exercise of this authority.

The exercise of public authority is when an authority takes decisions that relate to an individual, in the form of a decision that is either onerous or beneficial. The exercise of public authority must be legally certain. This means that there must be predictability on legal issues. One prerequisite for this is that there are rules that are unambiguous, published and correctly applied. Examples of the exercise of authority at the university are admission, examination and the awarding of degrees.

2.2 Conflicts of interest

When an employee at an authority processes and takes decisions on cases, this must be performed in an impartial and objective manner (RF, Chapter 1, Section 9). A conflict of interest is a circumstance that may have a negative effect on the credibility of a particular person's impartiality in association with the administration of a case. Examples of situations in which a conflict of interest may occur are decisions relating to examinations, exemptions, credit transfers and admissions.

A situation in which an employee is to be regarded as having a conflict of interest is if the employee or a person close to the employee can be expected to gain special benefit from or suffer injury due to a decision on a case. Other situations in which there may be a conflict of interest include circumstances that could negatively affect confidence in an employee's impartiality, for example if:

- the employee is a friend or antagonist of a party in a case,
- the employee is financially dependent on a party in a case,
- there is a conflict of interest or other circumstance that means the authority's credibility may be injured.

A person who has a conflict of interest may not process or decide on the case (FL, Section 12). The responsibility for checking for a conflict of interest belongs to the individual officer/decision-maker. If a person believes that there is a conflict of interest, the officer/decision-maker's manager must assess whether the case shall be transferred to another person.

Even if there is no conflict of interest in the legal sense, in some situations an employee may feel uncomfortable about processing a case. In these cases, to avoid any doubt about a decision's impartiality, it may be a good idea for the employee to refrain from participating in processing the case.

2.3 Public access and confidentiality

The Principle of Public Access applies to all activities at the university. This means that the majority of the university's activities are transparent to the general public and the mass media. One of the most important expressions of the principle of public access is the right to see official documents kept by public authorities.

A request to see an official document shall be administered promptly. Test questions, students' examination assignments, and exam results are examples of documents that are public. Questions for written examinations become public documents once the examination has been completed, so that the purpose of the examination is not compromised.

After the student's examination has been assessed and the result has been registered, the student's work becomes a public document. This means that other people can request copies of it.

Copies of official documents that are ten pages long or more are supplied at a charge. In apparent cases of abuse of the rules for charging fees, the university may charge from the first page (Fees Ordinance, Sections 15-16).

An official document may be classified as secret and is thus not public. Rules about public access and secrecy are found in the Freedom of the Press Act and the Public Access to Information and Secrecy Act.

2.4 Obligation to provide service

Public authorities shall be accessible to the general public. Among other things, this means that it shall be possible to contact a public authority via e-mail and telephone. The obligation to provide service also means that a person who contacts the university shall receive an answer as soon as possible, usually within a few days (FL, Sections 4-5).

The person answering the query received by the university decides the form in which the answer is provided, such as via letter, telephone or e-mail. There is no obligation to provide an answer in the same form as the query was received by the university.

3. Equal treatment

Equality between men and women shall always be observed and promoted in the university's activities (HL, Chapter 1 Section 5).

The university is subject to the Discrimination Act, the purpose of which is to counteract discrimination and to otherwise promote equal rights and opportunities regardless of sex, transgender identity or expression, ethnic origin, religion or other belief, disability, sexual orientation or age (DiskrL, Chapter 1 Section 1).

The Discrimination Act forbids discrimination and protects both applicants to higher education and those studying in higher education (DiskrL, Chapter 2, Section 5).

Discrimination, in the terms of the law, covers direct discrimination, indirect discrimination, lack of accessibility, harassment, sexual harassment and instructions to discriminate (DiskrL, Chapter 1, Section 4).

3.1 Work to prevent harassment and discrimination

Södertörn University shall work actively to prevent discrimination and harassment. Every year, the university shall draw up an equality plan. Within the framework of its activities, the university shall conduct targeted work to promote equal rights for students, regardless of sex, transgender identity or expression, ethnic origin, religion or other belief, sexual orientation or disability (DiskrL, Chapter 3, Sections 14-16).

3.2 Occurrences of harassment and discrimination

If anyone from the university staff becomes aware that an applicant or student considers that he/she has been a victim of harassment or sexual harassment by another student or a member of the university staff, the university is obliged to investigate what happened. The university shall, in relevant cases, also take the action necessary to prevent future harassment (DiskrL, Chapter 2, Section 7).

An employee who is aware of circumstances such as those described above must report this to his/her line manager and/or the university's representative for equality issues.

A student who considers that he/she has experienced harassment can talk to any member of the university staff, the university's representative for equality issues, or the students' union. It is not necessary to have made a formal complaint for an investigation to begin.

A student or applicant to the university who believes they have been the subject of discrimination can report this to the Equality Ombudsman (Diskrimineringsombudsmannen, DO).

3.3 Consequences

The disciplinary measures of warning or suspension may be used against a student who subjects another student or an employee at the university to the harassment or sexual harassment described in Chapter 1, Section 4 of the Discrimination Act. Cases of this kind

will be dealt with in accordance with Chapter 10 of the Higher Education Ordinance. Read more in section 28. Disciplinary measures.

The Staff Accountability Committee at Södertörn University can decide on the consequences for an employee who has subjected another employee or a student to harassment (HF, Chapter 2, Section 15; MF, Section 25).

In discrimination cases, the university may be obliged to pay discrimination compensation. The same applies if the university does not investigate and take action if harassment is discovered (DiskrL, Chapter 5 Section 2).

4. Work environment, resources for students and insurance

The requirements that the Work Environment Act places on the work environment apply to the university's employees and its students (AML, Chapter 1, Section 3).

4.1 Rules for a good work environment

A good work environment creates the right conditions for learning and well-being for employees and students. To promote this, teachers at Södertörn University can draw up rules for seminars, lectures and so forth. Rules may be about late arrival, food and drink and the use of mobile phones and other electronic equipment, for example.

4.2 Healthcare

The university is responsible for ensuring the students have access to healthcare, particularly preventive healthcare that aims to promote the students' physical and mental health (HF, Chapter 1, Section 11).

The Student Health Service specialises in study-related health problems and should be seen as a complement to other healthcare services. Information about the Student Health Service is available on the university's website.

