



Date received:

Registration number:

Application for exemption

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

An exception to the entry requirements may be permitted in some circumstances.

First name	
Surname	
Personal ID number	
Email address	

State the programme or freestanding course you are studying.	
State the semester you were admitted to the programme or freestanding course.	Spring semester 20____ / Autumn semester 20____
State the course name and code for the course(s) you want to study but are not qualified for.	
State the course name and code for the qualifying course that you have not completed.	

Reason for application

If you do not fulfil the formal qualifications you may, in some cases, be considered as having the knowledge required to have the credits for the course(s) transferred, as long as you can prove that you have the equivalent knowledge.

State the equivalent knowledge you have and append any certification that proves this.

Certificate attached

COMPLETED BY THE UNIVERSITY

The application for exemption is:

- Granted
- Partially rejected. See reasoning in the attached document.
- Rejected. See reasoning in the attached document.

Decision made by	Date
	Signature
	
	Name in block capitals	

Rights and obligations – regulations for studying at first and second-cycle level at Södertörn University

12. Exemption: exceptions to 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 according to the valid Delegation of Authority. If an application is denied or only partially approved, this decision must be motivated and include information about the appeals process.

A decision to reject an application for exemption may be appealed to the Higher Education Appeals Board (Chapter 12, Section 2 of the Higher Education Ordinance). Read more in Section 27, Appeals in "Rights and obligations – regulations for studying at first and second-cycle level at Södertörn University".

<https://www.sh.se/rights-obligations>

How to appeal:

A decision to reject an application may be appealed to the Higher Education Appeals Board.

The appeal must be in writing and include the following:

- the decision you are appealing and the case registration number,
- how you wish the decision to be amended,
- additional information and circumstances you wish to present to appeal the decision,
- your name, personal ID number, address and daytime telephone number.

You must address the appeal to the Överklagandenämnden för högskolan (Higher Education Appeals Board), but send the appeal by email to info@sh.se or post it to Södertörns högskola, Registrator, 141 89 Huddinge. When emailing: write Överklagande in the subject line. You may also hand in your appeal at Södertörn University's Infocenter in ME 5.

Your appeal must have been received by Södertörn University within three weeks of Södertörn University notifying you of the decision. If you received the decision via email or letter from the university, the time starts from the date the email/letter was sent.

Södertörn University submits your appeal and other case documents to the authority dealing with your appeal.