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# **Admission Regulations for Mälardalen University Academic year 2021/2022**

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## 1. Introduction

The Admission Regulations lay out the instructions that Mälardalen University, MDH, applies on the question of application, entry requirements, selection, admission and fees as well as how decisions concerning these issues can be appealed against. The instructions in the Admission Regulations apply to all students at MDH. A student is a person who is admitted to and who pursues higher education.

The Admission Regulations have been compiled by the Division of Admissions and Degrees. These regulations are revised ahead of every academic year and adopted by the University Board.

A working group appointed by the Association of Swedish Higher Education, SUHF, is commissioned with drawing up assessment handbooks for an equivalent assessment of Swedish and international education at all higher education institutions (HEIs). SUHF also issues recommendations regarding other issues within the admissions sphere. MDH uses the handbooks as a guide when working with admissions and normally follows SUHF's recommendations.

## 2. General regulations (Higher Education Ordinance, HF, Ch. 7, Sections 1-4 (1993:100))

Admission to education at first-cycle (Bachelor's) or second-cycle (Master's) level relates to a course or a study programme. To be admitted to education at first-cycle or second-cycle level, the applicant is required to meet the general entry requirements and furthermore any specific entry requirements that may be prescribed.

If there are particular reasons, the University may decide on exemption from one or more entry requirements. A higher education institution will grant exemption from one or more entry requirements if the applicant is capable of profiting by the studies applied for without fulfilling the entry requirements.

## 3. Application for courses and study programmes

To be admitted to a study programme at MDH the applicant must submit an application. In most cases application is made through [www.universityadmissions.se](http://www.universityadmissions.se). To be included in the selection process the application must have been submitted in time. Application dates and instructions for applying etc. are adopted by the University in cooperation with other HEIs and the Swedish Council for Higher Education (UHR), and are stated in the application information for each study programme and at [www.universityadmissions.se](http://www.universityadmissions.se).

For study programmes with local admissions see [www.mdh.se](http://www.mdh.se).

For both the autumn and spring semesters there is a final date for supplementing applications. These dates are stated in the application information at [www.universityadmissions.se](http://www.universityadmissions.se) and [www.antagning.se](http://www.antagning.se).

### **3.1 Separate admission**

Mälardalen University may apply separate admission for applicants who are liable to tuition fees.

## **4. Application- and tuition fees**

To be admitted it is required in certain cases that the application fee and the tuition fee have been paid. The question of which people are required to pay application fees and tuition fees is prescribed in the Ordinance on Application Fees and Tuition Fees (2010:543). Decisions on liability to/exemption from fees are taken by the Division of Admissions and Degrees at MDH.

The application fee must cover the costs of assessment and processing the application. The fee applies to all applications made for a certain semester through [www.universityadmissions.se](http://www.universityadmissions.se). In cases where a study programme is applied for locally, i.e. the application is made direct to the University and not through [www.universityadmissions.se](http://www.universityadmissions.se), the University will levy an application fee for this application too. The processing of the application will be commenced once the application fee is paid.

Under no circumstances does the applicant have the right to a refund of the application fee.

The amount of the tuition fees is decided by the Vice-Chancellor and must cover the costs of the University. In cases of a refund of the application fee, an administrative charge of 3000 SEK will be deducted from the application fee paid in. For more information about tuition fees at the University, consult the Vice-Chancellor's decision of 23 June 2020, registration number 2020/1451.

### **4.1 Refund of tuition fees**

In accordance with Section 12 of the Ordinance on Application Fees and Tuition Fees, the University may refund the whole or a part of the tuition fee if a student has paid the tuition fee but is no longer liable to payment in accordance with Section 5 of the Ordinance on Application Fees and Tuition Fees. The refund will relate to the part of the study programme for which the student is not liable to payment. The University may also in other cases refund the whole or a part of the tuition fee if a student is prevented for particular reasons from participating in the course or study programme.

