

KONSTFACK

University of Arts, Crafts and Design

Konstfack's Admissions Regulations for First- and Second-Cycle Education and Doctoral Education

Approved by Konstfack's Board of Governors on 16/12/2022

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Translation

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1. Introduction

All universities and other institutions of higher education colleges are obligated to have an admissions regulations procedure established by their Board of Governance. This is stated in the Swedish Higher Education Ordinance (HF). Konstfack's admissions regulations specifies the rules for education that the University applies with regard to application for admission, entry requirements, exemption from entry requirements and selection. It also shows how decisions concerning admissions and exemptions from entry requirements are made and how decisions can be appealed [HF. Chapter 2, § 2, Chapter 6, § 3].

The following statutes and regulations govern admissions to educational programmes. They can be read on the Swedish Council for Higher Education (UHR) and the Swedish Parliament's respective websites.

- The Swedish Higher Education Act (1992:1434 with later amendments).
- The Swedish Higher Education Ordinance (1993:100 with later amendments). referred to as the "HF."
- Ordinance (2010:543) on Application Fees and Tuition Fees at universities and other institutions of higher education for applicants and students who are not citizens of a State within the EEA or Switzerland.
- Swedish Council for Higher Education's Regulations (UHRFS).

The basic rules are established by the Swedish Government and are found in the HF. On behalf of the Swedish Government, the Swedish Council for Higher Education establishes certain regulations that apply to all universities and other institutions of higher education, and Konstfack makes local decisions against the background of these [HF, Chapter 7].

As a support in the admissions work, Konstfack also uses the Qualifications Assessment manual of the Association of Swedish Higher Education Institutions (SUHF) for the assessment of Swedish and foreign upper secondary school qualifications and foreign academic qualifications.

2. Decision-making and Delegation Regulation

Decisions on admissions are delegated from Konstfack's Vice-Chancellor to the University Director, and further to the Head of the Education and Research Administration Office (UFA).

Part 1 First-Cycle and Second-Cycle:

3. Application

Application must be made within the timeframe and with the procedures according to the regulations as established by the institution of higher education [HF, Chapter 7, § 4].

Applicants who at the time of notification are not nationals of a State encompassed within the Agreement on the European Economic Area (EEA) or Switzerland will be subject to an application fee. In such cases, the institution of higher education must charge an application fee of SEK 900 to consider the applicant's application for admission to a first-cycle and/or second-cycle education educational programme. An application will not be considered unless an application fee has been paid or evidence of the fee exemption has been provided at the latest at the date determined by the institution of higher education. Information about this, exemptions from entry requirements and special rules for British citizens and their family members appear in the Ordinance on Application Fees and Tuition Fees (SFS 2010:543).

3.1 Dates for submission of applications and supplementary documentation

Konstfack's website (www.konstfack.se) is the most important information channel with instructions for application and information on the dates for submission of application and supplementary documentation.

- Portfolios (work samples) are to be sent via www.konstfack.se to Konstfack's portal for work samples, alternatively according to other instructions posted on Konstfack's website.
- Information on the last day to pay the application fee or the submit documentation for the tuition fee exemption can be found on Konstfack's website.
- Detailed application instructions are also partly available at www.antagning.se/ www.universityadmissions.se. Konstfack can also refer applicants there.

3.2 Late applications

An educational programme or course can be open for late applications. Applications received after the last application date are processed subject to time available for consideration and remaining study places in the educational programme. Qualified applicants are then ranked based on the application date.

3.3 Admission to a subsequent part of an educational programme

In individual cases, Konstfack can decide on admission to a subsequent part of an educational programme. This presupposes that there are study places in an educational programme's second or later term. The Head of each Department decides whether admission to a later part of the educational programme shall be allowed for the Department's educational programme. Available study places can be notified and made public via Konstfack's website. Applicants must fulfil the entry requirements that apply to the educational programme. They must also have previous studies corresponding to the programme's previous academic terms. If there are more qualified applicants than there are available study places, a selection is to be made according to the regular selection in the

current educational programme syllabus.