4.3 Campus resources

Students at Södertörn University shall have appropriate access to the necessary resources for their education. such as computer rooms and a library with textbooks, reference books and other sources of information, as well as appropriate supervision in the use of these sources. There shall also be areas such as reading rooms, group rooms, a quiet room and student kitchens, as far as is necessary for the students to be able to complete their education. These resources shall be available to students outside of scheduled hours as much as possible.

4.4 Careers and study guidance

Students shall have access to study guidance and career orientation. The university shall ensure that those who intend to start a course or programme have access to the information about it that is required (HF, Chapter 6, Section 3).

Södertörn University offers careers and study guidance to potential and existing students.

4.5 Personal injury insurance

Students are covered by state personal injury insurance that is paid for by the university. The insurance policy is valid in Sweden during educational activities and during travel between

the student's home and the location of the educational activities. The insurance policy covers accidents and some cases of illness due to infection (HF, Chapter 1, Section 11a).

The university can take out supplemental insurance policies for incoming and outgoing students (HF, Chapter 1, Section 11b). Outgoing students can apply for supplemental insurance with the university's officer for student insurance.

More information about student insurance is available on the university's website.

5. Student influence and course evaluations

In accordance with the Higher Education Act, students are entitled to influence their education. The university shall work to promote student participation when developing courses and programmes (HL, Chapter 1, Section 4a).

Students are entitled to representation when preparatory processes are carried out or when decisions are taken on issues that are important to their education or the students' situation (HL, Chapter 2, Section 7).

At Södertörn University, this means that the head of subject, head of department, head of school or other manager who must decide upon the issue that is of educational importance or important to the students' situation in general, is responsible for consulting the student representative. This consultation shall take place well in advance of the decision being made.

5.1 Students' union

An association of students who wish to become a designated students' union may apply to the university for this status. The university decides upon which associations will receive students' union status (HL, Chapter 4, Sections 8-14; Student Union Ordinance, Sections 3-6).

A university's decision on whether to give an association students' union status, and a decision to remove that status, may be appealed to the Higher Education Appeals Board (Student Union Ordinance, Section 10).

The students' union at Södertörn University represents all students, regardless of whether or not they are members of the students' union.

5.2 Student representatives

The students' union appoints and discharges student representatives (Student Union Ordinance, Section 7). The students' union decides the manner in which student representatives are appointed.

Students are entitled to have three representatives as members of the Governing Board (HF, Chapter 2, Section 7a) and two members on the Disciplinary Board (HF, Chapter 10, Section 4).

Students are entitled to have at least three representatives as members of boards and other bodies that decide on issues relating to the design, execution or quality of courses and programmes. However, the number of student representatives may be fewer with regard to the total number of group members (HL, Chapter 2, Section 6, and HF, Chapter 2, Section 14).

Students are entitled to have at least two representatives as members of other decision-making and preparatory bodies that are important to education or student welfare, in accordance with

Södertörn University's policy for student influence, *Studenten som medaktör*, reg. no. 320/40/2004.

Each student representative is entitled to have a substitute with the right to attend and to express opinions.

Södertörn University shall help students combine studying and a position as a student representative by:

- where possible, adapting the student's timetabled classes based on relevant commissions of trust, and
- after agreement with the examiner, providing the opportunity to retake course modules that the student has missed due to his/her position, One condition for this is that course modules can be compensated for, or that the absence is so limited that it does not affect the student's education.

5.3 Student associations' right to use teaching premises

A democratically constituted association for students at the university may, under certain conditions, use the university's teaching premises for meetings for its members. The conditions for this are regulated in Chapter 1, Section 13 of the Higher Education Ordinance.

5.4 Course evaluations

The university shall provide the students with the opportunity to present their experiences and opinions of the courses they have studied through a course evaluation. The course evaluation shall be organised by the university. The university shall compile the course evaluations and announce the results, as well as informing the students of any decisions on measures to be taken due to the students' opinions. The results shall be available to the students (HF, Chapter 1, Section 14).

At Södertörn University, the head of school or academic head are responsible for all the above being completed in association the provision of a course. Time for completing the course evaluation should be stated in the timetable. Course evaluations should preferably not be conducted at association with examinations. Course evaluations are answered anonymously.

6. Fees and expenses

The general rule for Swedish higher education institutions (HEIs) is that education is without charge (HL, Chapter 4, Section 4). However, the student is liable for some costs related to the course or programme.

6.1 Education costs

The student pays for his or her own course literature and other aids for personal use.

The university is entitled to charge reasonable fees for, for example, the provision of study materials in the form of compendiums. The size of the fee may not be greater than the cost of producing the material (Avgiftsförordning, Sections 4-5).

If the course or programme includes modules that entail costs in addition to those usual for the student, the university may in some cases be forced to provide an alternative that is free of charge.

6.2 Costs for study trips

If a subject chooses to locate a course or part of a course in another country, or to conduct an obligatory study trip within Sweden, the university shall pay the costs necessary for the course to be completed. This could be costs for external teachers or premises.

If a study trip entails costs in addition to those usual for students, the university shall either provide a free of charge alternative to the study trip or offer students a substantial grant for the costs that arise in association with the study trip (*Avgiftsfri utbildning*, 1996:3 R, p. 14).

It shall be clearly stated in course and programme syllabi and the university's information material whether the course or programme will include a study trip and whether it is wholly or partly conducted in another country.

6.3 Registration and tuition fees for some students

The university shall charge application and tuition fees to applicants and students from a third country. Third country means states outside the EU/EEA, but not Switzerland. Education is provided without charge to Swedish citizens and others who fulfil the requirements for exception from the application and tuition fees (HL, Chapter 4, Section 4).

Exceptions to the fee requirements are regulated in Section 2 of the ordinance on application and tuition fees in higher education (Ordinance on Application and Tuition Fees in Higher Education).

The size of the tuition fee is decided by the university (Ordinance on Application and Tuition Fees in Higher Education, Section 6a).

7. Course and programme syllabi and reading lists

There shall be a syllabus for every course at the university (HF, Chapter 6, Section 14). In addition, there must be a programme syllabus for every programme at the university (HF, Chapter 6, Section 16). Course and programme syllabi include directives and are thus binding. They must thus be followed by both staff and students at the university.

Course and programme syllabi shall, for studies the following semester, normally be validated and compiled on the university website before the application deadline.

