



Adopted by The Board 11 December 2023
Reg.no: 2023/2758

Admission regulations for education at first cycle and second cycle level at Mälardalen University for the academic year 2024/2025

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1. Introduction

The Admission Regulations state the directives that Mälardalen University applies to the question of application, entry requirements, selection, admission and fees as well as how decisions concerning these issues can be appealed. The directives in the Admission Regulations apply to all students at MDU. 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. It is revised ahead of every academic year and adopted by The Board.

A working group appointed by The Association of Swedish Higher Education Institutions, (*Sveriges universitets- och högskoleförbund* – SUHF), is tasked with drawing up the Qualification Assessment Manuals for an equal assessment of Swedish and international education at all universities and university colleges. SUHF also issues recommendations in other matters regarding admissions. MDU uses the manuals as a guide when working with admissions and follows SUHF's recommendations as a matter of course.

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

Admission to education at first-cycle or second-cycle (Bachelor's or Master's) level shall relate 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 able to benefit from the studies applied for without fulfilling the entry requirements.

3. Application for courses and study programmes

To be admitted to a study programme at MDU the applicant must apply. In most cases application is made through www.universityadmissions.se (antagning.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.

For courses and study programmes with local admissions see www.mdu.se.

For both the autumn and spring semesters there is a final date for supplementary qualifications. These dates are stated in the application information at www.universityadmissions.se. (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 persons are required to pay application fees and tuition fees is prescribed in the Ordinance on Application Fees and Tuition Fees (2010:543). Decisions on the requirement to pay fees/exemption from fees are taken by the Division of Admissions and Degrees at MDU.

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 applying at www.universityadmissions.se. In cases where a study programme is applied for locally, i.e. the application is made directly to the University and not through www.universityadmissions.se, the University will levy an application fee for this application also. The processing of the application will commence once the application fee has been 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. If the tuition fee is to be reimbursed, an administrative fee of SEK 3000 will be deducted from the paid tuition fee. For more information about tuition fees at the University, please consult the Vice-Chancellor's decision with registration number 2023/2243.

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.

MDU 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 required to pay fees,
- 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 communicated 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 drops out 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.mdu.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. For decisions that can be appealed please read Chapter 12 of the Higher Education Ordinance.

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 on suspension may be appealed against to the Higher Education Appeals Board (*Överklagandenämnden för högskolan* (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,
- the Higher Education Appeals Board decides 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 or second-cycle 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 unqualified 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 Chapter 7, Sections 5-6, 24 (first cycle) and Sections 28-30 (second cycle) in the Higher Education Ordinance. Information about general entry requirements can also be found on www.mdu.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 MDU.

5.1.2 Exemption from demands for Swedish in general entry requirements

MDU 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

Rules as to which specific entry requirements may be made are laid down by the Government and are stated in the Higher Education Ordinance, Chapter 7, Sections 8-11 (first-cycle), 25 and

31 (second-cycle). Entry requirements shall be conveyed in accordance with the upper-secondary school GY-11 courses. The Swedish Council for Higher Education (UHR) decides which entry requirements are to apply for courses and study programmes leading to a professional qualification. The University decides which entry requirements apply for other courses and study programmes that are intended for new higher education entrants. The University may decide on exemption from specific entry requirements. For courses and study programmes intended for students other than new higher education entrants, the University may determine which requirements are to be made.

5.2.1 Specific entry requirements for programmes

The specific entry requirements for programmes will be stated in the programme syllabus and be decided upon in the order applicable for programme syllabus in accordance with the University's Rules of Procedure.

5.2.2 Specific entry requirements for courses

The specific entry requirements for courses will be stated in the course syllabus and be decided upon in the order applicable for course syllabus in accordance with the University's Rules of Procedure.

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 MDU 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, MDU has the possibility of admitting applicants conditionally.

Admission/placement on a 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. Conditional entry requirements will not be granted to an applicant who shall demonstrate basic and or specific entry requirements related to upper-secondary school courses.

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" (Higher Education Ordinance, Chapter 7, Section 5, paragraph 5). The applicant must personally refer to prior learning. Instructions for applications concerning prior learning are available at www.mdu.se and at www.universityadmissions.se. Together with their notification, the applicant must attach a written statement of reasons that comprehensively and systematically describes their knowledge and experience, how it was acquired and why the applicant believes that this knowledge makes it possible for them to be able to benefit from the education. An application about prior learning must have been received by MDU no later than the application deadline. Late applications are assessed if time allows.

6. Selection (Chapter 7, Sections 12-23, 26-27 and 32 of the Higher Education Ordinance)

MDU determines which grounds of selection are valid for each course or study programme, based on the Higher Education Ordinance, the stipulations adopted by the Swedish Council for Higher Education, UHR, and The Association of Swedish Higher Education's recommendations (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 higher education credits per semester. This credit limit applies cumulatively to the programmes, second-cycle programmes, freestanding courses, and courses within programmes. Regarding the summer courses round, an applicant may be admitted to courses of a maximum of 22.5 higher education 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, points 6.1 – 6.7 below apply.

There is an opportunity to make a late application for programmes, courses, and courses within programmes that are still searchable on 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 the Higher Education Ordinance Chapter 7, Sections 12-14. In accordance with Chapter 7, Section 23, in the Higher Education Ordinance, selection may also be made to the extent that follows from Section 13, first paragraph 3. One of the selection criterion set by the University shall consist of objective circumstances that are relevant to the education (2018:1503).