Admission to the later part of the Teacher Training Educational Programme (Degree of Master of Arts in Secondary Education): Students who have completed a previous part of a teacher programme and participated in specialisation studies at Konstfack's teacher training education may be admitted to a later part of a Teacher Training Educational Programme (Degree of Master of Arts in Secondary Education). Admission is subject to availability of study places and will not be granted during the first academic term. Regular application dates apply (usually 15 April for the autumn term/15 October for the spring term). If there are more applications than study places, a ranking must be made. The ranking is made on the basis of prior education, scores on the university entrance examination, and experience that qualifies the student for admission.

4. Entry requirements

In order to be admitted to educational programme at the undergraduate and advanced level, the applicant must fulfil general entry requirements as well as any specific entry requirements for the educational programme applied for.

4.1 General entry requirements

Regulations on general entry requirements for first and second-cycle educational programmes are found in HF, Chapter 7, §§ 5-6, 24, 28-30. Further information for applicants is posted on www.konstfack.se and on the applicant websites antagning.se/ universityadmissions.se.

4.2 Specific entry requirements

Regulations on specific entry requirements for first-cycle and second-cycle educational programmes are found in the HF, Chapter 7, §§ 8-11, 25, 31. The specific entry requirements must be absolutely necessary for the student to be able to benefit from the educational programme.

To be able to be admitted, the student must have fulfilled the specific entry requirements (prerequisites) that apply to each programme or course.

The Swedish Council for Higher Education prescribes which requirements for specific entry requirements in the form of upper secondary school courses shall apply to programmes that begin at the first-cycle educational programmes (undergraduate level) and lead to a professional qualification (degree). The regulation concerns Konstfack's teacher training programme. In addition to the requirements of the regulations, the institution of higher education may issue regulations with requirements for the applicant's suitability for the educational programme. The requirements must relate to the applicant's ability to be given academic credit for educational elements directly related to their future professional practice as a teacher [HF, Chapter 7, §§ 9, 9b]. A university may, if there are special reasons, issue its own regulations for an educational programme that begins after May 2022. The regulation may apply to requirements for other courses in upper secondary school or equivalent knowledge than those prescribed by the Swedish Council for Higher Education. Or conditions other than knowledge from one or more courses in upper secondary school or equivalent knowledge if they are conditioned as a requirement of the educational

programme or are important for the professional area of the education. Before the institution of higher education announces their regulations, The Swedish Council for Higher Education must be given the opportunity to comment on the proposal [HF, Chapter 7, § 11].

A university can issue regulations on specific entry requirements for educational programmes that are aimed at 1st year students and lead to an artistic degree in the form of a passed result on an artistic examination [HF, Chapter 7 §§ 8, 9a].

For courses in first-cycle educational programmes that are aimed at 1st year students, Konstfack can, if there are special reasons, decide on the requirements for specific entry requirements. The Swedish Council for Higher Education issues regulations on which upper secondary school courses may constitute requirements for specific entry requirements [UHRFS 2020:4] (Appendix 3). If the institution of higher education desires to pose additional requirements, UHR must be given the opportunity to comment prior to a decision being made.

For educational programmes that are aimed at other than 1st year students at the University, Konstfack decides which specific entry requirements applies.

The specific entry requirements are set out in the respective educational programme syllabus or course syllabus.

4.3 Assessment of prior learning and corresponding qualifications

General entry and specific entry requirements for first-cycle and second-cycle educational programmes are those who, via a Swedish education or education abroad, practical experience or through an applicable situation or circumstance, have the prerequisite ability to benefit from the educational programme [HF, Chapter 7, §§ 5, 8, 25, 28, 31].