In addition to what is stated in the syllabus, there is usually more detailed information about the course's content and design in a course manual or similar that is distributed to the students at the start of the course. Because the content of the course syllabus is binding for the university, the content of the course manual or similar shall always follow the directives in the course syllabus.

7.1 Content of a course syllabus

Each course syllabus shall include the following (HF, Chapter 6, Section 15):

- the level at which the course is offered,
- how many credits the course is worth,
- the objectives of the course,
- entry requirements,
- the methods used for assessing the students' performance and
- other necessary directives.

In addition to the above, course syllabi at Södertörn University shall state the following:

- language of instruction,
- grading scale,
- the content of the course,
- intended learning outcomes,
- compulsory elements,
- whether the examination format changes after a particular number of retakes are offered,
- any limitations on the number of examinations/retakes for placements or equivalent educational periods,
- whether the course includes a comprehensive study trip and/or is partially located in another country, and
- reading list.

7.2 Content of a programme syllabus

Each programme syllabus shall include the following (HF, Chapter 6, Section 17):

- which courses are included in the programme,
- entry requirements and,
- other necessary directives.

In addition to the above, programme syllabi at Södertörn University shall state the following:

- language of instruction,
- programme-specific intended learning outcomes,
- use,
- degree,
- programme description,
- any elective courses on the programme.

7.3 Reading list

The reading list is part of the syllabus and is validated before each semester. The university's Delegation of Authority states where and by the university decisions about reading lists are taken. A reading list is validated at the turn of May/June (for the autumn semester) and November/December (for the spring semester) and shall thereafter be available to the student well before the start of the semester. The reading list is also sent to the bookshop and the university library, as well as for any recording as audiobooks.

Changes to the reading list may only be made where the validated literature is not available or for similar reasons, and should not be made later than 15 working days before the start of the course.

8. Language of instruction and examination

Swedish is the main language of teaching and instruction for courses and programmes at Södertörn University. However, there may be elements of teaching and reading in English, even on courses offered in Swedish.

If a course or programme is taught and examined in a language other than Swedish, this shall be stated in the syllabus. The course and programme syllabi for a programme with a language

of instruction other than Swedish shall be validated in Swedish and supplemented by an English translation.

The university has no obligation to examine students in a language other than the language of instruction for the course or programme. The decision to allow a student to be examined in a language other than the language of instruction is made by the examiner. This opportunity should only be used in exceptional circumstances.

9. Recording teaching

Audio and visual recordings of teaching are only permitted for the student's own use (URL, Chapter 2, Section 12). A student who makes a recording must be present when the recording is made. In addition, a student who wishes to make an audio or visual recording should ask for permission from teachers and other participants in the class/lecture.

Dissemination of sound or visual recordings of teaching is prohibited. This prohibition means that it is not permitted to pass on the recording to another student or to publish the recording (URL Chapter 2, Section 12).

A person who spreads recorded material may be liable to pay compensation (URL, Chapter 7).

9.1 Recordings as part of the course or programme

Courses that include making recordings as part of their content, shall state how the recorded material is to be managed in the course instructions. For example, this may be a film recording that is part of an examination or audio recordings of interviews.

10. Cancellation of advertised courses and programmes

A decision on admission to higher education is a favourable authority decision (FL, Section 27). If the university cancels advertised courses and programmes this must therefore be done before admissions have taken place.

11. Deferment, registration, approved leave and non-completion

11.1 Post-admission deferment of the start of studies

A person who is admitted to studies shall start them in the semester of admission. A person who is unable to begin his/her studies at the prescribed time can, in exceptional circumstances, defer the start of studies.

Reasons for deferment can be social, medical or other exceptional circumstances, such as caring for a child, national service, students' union duties or delayed leave according to the Employee's Right to Educational Leave Act. Exceptional circumstances may also include fixed-term probationary employment in accordance with Section 12 of the Act (2012:332) on Specific Employment in the Swedish Armed Forces, or service in the Swedish Armed Forces for employees who are periodically serving section commander, soldier or sailor under this act (UHRFS 2013:3, Section 1).

The period of deferment may be no more than 18 months unless there are exceptional circumstances that require a longer period. A decision on deferment may be made conditional on application before the time when studies should begin (UHRFS 2013:3, Section 2).

The applicant must apply for deferment him/herself. The application is sent to admissions at Södertörn University. A person who wishes to apply for deferment should not have registered on the relevant course or programme. The circumstances referred to must be proven with a doctor's certificate, birth certificate for a child or a letter from an employer, for example.

A person who, after being granted deferment, wishes to start studying, must re-apply for the course or programme. Instructions for how to do this are appended to the decision on deferment. Studies can begin on the condition that the course or programme is offered. A student who does not follow the instructions for application risks losing his or her place on the course or programme.

A decision to reject an application for deferment may be appealed to the Higher Education Appeals Board (HF, Chapter 12, Section 2).

11.2 Registration and re-registration

A person admitted to a course or programme who intends to start studying shall register for the course or programme. The student shall register no later than one (1) week after the start of the course unless informed otherwise by the course/programme.

Registration means that the student is registered on the course or programme and that this is documented in the Ladok study documentation system.

Registration on a course normally takes place in association with the start of the course. Registration on a course that is part of programme is normally done for an entire semester in association with the start of the semester.

A student who has studied a course on a previous occasion without passing it and who wants to re-sit the examination must re-register. This may be done provided that the course is still offered.

A re-registered student may, where places are available, participate in the modules in which the student has not yet achieved a pass. A decision about whether a place can be offered is taken by the course coordinator, who must also consider the provisions in section 17.1 Number of examination opportunities: general rule, and 17.2 Examination on courses that are not offered during the semester.

11.3 Approved leave from studies with guaranteed admission

If there are special grounds, the university may grant a student approved leave from studies with guaranteed admission (HF, Chapter 7, Section 33). This means that the student has the right to resume studying at the time stated in the decision (UHRFS 2013:3 Section 5), provided that the course or programme is offered. Approved leave from studies with guaranteed admission can be provided for programmes and courses.

Special grounds for approved leave with guaranteed admission may include social, medical or other exceptional circumstances, such as caring for a child, national service or students' union duties (UHRFS 2013:3 Section 4).

Applications for leave from studies are submitted on a specific form. The university's Delegation of Authority states who takes decisions on leave from studies.