MDH may refund the tuition fee, on written application from the student, in cases where the student can verify (where appropriate with a certificate) that one of the following reasons is applicable:

- that the tuition fee has been paid erroneously,
- that the student has acquired a change of status and is thereby no longer liable to charges,
- that the student does not have or has no longer been granted a residence permit in Sweden,
- that the student has paid the fee too late into the semester, when the student no longer has the right to commence the course or study programme. In normal cases the rule is that the student has access

to the course or study programme during the registration period unless otherwise notified by the School,

- that the student submits an application for non-completion within three weeks of commencement of the course or study programme,
- that the student withdraws from the course or study programme within three weeks of its commencement, or
- that the student will receive a credit transfer for the course to be read,
- that the student is awarded a scholarship

A student requesting a refund of tuition fees must apply for this on a form available at [www.mdh.se](http://www.mdh.se). The Vice-Chancellor's delegation determines who takes decisions on refunds. Decisions to refund, or to reject all or part of the application for a refund, may not be appealed against pursuant to HF Chapter 12, Sections 2 and 4.

#### **4.2 Suspension of students for not paying on time**

If the tuition fee has not been paid within the time the University has stipulated, the student will be suspended from further studies in accordance with the Ordinance on Application Fees and Tuition Fees (2010:543). Suspension on account of non-payment means that the student does not have the right to participate in tuition, examination or any other activity on the course for which the student has not paid. If the student has paid for other courses, the student has the right of access to these.

A decision to suspend may be appealed against to the Higher Education Appeals Board (ÖNH). The University's decision to suspend is valid until:

- the student pays the tuition fee,
- the decision-maker, on their own initiative or after a request for review/appeal, reviews the decision,
- ÖNH rules that the University's decision to suspend is erroneous, or that
- the student has made a request to the University for, and has been approved, leave of absence from studies or has given notice of non-completion.

## **5. Entry requirements**

To be admitted to education at first-cycle (Bachelor's) or second-cycle (Master's) level, the applicant is required to meet the general entry requirements and furthermore any specific entry requirements that may be prescribed. In cases where the applicant is deemed to be ineligible for the course or study programme applied for, the applicant may request a review of the decision in accordance with Sections 37-38 of the Administrative Procedure Act.

### **5.1 General entry requirements**

The demands for general entry requirements are laid down by the Government and are stated in HF, Ch. 7, Sections 5-6, 24 (first-cycle level),

and Sections 28-30 (second-cycle level). Information about general entry requirements can also be found on [www.mdh.se](http://www.mdh.se).

#### **5.1.1 National validity – assessment of prior learning for general entry requirements**

If an applicant is judged, on the basis of registered prior learning in the national admissions system, to have the general entry requirements for courses and study programmes at first-cycle level or second-cycle level at another HEI, this judgement will be accepted by MDH.

#### **5.1.2 Exemption from demands for Swedish in general entry requirements**

MDH grants general exemption from the demands for Swedish in general entry requirements for first-cycle courses and study programmes given in English or another foreign language.

#### **5.2 specific entry requirements**

Regulations as to which specific entry requirements may be made are laid down by the Government and are stated in HF, Ch. 7, Sections 8-11, 25 and 31. On the basis of these, the Swedish Council for Higher Education, UHR, has laid down a number of field-specific entry requirements which are to apply for courses and study programmes intended for new higher education entrants. The UHR decides which field-specific entry requirements are to apply for courses and study programmes leading to a professional qualification. The University decides which field-specific entry requirements are to apply for other courses and study programmes that are intended for new higher education entrants. The University may decide on exemption from certain demands within any field-specific entry requirement. For courses and study programmes intended for students other than new higher education entrants, the University may determine which demands are to be made.

#### **5.2.1 Specific entry requirements for programmes**

The specific entry requirements for programmes are laid down by the University's Faculty Board. The entry requirements must be stated in the programme syllabus.