An applicant who believes that they fulfil the entry requirement in another way, can in their application present their actual knowledge and skills as part of their qualifications. In the context of admissions, this is called *prior learning*. Assessment of prior learning or equivalent qualifications can be made for both general and specific entry requirements. Form for application for assessment of prior learning is available at www.antagning.se. The form for an application for an assessment of prior learning (available at www.antagning.se), a written argument in support, and documentation of studies and/or professional experience, is to be submitted in connection with the application.

With the validation of prior learning for general entry requirements, Konstfack applies SUHF's Recommendations in a first step. According to it, the applicant must fulfil the following prerequisites:

- Swedish/Swedish as a Second Language A and B or Swedish/Swedish as a Second Language 1, 2 and 3
- English A, or English 5 and 6
- Mathematics A, or Mathematics 1a, b or c
- Civics A or Civics 1b or 1a1 + 1a2
- Plus, three years of work experience after the age of 19, at at least 50% of full time

Konstfack also tests the applicant's knowledge and skills via an individual assessment of the experience and qualifications presented by the applicant.

4.4 Exemption from entry requirements

Exemptions from entry requirements can be made for applicants who via a Swedish education or education abroad, practical experience or based on some other situation or circumstance have the prerequisite ability to benefit from the educational programme being applied for, without them fulfilling the entry requirements [HF, Chapter 7, § 3].

Decisions on exemptions from an entry requirement are made per education and admissions period.

5. Selection and distribution of study places

Selection for an educational programme must be made if the number of qualified applicants is more than the number of study places in an educational programme.

With the selection process, the applicants' qualifications and prior experience must be taken into account. Provisions on which selection criteria may be used are specified in the Swedish Higher Education Ordinance [HF, Chapter 7, §§ 12-23, §§ 26-27, and § 32].

When selecting for educational programmes that are not aimed at freshmen/1st year students at the University, Konstfack may decide which selection bases are to be used and on the distribution of study places between the selection bases [HF, Chapter 7, §§ 23, 26, 27, 32].

In addition to the selection criteria grades received from courses taken, Swedish Scholastic Aptitude Test (SweSAT) and other previous education, locally decided selection criteria may consist of special examinations other than the Swedish Scholastic Aptitude Test. These examinations may consist of knowledge, work experience or other life experience that is particularly valuable for the educational programme applied for, and other factual circumstances for the educational programme.

Konstfack's adopted selection criteria and distribution of study places are stated in the respective educational programme syllabus and instructions for registration for a course.

The Board of Education and Research (UFN) establishes selection criteria and distribution of study places for Konstfack's first-cycle educational programmes that are intended for freshmen/1st year students.

5.1 Selection for educational programmes that lead to an artistic degree

Upon admission to educational programme leading to an artistic degree, the institution of higher education may distribute all study places on the basis of other special tests [HF, Chapter 7, §14], for example applicant assignments. Selection for admissions to Konstfack's educational programmes that lead to an artistic degree is made on an artistic basis. They are based on applicant assignments, any special information and are combined in some cases with interviews.

The selection is usually made in two steps:

- First, an overall assessment is made of the applicant assignments and any other special information.
- In the next step, a certain number of applicants are called in for a personal interview. After the interview, the final assessment is determined.

Prior to each application period, detailed instructions are announced on which applicant assignment and information must be attached for selection in the current application period. The instructions are posted on Konstfack's website. Applicant assignments and any special information must be submitted to Konstfack's digital work test portal or according to the instructions for the current educational programme posted on www.konstfack.se.

5.2 Selection committees to educational programmes

A Selection committee is appointed for each programme or programme specialisation. The Selection committee is appointed by the Head of Department after preparation in the respective subject council. The task of the Selection committee is to submit recommendations for decisions with selections. The Selection committee examines the applicant assignments and other qualifications and is responsible for conducting any interviews. The Selection committee proposes which applicants should be admitted to educational programmes. They must also propose at least as many waitlisted applicants as admitted students. The waitlisted applicants are ranked. The recommendation for admitted and waitlisted applicants must be recorded in a journal.