A decision to reject an application for leave may be appealed to the Higher Education Appeals Board (HF, Chapter 12, Section 2).

A person who wishes to recommence studying after being granted leave must inform the university of this in writing by 15 April for the autumn semester and 15 October for the spring semester.

If the student cannot recommence studying at the time stated in the decision, the student must submit a new application for leave. A student who does not submit a new application risks losing the guaranteed place on the course or programme.

11.4 Other leave from studies

A student who wishes to take study leave for reasons other than those stated in section 11.3 may only resume studying when places are available, i.e. there is no guaranteed admission, unless the course or programme states otherwise.

11.5 Non-completion of studies

A student who wishes to terminate studies within three weeks of the start of the course conducts 'early non-completion'. This means that the student has the opportunity to apply for the same course again on a later occasion. For a student on a programme to be able to re-apply for the programme, early non-completion must be conducted within three weeks of the start of the programme. The student shall contact the programme and notify early non-completion. Early non-completion is then registered in the Ladok study documentation system.

A student who terminates his or her studies later than stated above has no opportunity to re-apply for the same course or programme. However, the student may de-register from the course or programme. For more information about what de-registration entails, see section 11.2 Registration and de-registration.

12. Exemption from entry requirements

Each course syllabus states the entry requirements that apply for that course. To fulfil the entry requirements to the next level (e.g. B or C courses, Master's, specific courses on programmes), it is usually necessary for the student to have completed all the credits at previous levels.

An exemption from the entry requirements may be permitted in some circumstances. The head of school or academic head decides whether it is possible to grant an exemption from the entry requirements for a subject or a programme and, if so, which exemptions are possible. This is called a general exemption. The course/programme should inform the students about whether a general exemption is granted and how students can apply for one.

In addition to the general exemption, a student may apply for other exemptions from the entry requirements. A student who wishes to apply for an exemption does so on a specific form. Decisions on exemption cases are taken by the head of school or academic head. In cases where applications are denied or not fully approved, instructions for appeals shall be appended to the decision.

A decision to reject an application for exemption may be appealed to the Higher Education Appeals Board (HF, Chapter 12, Section 2). Read more in section 27. Appeals.

13. Credit transfer and qualifications

13.1 Credit transfer

If a student has successfully completed a higher education course or programme, she or he is entitled to transfer the credits awarded for this to another HEI. This provision applies to higher education in Sweden and in some other countries. One condition for credit transfer is that there is no significant difference between the courses/programmes (HF, Chapter 6, Section 6).

A student may also have the right to transfer the credits from courses/programmes other than those mentioned above. This is provided that the knowledge and skills for which the student wishes to transfer credits are such that they generally correspond to the course or study programme for which the credits are to be recognised. The same may also apply to the knowledge and skills that the student has acquired professionally (HF, Chapter 6, Section 7).

Credits may only be awarded to a student, unless otherwise stated in a statute or ordinance (HF, Chapter 6, Section 8). A person who wishes to apply for a credit transfer must do so on a specific form. The decision about a credit transfer is taken by the head of school or academic head. A decision about a credit transfer in association with a degree application is taken by degree administration officers. A decision to reject an application for credit transfer may be appealed to the Higher Education Appeals Board (HF, Chapter 12, Section 2). Read more in section 27. Appeals.

Complete regulations regarding credit transfers are found in the Higher Education Ordinance, Chapter 6, Section 6-8, the Ordinance on contract education at higher education institutions Section 7, and Rules for credit transfer at Södertörn University, reg. no. 1331/1.1.2/2014.

13.2 Degree

A person who fulfils the requirements for a degree shall, on request, receive a degree certificate from the university (HF, Chapter 6, Section 9). A degree certificate is only issued once as an original; only copies can be provided afterwards.

The university website has information about what to do if you wish to apply for your degree. The university's degree regulation are also available on the website.

A decision to reject an application for deferment may be appealed to the Higher Education Appeals Board (HF, Chapter 12, Section 2). Read more in section 27. Appeals.

14. Support for students with disabilities

A student with a lasting disability that is a barrier to their studies, i.e. an impairment, may receive compensatory study support. One prerequisite for this is that the student has a documented disability.

A student who wishes to receive compensatory study support should contact the university's equal opportunities coordinator. If the student fulfils the conditions for compensatory study support, the coordinator issues a letter of confirmation with a support proposal. This letter

must be submitted by the student when he or she wishes to use compensatory study support. Other types of confirmation/certification do not provide entitlement to support at the university.

The student is responsible for making the necessary contacts with the university staff, in good time, if he or she wishes to use compensatory study support.

14.1 Adapted examination

A student who need adapted examination arrangements due to a lasting disability may be granted them in the confirmation letter issued by the coordinator. Examples of examination adaptations may include extended writing time or the chance to sit in a smaller examination room. Adaptations of this type shall not entail that the examination deviates from that stated in the course syllabus.

14.2 Alternative examination formats

A student who is unable to complete the examination format stated in the course syllabus due to a last disability may, in some circumstances, be permitted an alternative examination format. A decision about an alternative examination format means that a deviation is made from the syllabus' regulations regarding the examination format. However, the alternative examination format shall always be decided on the basis of the courses intended learning outcomes.

The letter issued by the coordinator to a student with a lasting disability may provide alternative examination formats as a potential means of compensatory study support. Even if a student has been given this option in the letter of confirmation, it is the examiner who decides whether it can be permitted for a particular examination. A student who wishes to have an alternative examination format shall contact the examiner well before the examination date.

15. Times for teaching and examination

Courses held during the day shall be given Mon-Fri between 08.00 and 18.00. Evening courses are to be held between 18.00 and 22.00, Mon-Fri. These times apply to both teaching and examination. Exceptions to this may be made in association with excursions, study visits, placement, examination or similar.

Written examinations may only be scheduled on a Saturday in exceptional cases. Written examinations that are re-sits may, in addition to the times stated above, also be held on Saturdays and Mon-Fri evenings.

15.1 Schedule

A preliminary course schedule shall be available no later than the first admission decision. This shall include teaching and examination. Examinations shall normally be scheduled within the timeframe of each module.

16. On examination and the examiner

16.1 What is an examination?

Examination is the assessment and grading of a student's knowledge, skills and understanding in a subject, based on the intended learning outcomes stated in the course syllabus. The course syllabus states which methods of examination are used on a particular course.