#### **5.2.2 Specific entry requirements for courses**

The specific entry requirements for courses are laid down by the Faculty Board. These entry requirements must be stated in the course syllabus.

#### **5.2.3 National validity – assessment of prior learning for specific entry requirements**

If an applicant is judged, on the basis of their prior learning, to have the specific entry requirements for a certain course or study programme at another HEI, this judgement will normally be accepted by MDH for a course or study programme of equivalent content and equivalent entry requirements.

**5.2.4 Conditional admission**

If the applicant does not fulfil the entry requirements before the final date for supplementing the application regarding courses and study programmes with previous academic studies as prerequisites, MDH has the possibility of admitting applicants conditionally. Admission/placement on the waiting list will then take place on condition that the specific entry requirements can be fulfilled no later than the date of commencement of the studies.

**5.3 Prior learning**

The term prior learning is used for applicants lacking the formal entry requirements, but meeting the general entry requirements for first-cycle level and/or the specific entry requirements “by Swedish or foreign education, practical experience, or on account of any other circumstance being capable of benefiting from the course or study programme” (HF, Ch. 7, Section 5, point 5). The applicant must personally refer to prior learning. Instructions for applications concerning prior learning are available at [www.mdh.se](http://www.mdh.se) or at [www.universityadmissions.se](http://www.universityadmissions.se).

## **6. Selection (HF, Ch. 7, Sections 12-23, 26-27 and 32)**

MDH determines which grounds of selection are to be valid for each course or study programme, based on the Higher Education Ordinance, the stipulations adopted by the Swedish Council for Higher Education, UHR, along with the recommendations of the Association of Swedish Higher Education (SUHF).

In the selection process, eligible applicants may participate in several selection groups.

An applicant may be admitted to a course or study programme of a maximum of 45 HE credits per semester. This credit limit applies cumulatively to the programmes, second-cycle programmes, freestanding courses, and courses within programmes. For summer course sessions an applicant may be admitted to courses of a maximum of 22.5 HE credits.

The University must avoid selection in courses or study programmes where a prior assessment can be made that all qualified applicants can be admitted. For these courses and study programmes there will be guaranteed admission. For guaranteed admission to be applicable for the course or study programme applied for, the applicant must apply by the final date of application, be eligible and also follow any other instructions given in the application documents and on the admission decision. If selection has to be made, sections 6.1 – 6.8 below apply.

There is an opportunity to make a late application for programmes, courses, and courses within programmes that are still searchable at [www.universityadmissions.se](http://www.universityadmissions.se). Eligible applicants are ranked in a special selection group according to the dates on which the late applications are received. Applicants applying late may be admitted once all the eligible applicants applying in time have been offered a place.

### **6.1 Selection to degree programmes at first-cycle (Bachelor's) level intended for new higher education entrants**

In the admission process there will be a grade selection and an entrance test selection, in accordance with HF, Ch.7, Sections 12-14. In accordance with HF, Ch.7, Section 23, selection may also be made on the basis of other special tests, knowledge, professional experience or other experience which is of particular value to the degree programme applied for and other factual circumstances pertaining to the degree programme.

Places on degree programmes are normally allocated so that two thirds of the places go to the grade selection group and one third to the Scholastic Aptitude Test group. In the case of equal tariff the drawing of lots will apply.

For admission to a course or study programme leading to a degree in the fine, applied or performing arts, selection may be made on the basis of special tests.

### **6.2 Guaranteed admission for students in the foundation year of the Engineering programme**

Students in the Technical foundation year have guaranteed admission to all Bachelor's and Master's degree programmes in Engineering at MDH as well as other technical courses and programmes at MDH to which the

foundation year gives eligibility. Guaranteed admission is valid for programme instances starting during the academic year following directly upon the completed foundation year. For guaranteed admission to apply, the student is required to:

- apply for the subsequent programme no later than the final date of application and follow any other instructions given in the application documents, and
- supplement the application before selection 1 with Pass results on the foundation courses required for the specific entry requirements for the programme the student has applied for.