Each Selection committee must have at least the following composition:

- at least two teachers from the Department (of which at least one is a professor)
- two students from the Department
- a representative from the profession (not employed by Konstfack)
- a teacher representative is appointed by the Head of Department to lead the admissions work. That person must participate in compulsory education before admission.

Guidelines for Selection committees:

- When the Head of Department appoints participants in the Selection committee, an even gender distribution is to be sought.
- Every year, all Departments must submit a decision on participants in Assessment Groups. This must have been received by Konstfack's admissions office at the Education and Research Support Office (UFA) no later than the date determined by the Head of the Education and Research Support Office.
- Substitutes for a regular participant are to be appointed and notified in the same way as regular participants.
- If a participant in an Selection committee is a relative, good friend or has another relationship with the applicant that may cast doubt on the impartiality of an

assessment, the participant is obligated to disqualify her/himself. A disqualified participant may not participate in the preparation of recommendations for admissions or waitlisted applicants.

- The meetings of the Selection committee are closed to outsiders. Unauthorised persons may not be present during the group's work.

5.3 Specific regulations regarding selection and distribution of study places to the upper secondary school teacher training programme

Konstfack uses three selection groups for the teacher training educational programme, with the support of the Swedish Higher Education Ordinance, Chapter 7, § 13 and § 23.

The study places are divided equally between the students who are admitted based on:

- Grades and approved applicant assignments
- The Swedish Scholastic Aptitude Test (SweSAT) university entrance examination and approved portfolios (work samples)
- A received Pass/ Pass with Distinction on the applicant assignment

All submitted applicant assignments are reviewed by a Selection committee. The applicant can be assigned a Pass (G), Pass with Distinction (VG) or Fail (U) on the applicant assignment tests. In order to be accepted, the applicant assignment must receive a Pass or Pass with Distinction. In the third selection group, those who receive the grade Pass with Distinction are placed on their applicant assignment. The number of total points in the group that has received a Pass with Distinction is used to rank the applicants.

5.4 Other qualified applicants and late applications

Those who have applied for an educational programme and are qualified but who do not have a ranking of qualifications to compete within the selection are placed in the selection group *other applicants*. "Other applicants" usually refer to applicants who have not submitted an applicant assignment for the selection to an educational programme that have such a selection. "Other applicants" are placed after qualified applicants who have submitted files for selection.

Applications received after the last day for applying are called "late applications." They are placed after applications that have arrived on time. Late applications are not ranked according to qualifications assessed within ordinary selection criteria but rather are ranked among themselves according to their application date (provided that the applicant is qualified and eligible for admission). Late applications are ranked in the selection under the group "other applicants."

Late applications are processed depending upon places available in the educational programme/need of education.

5.5 Distinguishing in the event of equal ranking of qualifications

If two or more applicants for a certain application alternative have the same ranking of qualifications, a random lottery is used.

5.6 Special selection group for applicants required to pay tuition fees

An institution of higher education may decide that applicants who are subject to the obligation to pay tuition fees in accordance with the Ordinance (2010:543) on Application Fees and Tuition Fees at universities and other institutions of higher education may only be admitted to an educational programme via a separate admission. The institution of higher education decides how many separate admissions are to be arranged for an educational programme. Ordinance (2014:37) [HF, § 4 a].

For admission to Konstfack, this can mean in a particular admission round a separate selection group for those required to pay tuition fees. The selection group will be parallel to the corresponding selection group students who are not required to pay tuition fees and the selection criteria shall be the same. The minimum ranking in the qualifications for those admitted to a separate selection group in the first selection may not differ significantly from the parallel selection group. If a decision is made on a separate selection group, this must be stated in the application instructions for the current admissions round at www.konstfack.se.

6. Admissions decisions

A computer-generated admissions notice applies as Konstfack's decision [HF, Chapter 7, § 4]. Those who are admitted to a programme or course must begin their studies in the academic semester referred to in the decision on admission.

A student can be admitted as:

- programme student
- exchange student – within the framework of an international exchange programme
- student in a freestanding course
- student at a single course place in a course within an educational programme

As for participants in contract education, they are not students at the university. They are therefore not covered by the admission scheme.