Examples of examination are written examinations, take-home examinations, group work, written assignments, essays, placements and oral presentations, as well as participation in seminars.

16.2 Information about examination

The examiner is responsible for compliance with the examination formats stated in the course syllabus. The course coordinator is responsible for providing information to the students about relevant examination formats, rules and grading criteria at the start of the course.

16.3 Examiner

The decision about grading is taken by the person who is appointed examiner (HF, Chapter 6, Section 18). The university's Delegation of Authority states who makes the decision on appointing examiners.

16.4 Change of examiner

A student who has taken two examinations for a course or module without achieving a pass is entitled to have another examiner appointed, unless circumstances suggest otherwise (HF, Chapter 6, Section 22).

A student who wishes to change examiner must submit a written request to the relevant study information desk, unless the course/programme has provided other information. The university's Delegation of Authority states who makes the decision on changing examiners.

17. Number of opportunities for examination

17.1 Number of opportunities for examination: general rule

For each part of an examination, the university shall offer a student at least five (5) examination opportunities during a period of two (2) years from the date the student first registered on the course. At least three (3) of these shall be during the first year after the start of the course. During these two (2) years, the student is entitled to be examined on the basis of the syllabus and reading list that was valid when the student registered on the course. It is the number of times that a student is offered the opportunity to take an examination that shall be counted, not how many times the student has actually taken the examination. It is the responsibility of the student to find out the dates of examinations.

When two (2) years have passed from the date a student first registered on a course, examination is carried out on the basis of the current syllabus and reading list.

The course coordinator may decide upon other time intervals for examination formats that require specific conditions for them to be conducted. For example, examinations that require a particular number of students or which must be conducted at a particular time of year. Such

examination formats may be group work, seminar series, excursions and lab work. If other time intervals for examination than those stated in the general rule are applied to a course, students shall be informed of this at the start of the course.

17.2 Examination for courses not offered during the semester

The university shall offer at least (1) examination opportunity per examination and semester even if the course is not offered during the current semester. This applies on the condition that at least one student re-registers on the course at the start of the semester and, in association with this, requests examination during the semester.

The school may decide on exceptions to this regulation for specific examination formats, such as those that require a particular number of students or must be conducted at a particular time of year. This may include group work, seminar series, excursions and lab work.

17.3 Examination on courses that are no longer offered

If the university decides that a course will no longer be offered, students who have studied on the course shall be offered at least three (3) examinations over a period of at least one (1) year. However, students who recently studies the course must be offered at least five (5) examinations in total, in accordance with section 17.1. Once the above examination opportunities have been offered, the university offers no further opportunities for examination on the discontinued course.

Some examination formats require specific circumstances to be conducted. For such examination formats, the course coordinator may decide on exceptions to the number of examination opportunities. For example, examinations that require a particular number of students or which must be conducted at a particular time of year. Such examination formats may be group work, seminar series, excursions and lab work.

After the decision to discontinue a course has been taken, the course coordinator may decide that the examination formats for the course can be different to those stated in the course syllabus. However, the new examination formats must be compatible with the intended learning outcomes stated in the syllabus.

When the decision has been taken to discontinue a course, the university is responsible for contacting the students who have studied the course but not yet passed it. The university shall send a letter to the student's registered address to inform him or her of the cancellation and the examination opportunities that are being offered.

17.4 Limitation in the syllabus to the number of examination opportunities

The number of times a student is offered the opportunity to re-sit an examination is governed by the regulations in 17.1 and 17.2. The number of times that a student may undertake an examination or placement may, in some cases, be limited due to the stipulations of the syllabus. This may only take place if a lack of such a limitation would entail an unreasonable waste of resources.

If the number of occasions on which a student may take an examination is limited, this shall be set as at least five (5). Placements or equivalent period of education may be limited to at least two (2) occasions (HF, Chapter 6, Section 21).

If the number of occasions for examination or placement are limited, those counted are the ones the student has completed, not the examination opportunities that have been offered. Students on courses where there is a limitation must be informed that there is a limit and what this entails.

18. 18.4 Examination instructions and rules

For every examined module, there shall be written instructions and rules for how students will be examined. It is the responsibility of the student to be informed about the rules and instructions that apply to each examination.

18.1 Compulsory attendance

Compulsory attendance is sometimes a separate examination format, such as for guest lectures. However, the requirement for compulsory attendance is usually linked to an examination format that requires the student's presence. Examples of this are written examinations and active participation in seminars.

If a course has examined modules that require compulsory attendance, this shall be stated in the syllabus. The students must be informed about which parts of the course have compulsory attendance no later than the start of the course. In association with this, students shall also be informed about any consequences of absence from the compulsory elements. If absence from an element with compulsory attendance may be compensated for in a way other than participation at another time, this must be stated in the syllabus.

Compulsory attendance shall be checked, documented and archived using registers or other appropriate methods. Other students may not sign an absent student's name on the register.

18.2 Group work

Group work is an examination format that shall be conducted as a collaboration between two or more students. The group has shared responsibility for the assignment's execution and the resulting product. When a teacher corrects or grades group work, an individual assessment shall be made for each student.

18.3 Individual examination tasks

An individual examination task is one that shall be completed autonomously. The student's own performance is the basis for assessment.

The basic rule is therefore that during work with an individual examination task, there may be no collaboration with other students. In cases where collaboration is permitted during some part of the work on an examination task, this shall be stated in the instructions for the examination task.

18.4 References and sources

In the examination task, it shall always be clear what are the student's own words, ideas, conclusions, structures, reasoning, analyses, questions, etc. The basic rule is that everything the student takes from another source – published or unpublished – shall be presented in the manner stated in the assignment's instructions. Sources include reading lists, articles, other students' work, a student's own previous work, the Internet, interviews, observations, television and radio programmes, statistics, pictures, tables, maps and lab results.

The instructions for a written examination assignment should always state the requirements for the list of sources. There are different systems for references. More information about source management is available on Södertörn University Library's website.

18.5 Reuse of the student's own text

The general rule at the university is that each examination requires a new performance by the student. This means that a student may not reuse a piece of work for which he/she has been examined on a previous occasion. Exceptions may be made, such as the re-examination of essays or additions to take-home examinations. In cases where the re-use of previous text is permitted, it shall be stated in the instructions for the examination task.