### **6.3 Selection to second-cycle (Master's) study programmes**

Selection to second-cycle study programmes is normally made on the number of HE credits, but other selection procedures may occur. This is stated for each respective programme instance at [www.mdh.se](http://www.mdh.se). Normally a maximum of 285 HE credits may be credit transferred.

### **6.4 Selection to freestanding courses**

For courses given both as freestanding courses and as courses within programmes and to which not all applicants can be admitted, at least 30% of the available study places are to be allocated among applicants to freestanding courses.

### **6.5 Selection to freestanding courses not requiring prior higher education as entry requirement**

In the admission process there will be a grade selection and an entrance test selection in accordance with HF, Ch.7, Sections 12-14. Selection may also be made on the basis of other special tests, knowledge, professional experience or other experience which is of particular value to the degree programme applied for and other factual circumstances pertaining to the degree programme.

For courses applied for as freestanding courses, the places are allocated between two groups:

- A maximum of 30% of the places are given to applicants with at least 1 HE credit. If not all the applicants in this group can be admitted, selection is made based on the number of HE credits acquired at the time of expiry of the application period. No more than 165 HE credits may be credit transferred. Studies from other HEIs may also be credit transferred. In the case of equal tariff the drawing of lots will apply.
- The remaining places are allocated based on grade selection and entrance test selection. The distribution between grade- and entrance test selection is 40% of the places to grade selection and 30% of the places to entrance test selection. In the case of equal tariff the drawing of lots will apply.

### **6.6 Selection to freestanding courses requiring prior higher education**

For first-cycle (Bachelor's) courses at the G1F and G1E specialisation levels, the places are allocated between two groups:

- A maximum of 40% of the places are given to applicants with at least 1 HE credit. If not all the applicants in this group can be admitted, selection is made based on the number of HE credits acquired at the time of expiry of the application period. No more than 165 HE credits may be credit transferred. Studies from other HEIs may also be credit transferred. In the case of equal tariff the drawing of lots will apply.
- The remaining places are allocated based on grade selection and entrance test selection. The distribution between grade- and entrance test selection is 40% of the places to grade selection and 20% of the places to entrance test selection. In the case of equal tariff the drawing of lots will apply.

For first-cycle courses at the G2F and G2E specialisation levels, selection is normally based on the number of HE credits acquired at the time of expiry of the application period. No more than 165 HE credits may be credit transferred. Studies from other HEIs may also be credit transferred. In the case of equal tariff the drawing of lots will apply.

For second-cycle courses (regardless of specialisation level), selection is normally based on the number of HE credits acquired at the time of expiry of the application period. No more than 285 HE credits may be credit transferred. Studies from other HEIs may also be credit transferred. In the case of equal tariff the drawing of lots will apply.

#### **6.7 Selection to courses within programmes at first- and second-cycle levels**

An applicant can normally be admitted to courses comprising no more than 30 HE credits per semester within their chosen programme. For courses which are included in and are applied for in a degree programme to which not all students can be admitted, selection is made based on the number of HE credits acquired at the time of expiry of the application period. Studies from other HEIs may also be credit transferred. In the case of equal tariff the drawing of lots will apply.

### **7. Admission from waiting list and acceptance of late applicants**

If there are places available on a programme or course after the last ordinary selection, students on the waiting list will be offered a place. Reserves will be admitted from the selection group in which a place has become available, and in the order in which they are registered on the waiting list. If there is no reserve in the selection group, the reserve will be admitted from another optional selection group.

If there are places still available after the reserves have been called, students who have applied after the last ordinary selection may be offered a place. Admission of reserves and late applicants will continue as long as possible with regard to the course or study programme.