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 entrance test selection group. In the case of equal merit rating 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 at MDU

Students in the technical foundation year have guaranteed admission to all Bachelor's and Master's degree programmes in Engineering at MDU as well as other technical courses and programmes at MDU 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 with at least 45 access credits from the foundation year. In the 45 access credits, the foundation courses must be included which are required for the specific entry requirements for the programme the

student has applied for. The student does not have the possibility to be given credit for previous education for specific entry requirements.

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

Selection to second-cycle study programmes is normally made on the number of higher education credits, but other selection procedures may occur. This is stated for each respective programme instance at www.mdu.se. Usually 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 the Higher Education Ordinance, Chapter 7, Sections 12-14. In accordance with Chapter 7, Section 23, in the Higher Education Ordinance, selection may also be made to the extent that follows from Section 13, first paragraph 3. One of the selection criteria set by the University shall consist of objective circumstances that are relevant to the education (2018:1503).

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 merit rating the drawing of lots will apply.
- The remaining places are allocated based on grades and tests. 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 merit rating the drawing of lots will apply.

6.6 Selection to freestanding courses requiring prior higher education

The University may decide which selection criteria to use and which place allocation to be made according to Chapter 7, Section 26 of the Higher Education Ordinance. 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 credits the drawing of lots will apply.
- The remaining places are allocated based on grades and tests. 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 merit rating 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 credits 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 credits the drawing of lots will apply.

6.7 Selection to courses within programmes at first and second-cycle level

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 credits 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 placed on a waiting list will be offered a place. Applicants on waiting lists will be admitted from the selection group in which a place has become available, and in the order in which they are placed on a waiting list. If there is no applicant on a waiting list in the selection group, the applicant will be admitted from another optional selection group.

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

8. Commencement of studies

Those admitted to a degree programme or course must follow the instructions in the admission 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. In cases where mandatory roll-call takes place at the start of the education, the person who has been admitted must also participate in these in order to keep their place, according to the Vice-Chancellor's decision 2022/1368.

9. Deferment of studies (Chapter 7, Section 33 of the Higher Education Ordinance).

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 fixed-term probationary period 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 studies is granted only for degree programmes at first-cycle (Bachelor's) or second-cycle (Master's) level. Application for deferment of studies is made on a special form which is found on www.mdu.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 application deadline.

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 (Chapter 7, Section 33 of the Higher Education Ordinance).

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 their 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 fixed-term probationary period 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 selected, students must make their application for courses within the programme no later than the last date of application.

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 discontinue their studies must apply for non-completion of studies in Ladok for students or via a form on mdu.se. The form shall be submitted to the School

responsible for the education. A person who has discontinued their 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. Read the grounds for reimbursement in 4.1.

12. Admission to later part of a programme

The later part of a programme relates to programme semester 2 and later semesters. Admission to the later 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 later part and will inform the Admissions Office of this according to the time plan communicated by them.

12.1 Application to a later part of a programme

For application to a later part of a programme at MDU, the applicant must apply on www.antagning.se, no later than application deadline. A complete application must be submitted according to instructions on www.mdu.se.

12.2 Entry requirements

To be admitted to a later 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 higher education credits acquired at the time of expiry of the application period. Students at MDU have priority over other applicants. In the case of equal merit rating the drawing of lots will apply.

12.4 Behavioural Science programme

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

12.5 Nursing programme

For admission to the later part of the Nursing programme, this is allowed 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 MDU. Admission is not allowed if only placement, VFU, is required for the degree.

12.6 Admission from waiting list

Admission from a waiting list to the later part of a programme in conjunction with the start 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 a decision on admissions and on exemptions from entry requirements.

Once an admission 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 pertains to students who by agreement with Mälardalen University have been nominated as exchange students by their home institution.

14.1.1 Application and application dates

The range of courses offered, nomination dates, application dates and instructions for application are established by the University and published on www.mdu.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 prior knowledge of English. Mälardalen University is responsible for assessing the specific entry requirements.

14.1.3 Allocation of places and selection

Qualified 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 decision

Admission decisions are communicated in an admission decision.

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 MDU and who participate in exchange with a higher education institution (HEI) abroad with which MDU has an agreement.

14.2.1 Language requirements

There may be specific requirements within the framework 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 MDU on the final application date.
2. The student must have a Pass grade of at least 30 HE credits at MDU.
3. The student must have obtained at least 75 percent of the credits for the courses on which the student has been registered at MDU up to and including the semester prior to the final application date.
4. The student must fulfil the above requirements within the framework of individual agreements regarding knowledge of languages in addition to 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 MDU 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 be registered at MDU in the semester immediately preceding the exchange semester
2. The student must have a Pass grade of at least 60 HE credits at MDU
3. Pass grades in the specific language requirements that the receiving higher education institution stipulates, e.g. a TOEFL test for ISEP exchange.

14.2.5 Selection

If more students apply for an exchange at any one 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 an 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 choice have the opportunity of obtaining a place at their second or third choice once all the first 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 MDU)	
Up to 50 credits	+ 10	If the student has 30.5 – 45 HE credits at MDU by the final application date

	+ 20	If the student has 45.5 – 60 HE credits at MDU by the final application date
	+ 30	If the student has 60.5 – 75 HE credits at MDU by the final application date
	+ 40	If the student has 75.5 – 90 HE credits at MDU by the final application date
	+ 50	If the student has at least 90.5 HE credits at MDU on 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 at MDU 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 at MDU up to and including the previous semester.

2. In the case of equal credits 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 notification from MDU. A negative decision for the student cannot be appealed.

15. Appeal (Chapter 12 of the Higher Education Ordinance and Section 13 of the Ordinance on Application Fees and Tuition Fees)

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 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.