18.6 Plagiarism checks

Written examination tasks are usually checked using a text matching tool after they have been submitted. The aim of this is to prevent and discover plagiarism in examinations. Employees are obliged to make a disciplinary report if there is a suspicion of plagiarism or other attempts at deception in association with examination. Read more in section 28. Disciplinary measures.

19. Essay supervision (degree project)

During the writing of a major essay, students are often offered some supervision. A supervisor may never prevent a student from having his or her essay examined, regardless of the supervisor's assessment of the student's potential to achieve a pass grade.

A person who has supervised an essay shall not be the examiner for that essay. If exceptional circumstances make this impossible, the same person may be both supervisor and examiner.

However, it is solely the examiner who decides the grade. However, the supervisor's and the examiner's assessment of an essay shall not differ too greatly. Clear criteria for assessment and a dialogue between the supervisor and examiner are necessary to prevent this.

A student's right to supervision for an essay or degree project is tied to a particular course date. Continued supervision may be provided after the end of a course for a student who has not achieved a pass grade. If the subject does not have a routine for supervision after the end of a course, the course coordinator must investigate the opportunities for further supervision for a student who has not achieved a pass grade on his or her essay. Regardless of whether the student receives further supervision, he or she is not entitled to re-register on the course for re-examination.

19.1 Change of supervisor

In exceptional circumstances, a student should be given the opportunity to change supervisor. A student who wishes to change supervisor must submit a written request to the relevant study information desk and explain the reasons for requesting the change. The school appoints a person to decide on such cases.

20. Written examination

Registration for written examinations is compulsory. A student who has not registered may not sit the examination. The registration period starts three (3) weeks before, and ends one (1) weeks before, the written examination. After the registration deadline, late registration for a written examination may be possible if places are available. A student who wishes to register

late must contact the examination co-ordination office as soon as possible with his or her request.

To sit a written examination, a student must be registered, arrive punctually and be in possession of his/her SH Card or a valid ID.

Complete information about written examinations is available in *Salsskrivning – Rutiner och regler* reg. no. 972/44/2011 (Written Examinations – routines and rules).

20.1 Anonymised written examinations

Södertörn University has anonymous marking of written examinations. This means that the student provides an allocated code on the written examination instead of his or her name. The student is thus anonymous when the paper is marked. However, to ensure that there is no conflict of interests, the examiner shall know the names of the students before the grades are decided. Read more in section 2.2 Conflicts of interest.

20.2 Written examinations for courses provided at another HEI

A student or employee at Södertörn University who is studying a course at another HEI, may sit a written examination for that course at Södertörn University. This opportunity is not offered to anyone without the above link to the university.

A written examination for a course provided by another HEI may be conducted at Södertörn University provided that a written examination is planned for the university's normal activities on the requested day and time. A person who wishes to sit such a written examination must contact the examination co-ordination office at Södertörn University no later than two weeks before the desired date of the examination.

20.3 Written examinations at another site for courses provided by Södertörn University

A student who is studying a course at Södertörn University and who wishes to sit a written examination for the course at another site is responsible for contacting his/her examiner in good time. If the student is granted permission to sit the examination at another site, the student is responsible for contacting the HEI, public authority or equivalent at which the student wishes to sit the written examination. The written examination shall be conducted at the same time as for other students on the course, unless the examiner decides otherwise. The examiner or a person appointed by the examiner is responsible for the administration and quality assurance of the examination.

21. Submission, marking and return of examinations

21.1 Examination submissions

The deadline for the submission of take-home examinations and hand-in assignments shall be announced by the course coordinator no later than the start of the course.

Unless otherwise stated, a take-home examination or hand-in assignment that is submitted late will not be marked. The student is instead instructed to hand in the work on the next opportunity for submission.

21.2 Submission of blank or incomplete examination paper

A student who submits a blank examination receives a Fail (U) grade.

A student who submits an incomplete examination receives a Fail (U) grade, or the opportunity to add to it.

21.3 Marking period and results reporting

Unless there are exceptional circumstances, the student shall receive the assessed examination assignment as soon as possible, but no later than 15 working days after the date of submission. This is provided that the student has submitted the assignment on a previously determined submission date. The results of the examination shall be promptly reported using the Ladok study documentation system.

21.4 Announcement of examination results

The students on a course shall receive information about how the results of the various examination elements on the course will be provided.

In cases where the examination results are provided in a way that make a student's personal details available to others than him or herself, the personal details shall be anonymised. For example, this can be done by only publishing the first six numbers of the personal ID number.

21.5 Returning examination tasks

After an examiner has assessed a submitted examination, the student may collect it from the study information desk or in another way decided by the examiner.

It may be appropriate for a person who is considering an appeal to first collect a copy of his or her examination task. Read more in 26.2 Appeals.

Two (2) years after the examination, the university may remove and dispose of uncollected examination tasks.

22. Barriers to examination due to errors by the university

22.1 Examination-related problems caused by the university

A student who has been unable to sit an examination due to a mistake by the examiner or the university, is entitled to a new examination. A new date for the examination shall be decided in consultation with the student, so that it is on an occasion that suits the student. Regardless of the circumstances that led to the original problem, the format of the examination shall always comply with the course syllabus.

22.2 Missing examination tasks

In order for an examiner to make an assessment and set a grade, there must be an examination task as a basis.

If it can be proven that a student has submitted an examination, but the examiner cannot set the grade because the examination cannot be found, a new examination date shall be decided. The new date shall be decided in consultation with the affected student and be one that suits the student. The format of the examination shall comply with the course syllabus on the resit occasion.

If an examination has disappeared after the examiner has set the grade and it is apparent that the grade is correct, the grading decision stands. If there is doubt about the correctness of the

grade, the student shall instead be offered a new examination date. The new date shall be decided in consultation with the affected student and be one that suits the student. The format of the examination shall comply with the course syllabus on the resit occasion.

23. Barriers to examination due to religious or ethical reasons

23.1 Examinations on religious holidays

If an examination is scheduled to coincide with a religious holiday within a faith observed by a student, the student is entitled to another examination date. The student shall, at the start of the course, inform the course coordinator that the examination coincides with a religious holiday. Provided that the student has informed the course coordinator at the start of the course, the student is entitled to a new examination date close to the normal examination date. The university may request a certification or similar from the student's religious community or equivalent, to confirm that the day is a religious holiday.