## **8. Commencement of studies**

A person admitted to a degree programme or course must follow the instructions in the admissions decision and, where applicable, in a separate email/letter. To be able to participate in tuition and examination the person admitted must also register for the course or study programme.

## **9. Deferment of commencement of studies (HF, Ch. 7, Section 33)**

A person who cannot commence studies at the appointed time may be granted deferment of commencement of studies if there are particular reasons for this. In accordance with the regulations of the Swedish Council for Higher Education, UHR, UHRFS 2013:3, these particular reasons can be social, medical or other special circumstances such as care of children, military or civilian service, student union duties, military basic training in accordance with the Ordinance (2015:613) on military basic training, or postponed leave in accordance with the law (1974:981) of an employee's right to leave of absence for educational purposes. Particular reasons can also be time-limited probationary employment in accordance with Section 12 of the law (2012:332) regarding certain employments in the Swedish Armed Forces or duty in the Swedish Armed Forces for a person who is employed as a temporary duty group commander, soldier or sailor in accordance with this law.

The period of deferment may amount to a maximum of 18 months provided there are no particular reasons for a longer period. Deferment of commencement of studies is granted only for degree programmes at first-cycle (Bachelor's) or second-cycle (Master's) level. Application for deferment of commencement of studies is made on a special form to be found on [www.mdh.se](http://www.mdh.se).

A person wishing to commence studies after the period of deferment must abide by the instructions in the deferment decision, i.e. re-apply for the course or study programme for which deferral was granted, and enclose a copy of the deferment decision. The application must be made no later than the last date of application.

### **9.1 Tuition fees**

In cases where a student who is required to pay tuition fees has paid for the semester for which deferment has been granted, no refund is normally made, but the fee is valid for the semester immediately following the expiry of the deferment period. A person wishing to commence studies after the period of deferment must abide by the instructions in the deferment decision, i.e. re-apply for the course or study programme for which deferral was granted, and enclose a copy of the deferment decision.

## **10. Approved leave from studies (HF, Ch. 7, Section 33)**

Approved leave from studies relates to a break in studies which has been applied for to the University by the student. If there are particular reasons for this, the student may be allowed to continue studies after the leave. In

accordance with the regulations of the Swedish Council for Higher Education, UHR, UHRFS 2013:3, these particular reasons can be social, medical or other special circumstances such as care of children, military or civilian service or student union duties, military basic training in accordance with the Ordinance (2015:613) on military basic training. Particular reasons can also be time-limited probationary employment in accordance with Section 12 of the law (2012:332) regarding certain employments in the Swedish Armed Forces or duty in the Swedish Armed Forces for a person who is employed as a temporary duty group commander, soldier or sailor in accordance with this law.

A student who wishes to begin studies after the approved leave must contact the School responsible for the course or study programme in the way indicated by each School. In cases where optional courses within the programme are to be chosen, students must make their application for courses within the programme no later than the last date of application.

A student who takes leave from studies without applying for approved leave and wishes to recommence studies must contact the study adviser at the School responsible for the study programme.

#### **10.1 Tuition fees**

In cases where a student who is required to pay tuition fees has paid for the semester for which deferment has been granted, no refund is normally made, but the fee is valid for the semester immediately following the expiry of the deferment period.

### **11. Non-completion of studies**

A student who wishes to withdraw from studies must apply for non-completion of studies. If non-completion relates to a course, the student can personally apply for non-completion in the Student Portal within three weeks of the start of the course. After three weeks, or if the non-completion concerns a study programme, an application must be made in writing on a special form to be found at [www.mdh.se](http://www.mdh.se) and be handed to the School responsible for the programme or course. A person who has withdrawn from studies and wishes to return to the study programme must submit a new application.

#### **11.1 Tuition fees**

In cases where the tuition fees have been paid, a refund can be made if the student submits an application for non-completion of studies within three weeks of the start of the course or study programme. For the grounds for granting refunds, see 4.1.