6.1 Response requirements

To retain their study place, students admitted to an educational programme and those on the waiting-list must respond with acceptance of the offer. The application instructions and the admissions letter state the last date to respond. It also explains there how the applicant can submit their response. Some admissions rounds have only one selection. In such case there is no requirement to respond prior to a second selection. In these cases, responses to remain as accepted/waitlisted can be requested of Konstfack via e-mail or telephone.

6.2 Admission decision with revocation reservation

Konstfack can decide on conditional admission for an applicant who is expected to fulfil the qualifications prior to the commencement of their education at Konstfack.

In such case the applicant has until a certain date to show that they fulfil the admission requirements. If the applicant has not presented evidence by the specified date that they

fulfil the admission requirements, it may be decided that the applicant has not fulfilled the admission requirements (is not qualified) and thus have their admission decision revoked.

For applicants who would be a fee-paying student, Konstfack provides an admission decision with a reservation. To be admitted to the educational programme or course, an applicant required to pay tuition fees must pay the tuition fee no later than the date stated on the payment documentation. If the applicant does not pay the first notified instalment of the tuition fee on time, they will have their admission decision revoked.

6.3 Revocation of an admission decision due to incorrect information

If an applicant has been admitted based on incorrect or misleading information, Konstfack may revoke a decision on admission or remove the person from the waiting-list.

6.4 Admission from a waiting list

Admission to educational programmes and courses takes place in one or two rounds: Selection 1 and Selection 2. After that, admissions from the waiting-list are made. Admissions from a waiting-list for educational programmes and courses continues until a certain specific date or if possible with regard to course/educational programme being offered. In the first instance, applicants who are on a special waiting-list must be offered a study place. An admission from a waiting list can be made by telephone or e-mail. The contact information is provided by the applicant in the application. For admission from a waiting list by telephone, an attempt is made to contact each student at least 3 times by telephone during a 24-hour period. For e-mails, a response within 24 hours is required. Failure to respond means that the study place is offered to the next applicant on the waiting list. Konstfack will not always accept an applicant from the waiting list for each applicant who declines the offer of a study place. This is because Konstfack sometimes admit more students than there are study places.

If separate admission is applied, admission from a waiting list from that selection group cannot proceed after the date on which Konstfack, in agreement with the Swedish Migration Agency, decides that the tuition fee must be paid by.

6.5 Deferment of studies

Those who are admitted to a programme or course must begin their studies in the academic semester referred to in the decision on admission. A person may receive a deferment of studies if there are special reasons why they are not able to commence their studies at that time.

According to the Swedish Council for Higher Education's regulations, reasons for a deferment of studies may be "social, medical or other special circumstances such as childcare, military or civilian service, student union assignments, military basic training according to the Ordinance (2015:613) on Military Basic Training or Deferred Leave pursuant to the Swedish Right to Educational Leave Act (1974:981). Special reasons may also be temporary time-limited employment pursuant to Section 12 of the Swedish Act (2012:332) on Certain Armed Forces Employment or Service in the Swedish Armed Forces for those who are serving occasionally in an officer cadet group, as a soldier or seaman in accordance with this act."

The deferment of studies period may amount to 18 months unless there are special reasons for a longer period of time.

A special form must be used for applying for a deferment of studies. This form is available on Konstfack's website. The application, explanation of reasons/justification, and certificates proving the reasons presented is to be sent to the Registrar at Konstfack.

An individual who has been granted a deferment of studies needs to register for the educational programme again and attach the decision on deferment of studies. It is also stated in the decision. Application must be made at antagning.se/universityadmissions.se within the regular application period. The last application date is available on Konstfack's website.

If an applicant required to pay tuition fees has paid the application/registration fee and been granted a deferment of studies, the person does not have to pay the application/registration fee again for the educational programme in question. In such case, the person will need to register for the educational programme again and attach the deferment of studies decision.