23.2 Exemption from compulsory course components

Exemptions from compulsory components may be permitted in exceptional circumstances. In this case, exceptional circumstances are primarily ethical and religious reasons. A student who wishes to be exempted from a compulsory component must make a written application to the examiner. The application shall state the reason for exemption.

The examiner makes an assessment of the reasons presented by the student and whether it is possible to achieve the intended learning outcomes in the syllabus in different way to the obligatory module. A student who is granted exemption from a compulsory course component shall complete a compensatory task that provides the equivalent knowledge and is of the equivalent scope as the compulsory course component. The examiner decides the format of the compensatory task.

The decision not to grant a student exemption from a compulsory component may be appealed to the Higher education Appeals Board (HF, Chapter 12, Section 2). Read more in section 27. Appeals.

24. Incompletion, compensatory tasks, supplementation and resits

24.1 Incompletion

Make-up assignments are usually given for examinations that a student has not completed. If a student has an incomplete examination, this means that a grade cannot be set for that examination until the student has completed it. A make-up assignment is usually conducted using the same format as the original examination.

24.2 Compensatory task

A compensatory task is a type of make-up assignment that is carried out in a format different to that of the original examination. One example of this is a written hand-in assignment as compensation for absence from a seminar.

If an examination task may be compensated for using a format different to that of the original examination this must be stated in the syllabus.

24.3 Supplementation

In some cases, students may be offered the opportunity to supplement an examination task that is close to achieving a pass grade. A supplementation shall be based on the same task as the original examination and provide the student with the opportunity to develop or redo parts of the task. The examiner sets the deadline and the scope of the supplement.

The opportunity to provide a supplement shall be used sparingly. Supplementation shall normally only be able to result in a student receiving a Pass (G) or a Fail (U). If the examiner does not feel that the submitted supplement fulfils the requirements for a pass grade, the examiner shall set the grade as Fail (U).

Unless otherwise stated, the student has one (1) year in which to complete a supplement. If the student has not submitted the supplement within the stated time, the examiner sets a Fail (U) grade for the original examination assignment.

If examination assignments can be supplemented, the students must be informed of this at the start of the course.

24.4 Resit examinations

Dates for the first opportunity to resit an examination shall be announced at the start of the course. The interval between the examination results and a resit should always be at least fourteen (14) week days.

A student must be registered on the relevant course during the current semester to take a resit examination.

25. Grades

Grades shall be given for completed courses. Grades are decided by an examiner (HF, Chapter 6, Section 18). An examiner's decision about a grade cannot be appealed.

Södertörn University uses the following grading scale: Fail (U), Pass (G) and Pass with credit (VG), or Fail (U) and Pass (G). The grading scale shall be stated in the course syllabus and shall apply to normal examinations (first sitting) and resits.

To obtain a grade of Pass with credit (VG) on a completed course, at least 50% of the credits on the course shall have been awarded a grade of Pass with credit (VG). If the course includes an essay, this shall be included in the share of credits with the grade Pass with credit (VG). Any exceptions to this rule shall be stated in the course syllabus. (Riktlinjer för betyget Vål godkänd (VG) på hel kurs, dnr 491/40/2009 [Guidelines concerning the grade of Pass with credit (VG) on an entire course, reg. no. 491/40/2009])

A student who has received a Pass (G) grade cannot have the grade changed to Fail (U) on his/her request. A student who has achieved a pass grade on an examination does not have the right to resit the same examination again. Nor may a student withdraw a submitted examination with the aim of avoiding a grade being given.

25.1 Grading criteria and point boundaries

At the start of the course, the students shall be informed in writing of the grading criteria for the course, i.e. the criteria and the grounds for evaluation that apply to attaining a particular

grade. The grading criteria shall have a clear link to the intended learning outcomes that are stated in the syllabus.

Some examinations have the point boundaries for a particular grade stated in advance. In cases where an application of the point boundaries would result in an inaccurate grade, the examiner may adjust the point boundaries when marking. Examiners must inform the students about the adjustments made to the point boundaries.

25.2 Grading decisions

Grading decisions are documented in the Ladok study documentation system. The general rule is that the grading date is the day that a written examination was held or the final date for the submission of a hand-in assignment.

If teachers other than examiner have participated in assessing a student's work, their names shall be provided in the grading decision (MF, Section 21).

25.3 Justification of grades

Decisions on grading do not need to be justified. However, it may be appropriate to do so depending on the format of the examination. If no justification is given for a decision on grading and the affected student requests to know the reason for the decision, the examiner should provide information (FL, Section 20). Examples of how the examiner arrived at a grading decision may be making notes in the examination paper during marking, holding a post-exam review or providing a written answer key are examples of how students can be made aware of how an examiner has made decisions.

In cases where an oral post-exam review will be offered, the students must be told the date for this at the start of the course. An oral post-exam review should be done at least seven (7) week days before the resit.

26. Amendments to decisions: correction and reassessment

A public authority must amend a decision that, for some reason, contains an error. Amendments to decisions may take place in the request of a person affected by the decision or on the authority's own initiative.

A grading decision may always be changed before the student has been informed. If an amendment shall be made at a later date, the conditions for changing the decision are dependent on the type of error.

More information on reassessment and corrections is available under the below headings. These provisions do not only apply to grading decisions, but may also apply to other types of decisions at the university.

26.1 Correction

If a grading decision is correct but has been erroneously presented or announced, the examiner may correct this, whether or not it is to the student's advantage or disadvantage. Corrections of this type may take place due to typos, e.g. if a decision has been announced using inaccurate words or figures. Corrections may also be made if one person has been mistaken for another or if the same thing has happened to examination assignments. Before

the examiner makes a correction that is to the student's disadvantage, the student shall normally be given the opportunity to state his or her opinion (FL, Section 26).

Corrections to grades shall be done after earnest consideration.

26.2 Reassessment

If a grading decision is obviously erroneous, the examiner is obliged to change the decision if this can be done rapidly, easily and without the grade being reduced (HF, Section 6, Section 24). Amendments of this type may occur if the examiner, after the student has been informed of the grading decision, discovers that there has been an error in the assessment. This could happen if, for example, after the grade has been announced, the examiner discovers that a page in the student's exam paper hasn't been marked.