### **12. Admission for latter part of a programme**

The latter part of a programme relates to programme semester 2 and later semesters. Admission to the latter part of a programme is granted only if there is an available place and only for a new semester. Admission to the final semester of a programme is granted only in exceptional circumstances. Individual study plans are drawn up only in exceptional

circumstances. Special rules apply for certain programmes, as explained in the points below.

Ahead of each semester each School will decide which programmes are to be available for admission to a latter part, and will inform the Admissions Office of this according to the timetable communicated by them.

### **12.1 Application for latter part of a programme**

To be admitted to the latter part of a study programme at MDH the applicant must submit an application through [www.universityadmissions.se](http://www.universityadmissions.se). To be included in the selection process the application must have been submitted in time. Application dates and instructions for applying etc. are adopted by the University in cooperation with other HEIs and the Swedish Council for Higher Education (UHR), and are stated in the application information at [www.mdh.se](http://www.mdh.se) and at [www.universityadmissions.se](http://www.universityadmissions.se).

For study programmes with local admissions see [www.mdh.se](http://www.mdh.se).

For both the autumn and spring semesters there is a final date for supplementing applications. These dates are stated in the application information at [www.universityadmissions.se](http://www.universityadmissions.se).

### **12.2 Entry requirements**

To be admitted to the latter part of a programme, the applicant must meet the specific entry requirements which were valid for the first semester of the programme and also have read courses corresponding to the previous semesters of the programme. The applicant's previous studies will determine to which semester admission is appropriate. Individual study plans are drawn up only in exceptional circumstances.

### **12.3 Selection**

If selection has to be made, the selection is based on the number of HE credits acquired at the time of expiry of the application period. Students at MDH have priority over other applicants. In the case of equal tariff the drawing of lots will apply.

### **12.4 The Behavioural Science programme**

For the Behavioural Science programme, admission to the latter part of the programme is allowed no earlier than for semester 3.

### **12.5 The Nursing programme**

For the Nursing programme, admission to the latter part of the programme is made only for semesters 3 and 5. Admission to semesters 2 and 4 is made only in cases involving a change of cities for students at MDH. Admission is not allowed if only placement, VFU, is required for the degree.

**12.6 Admission from the waiting list**

Admission from the waiting list to the latter part of a programme in conjunction with the beginning of a semester will not be made.

**13. Admission decision**

In accordance with the Vice-Chancellor's delegation, the University Director, or a person who has received the delegation from the University Director, takes decisions on admissions and on exemptions from entry requirements.

Once an admissions decision has been sent out, a course or study programme may not be cancelled.

**14. Exchange students****14.1 Incoming exchange students**

Incoming exchange students relate to students who by agreement with MDH have been nominated by their home institutions as exchange students.

**14.1.1 Application and application dates**

The course offer, nomination dates, application dates and instructions for application are adopted by the University and published on [www.mdh.se](http://www.mdh.se). For an application to be processed, it must be supplemented with the required documents.

**14.1.2 Entry requirements**

Each home institution of the nominated exchange students is responsible for fulfilling the stipulations laid down in the current agreements regarding the general entry requirements for higher education studies, and previous knowledge of English. Mälardalen University is responsible for assessing the specific entry requirements.

**14.1.3 Allocation of places and selection**

Eligible applicants are allocated places on courses for which they have applied by specific contract agreements, guaranteed admission or the drawing of lots. An exchange student may be admitted to no more than 45 HE credits per semester.

**14.1.4 Admission decisions**

Admission decisions are notified in a letter of admission.

**14.2 Outgoing exchange students**

Outgoing exchange students relate to students who have been admitted to and pursue studies at first-cycle (Bachelor's) or second-cycle (Master's) level at MDH and who participate in exchange with a higher education institution (HEI) abroad with which MDH has an agreement.

**14.2.1 Language requirements**

There may be specific requirements within the frame of individual agreements.