6.6 Registration

Registration for a course or educational programme takes place at the start of the studies. Persons who have been admitted for study who have not registered for studies at Konstfack within the prescribed date are considered to have submitted a declining of the offer of a study place in the educational programme. Instructions for registration can be given on the admission notice and on www.konstfack.se.

It is not possible to apply and be accepted again for a course that an individual has taken a non-completion in. In the event of a non-completion (interruption more than three weeks after the course began), the individual must contact the Department where the course is given, to discuss whether it is possible to re-register. If the non-completion took place within three weeks of the start of the course, it is generally regarded as an early non-completion. In situations with an early non-completion, a new registration for the course can be made.

7. Review and reassessment; appeals

Decisions that an applicant does not meet the prerequisite requirements for admission to higher education, decisions not to make exemptions from the entry requirements, and decisions on rejection of an application for a deferment of studies can be appealed to the Higher Education Appeals Board [HF, Chapter 12, § 2].

The written appeal must have been received within three weeks of the appellant being notified of the decision. If the appeal document arrives too late, it can be rejected. Any appeal is to be submitted to the Higher Education Appeals Board. The decision is sent to the address stated in the decision or uploaded according to the instructions found on www.antagning.se and www.universityadmission.se. In the appeal, the appellant must state which decision is being appealed and how they want the decision to be changed. The appellant must also present their reasons and argument as to why the decision should be changed.

If the appeal has been received too late, it may be rejected. Otherwise, Konstfack examines the case to see if any error has been made. Konstfack reconsiders the decision, and will change it if a mistake has been made. The documents, including the new decision, are then submitted to the Higher Education Appeals Board. If the decision is not changed, the documents, together with Konstfack's statement of position, are also submitted to the Higher Education Appeals Board for final review. It is not possible to appeal a decision made by the Higher Education Appeals Board.

A decision regarding educational programmes can also be appealed to the Higher Education Appeals Board if the decision is contrary to the law's prohibition of discrimination or prohibition of retaliation. This may apply i.a. to decisions on admission to educational programme or a deferment of studies (deferral of the start of studies) [Chapter 4, §18 of the Swedish Prohibition of Act to Combat Discrimination (2008:567)].

8. Other provisions

8.1 Courses within educational programmes

Konstfack has the possibility to offer study places on individual courses within Konstfack's educational programme. In most cases, the course will be announced as a freestanding course. In exceptional cases, admission can take place to a single place in a course within an educational programme. The applicant must fulfil the course's general and specific entry requirements (prerequisites).

8.2 Cancelled educational programmes/courses

Courses and educational programmes are offered on the precondition that the financial conditions for doing so are in place and that the number of applicants is not too low. The Vice-Chancellor decides to cancel the course being given or terminate the educational programme due to the above-mentioned reasons. After the applicant has been notified of a decision on admission the giving of the course for that particular term may not be cancelled nor may the educational programme terminate.

Part 2 Doctoral Education:

9. Application and announcement of a study place at doctoral level

Anyone wishing to be admitted to doctoral education shall notify the university within the time and in the order determined by the university [HF Chapter 7, § 37].

9.1 Announcement of a study place

When a higher education institution intends to admit one or more doctoral students, the higher education institution shall provide information about this through an advertisement or an equivalent procedure [HF Chapter 7, § 37].

Decisions to announce doctoral education places are made by the Board of Education and Research (UFN), after preparation by the Research and Doctoral Education committee (FFU). The announcement must be preceded by a proposal for the establishment of the education place by the head of department in question.

Doctoral education study places at Konstfack shall be advertised so that admission is competitive. Exceptions to the requirement for advertising may be granted, according to HF Chapter 7, Section 37:

1. for the admission of a doctoral student who will complete the programme within the framework of employment with an employer other than the university,
2. when admitting a doctoral student who has previously started their third-cycle education at another higher education institution, or
3. if there are similar special reasons.