A student who wants to have a grading decision reassessed should send a written request to the examiner. Because a reassessment shall only occur if it can be done quickly and easily, in his or her request the student must clearly show which obvious errors he or she believes the decision contains. A request for reassessment should be made as soon as possible after the results are announced.

A student who has collected an original written examination may not be denied reassessment. However, it may be difficult for an examiner to determine what was originally written, which may reduce the chances of a legally certain reassessment. A student who wishes to request reassessment should therefore ask for a copy of the examination instead of collecting the original.

27. Appeals

Only some decisions made by a university can be appealed. For example, a decision about grades cannot be appealed. If a decision can be appealed, this shall be stated when the decision is announced, as well as how it is done (FL, Section 21).

Depending on what the decision refers to, appeals should be sent to the Higher Education Appeals Board or the Administrative Court in Stockholm, see section 27.2 Higher Education Appeals Board or section 27.3 The Administrative Court.

27.1 How to appeal a decision

Persons who wish to appeal a decision shall do so in writing. An appeal shall contain the following:

- which decision is being appealed
- the desired change to the decision
- any request for inhibition
- name and personal ID number
- address
- e-mail address
- telephone number.

The person making the appeal shall send or submit the appeal to Södertörn University. An appeal must have been received by the university within three weeks of the day the appellant received the decision (FL, Section 23).

When the university receives an appeal, the university shall first determine whether the appeal was submitted in time. If this is the case, the university sends the appeal and other case documentation to the authority which will assess the appeal. If the appeal has been submitted too late it shall be dismissed (FL, Sections 23-25).

27.2 Higher Education Appeals Board

The Higher Education Appeals Board is a national authority that is tasked with hearing appeals of certain decisions made by HEIs.

Pursuant to the Higher Education Ordinance, Chapter 12, Section 2, the following decisions are some of those that can be heard by the Higher Education Appeals Board:

- a decision that an applicant does not fulfil the entry requirements for admission to a course or programme.
- a decision that exemption will not be granted from the general entry requirements.
- a decision to deny a credit transfer application.
- a decision to reject a student's request for exemption from compulsory course components.
- a decision not to grant deferment of studies or to continue studying after approved leave.
- a decision to deny a request for a degree or course certificate.
- a decision that contravenes a prohibition against discrimination and reprisals (Discrimination Act).
- a decision to give a student group the status of a students' union or if a students' union is longer to hold such status (Student Union Ordinance).

The decisions of the Education Appeals Board cannot be appealed (HF, Chapter 12, Section 5).

27.3 The Administrative Court

The Administrative Court is a court that hears cases regarding the exercise of authority, i.e. decisions made by authorities that relate to individuals. Appeals that originate from Södertörn University are heard by the Administrative Court in Stockholm.

Examples of cases that can be appealed to the Administrative Court are:

- Disciplinary Board decisions on warnings or suspensions (HF, Chapter 12, Section 3).
- Decisions on expulsion from courses and programmes (HL, Chapter 4, Section 7).

27.4 The Administrative Court of Appeal

The Administrative Court of Appeal in Stockholm hears appeals relating to decisions made by the Administrative Court in Stockholm. Both the student and the university can appeal decisions of the Administrative Court to the Administrative Court of Appeal. For the Administrative Court of Appeal to hear an appeal made by the Administrative Court, the Administrative Court of Appeal must grant leave to appeal.

A decision made by Södertörn University to withhold a public document may be appealed directly to the Administrative Court of Appeal in Stockholm.

Decisions from the Administrative Court of Appeal can be appealed to the Supreme Court. For the Supreme Court to hear an appeal made by the Administrative Court of Appeal, the Supreme Court must grant leave to appeal.

28. Disciplinary measures

In certain circumstances, a university may take disciplinary measures against a student. The disciplinary measures are warning and suspension. Suspension can be for no more than six months (HF, Chapter 10, Section 2).

The university may not invoke disciplinary measures against a student more than two years after the incident occurred (HF, Chapter 10, Section 1).

The circumstances that may lead to disciplinary measures are if a student:

- tries to cheat during an examination,
- disrupts or prevents teaching, examination or other activities that are within the remit of the course or programme,
- disrupts activities at the university library or other establishment at the university, or
- A student subjecting another student or an employee at the university to the types of harassment or sexual harassment (HF, Chapter 10, Section 1).

An employee who has a well-founded suspicion about any of the above shall make a disciplinary report (HF, Chapter 10, Section 9). The report is investigated by the disciplinary board's advisers. Decisions on disciplinary cases are made by the vice-chancellor and, where relevant, by the disciplinary board.

A student who has received a warning from the Vice-Chancellor can request that this is tried by the Disciplinary Board (HF, Chapter 10, Section 10). A student may appeal Disciplinary Board decisions on warning or suspension to the Administrative Court (HF, Chapter 12, Section 3).

29. Expulsion

A student who has been found guilty of a serious crime, suffers from a serious mental disorder or who abuses alcohol or drugs, may be expelled from his/her studies. In addition to this, a requirement is that the student may injure other people or valuable property during his/her studies (HL, Chapter 4, Section 6).

The Higher Education Expulsions Board hears expulsion cases (Ordinance on the Expulsion of Students from Higher Education, Section 6). The Higher Education Expulsions Board is a national authority that hears cases following a report from a university's vice-chancellor. Decisions made by the Higher Education Expulsions Board may be appealed to the Administrative Court (Ordinance on the Expulsion of Students from Higher Education, Section 20).

Expulsion from studies means that the student may not continue with his/her education. It may also mean that the student may not be admitted to similar courses or programmes at another HEI, or to higher education in general. An expulsion decision is not limited in time

but applies until further notice; the earliest it can be reconsidered is two years after the original decision (Ordinance on the Expulsion of Students from Higher Education, Sections 3-4).

List of abbreviations

AML – Work Environment Act (Arbetsmiljölag)

DiskrL – Discrimination Act (Diskrimineringslag)

FL – Administrative Procedure Act (Förvaltningslag)

HF – Higher Education Ordinance (Högskoleförordning)

HL – Higher Education Act (Högskolelag)

MF – Government Agencies and Institutes Ordinance (Myndighetsförordning)

RF – Instrument of Government (Regeringsform)

UHRFS – Statute Book for the Swedish Council for Higher Education (Universitets- och högskolerådets författningssamling)

URL – Act on Copyright in Literary and Artistic Works (Lag om upphovsrätt till litterära och konstnärliga verk)

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