**14.2.2 Eligibility to apply**

A student may apply to participate in an exchange with an HEI abroad if they fulfil all of the following requirements:

1. The student must be a registered full-time student at MDH on the final application date.
2. The student must have a Pass grade on at least 30 HE credits at MDH.
3. The student must have obtained at least 75 percent of the credits for the courses on which the student has been registered at MDH up to and including the semester prior to the final application date.
4. The student must fulfil the above language requirements, if any, within the frame of individual agreements regarding knowledge of languages apart from the general entry requirements. If studies are to be pursued in a language other than English, a Pass result of at least 15 HE credits in the appropriate language at higher education level, or equivalent knowledge, is required.

**14.2.3 Application**

The student must apply for exchange studies at MDH in the way and within the time that the University stipulates on each occasion. Only eligible applicants advance further to possible selection and nomination.

**14.2.4 Eligibility to travel**

Students who fulfil the above entry requirements must also fulfil the following requirements prior to departure:

1. The student must have been registered at MDH in the semester immediately preceding the exchange semester.
2. The student must have a Pass grade on at least 60 HE credits at MDH.
3. Pass grades in the specific language requirements that the receiving HEI stipulates, e.g. a TOEFL test for ISEP exchange.

**14.2.5 Selection**

If more students apply for an exchange at one and the same HEI than there are places available, a selection must be made according to selection criteria. In the selection process only the students who have applied for exchange to the same HEI as their first choice are considered. Students who have applied to the HEI as their second choice or with lower priority will not participate in this primary selection.

Students who cannot be offered their first-hand choice have the opportunity of obtaining a place at their second- or third-hand choice once all the first-hand choice applicants have been allocated a place. Students who have experienced or previously been offered mobility are placed in a separate selection group which is offered nomination, subject to availability after everyone else.

1. Students obtain credit increments in accordance with the following credit scale:

20 credits	If the student has been involved in the Student Union's international activities (at MDH)	
Up to 50 credits	+ 10	If the student has 30.5 – 45 HE credits at MDH by the final application date
	+ 20	If the student has 45.5 – 60 HE credits at MDH by the final application date
	+ 30	If the student has 60.5 – 75 HE credits at MDH by the final application date
	+ 40	If the student has 75.5 – 90 HE credits at MDH by the final application date
	+ 50	If the student has at least 90.5 HE credits at MDH by the final application date
Up to 30 credits	+ 20	If the student has, by the final application date, obtained between 80% and 90% of the credits for all the courses registered on at MDH up to and including the previous semester.
	+ 30	If the student has, by the final application date, obtained more than 90 % of the credits for all the courses registered on at MDH up to and including the previous semester.

2. In the case of equal tariff the drawing of lots will apply in the final instance for the allocation of exchange places.

#### 14.2.6 Decisions etc.

A student who has submitted a correct application in time will receive a written notice from MDH. A negative decision for the student may not be appealed against.

### **15. Appeals (HF, Ch. 12, and Ordinance on Application Fees and Tuition Fees, Section 13)**

The following decisions may be appealed against to the Higher Education Appeals Board (ÖNH):

- a decision that an applicant does not meet the entry requirements for admission to a course or study programme at first-cycle (Bachelor's) or second-cycle (Master's) level, and a decision not to grant an exemption from the entry requirements
- a decision not to grant deferment of studies to anyone admitted to a course or study programme at first-cycle (Bachelor's) or second-cycle (Master's) level, or to be allowed to resume studies after approved leave from studies
- a decision to suspend anyone who has not paid the tuition fee.

The letter of appeal is to be addressed to the Higher Education Appeals Board (ÖNH), but sent to the address indicated in the decision that is to be appealed against.

The letter of appeal must have arrived within three weeks from the day the applicant was informed of the decision. If the University adheres to the decision, the matter is to be referred to the Higher Education Appeals Board, together with a statement.

Decisions made by the Higher Education Appeals Board may not be appealed against.