Exceptions to the announcement of a study place at doctoral level are decided by the Vice-Chancellor.

10. Admission to Doctoral Education

10.1 Basic entry requirements

Basic eligibility for education at doctoral level is granted to those who have:

1. been awarded a degree at second-cycle level,
2. completed course requirements of at least 240 higher education credits, of which at least 60 higher education credits are at second-cycle level, or
3. acquired essentially equivalent knowledge in some other way within or outside Sweden [HF Chapter 7, § 39].

The university may grant an exemption from the general entry requirements for an individual applicant if there are special reasons (2010:1064).

10.2 Specific entry requirements

The university may set requirements for specific entry requirements. The requirements must be absolutely necessary for the student to be able to benefit from the education. The requirements may relate to:

1. knowledge from higher education or equivalent education,
2. specific professional experience, and
3. necessary language skills or other conditions imposed by the education [HF Chapter 7, § 40].

10.3 Konstfack's special entry requirements for Doctoral Education

In addition to the special entry requirements in accordance with HF, the following entry requirements have been decided by UFN in the General Syllabus for the Doctoral Education Artistic Practice in Visual, Applied and Spatial Arts.

- At least 120 higher education credits (or equivalent) in a subject relevant to doctoral level education in the subject Artistic Practice in Visual, Applied and Spatial Arts.
- Documented experience as a practitioner in an area relevant to the doctoral education.
- Documented experience of writing in subject areas relevant to the doctoral education.
- Documented knowledge corresponding to a passing grade in English 6.

11. Selection to Doctoral Education

11.1 Selection

Selection among eligible applicants shall be made with regard to their ability to benefit from the education [HF Chapter 7, § 41].

Assessment of the applicant is based on the applicant's ability to assimilate the third-cycle programme in artistic design in image, form and space, and the following assessment criteria are applied at Konstfack:

- The proposed research project's artistic quality and relevance to the field.
- Subject knowledge of importance to the field
- The level of artistic practice
- Ability to work independently based on initiated critical reflection, demonstrated both in practice and in writing.

Any other conditions will be specified in the relevant call for applications for the doctoral education.

However, the mere fact that an applicant is deemed to be able to have previous education or professional activity credited for the programme may not give the applicant priority over other applicants in the selection process. Ordinance (2010:1064).

12. Admission decision for Doctoral Education

Admission to education at doctoral level is subject to an admission decision issued by the head of UFA, on the recommendation of FFU. If a doctoral student is admitted to Doctoral Education with a licentiate degree as the final goal, the reasons for this must be specifically stated.

Only as many doctoral students that can be offered supervision, acceptable study conditions and have sufficient funding of studies may be admitted to doctoral education," [HF Chapter 7, § 34].

The higher education institution may admit applicants who are employed as doctoral students to doctoral level. The higher education institution may also admit an applicant who has some other form of student finance, if the higher education institution deems that:

1. the funding can be secured throughout the programme, and
2. the applicant can devote as much of his or her time to the programme that it can be completed within four years in the case of a licentiate degree or artistic licentiate degree, and eight years in the case of a doctoral degree or artistic doctoral degree [HF Chapter 7, § 36].

In cases where admission entails employment as a doctoral student at Konstfack, the procedure for employment established in Konstfack's employment regulations applies.

12.1 Transfer of a doctoral student

A higher education institution that has been authorised to award doctoral level degrees in a field may, without a new admission, decide that a doctoral student who has been admitted to another university or higher education institution may transfer to the higher education institution and continue their education and be examined there. However, this only applies if the doctoral student has spent the majority of his or her doctoral studies at the higher education institution in the area to which the authorisation to award degrees relates [HF Chapter 7, § 38].

When transferring a doctoral student who has previously begun their doctoral education at another higher education institution, the doctoral student must apply to transfer to Konstfack. A prerequisite is that the doctoral student has had the majority of his/her activities at Konstfack. Assessment of the applicant's qualifications and relevance to Konstfack's subject at doctoral level, opportunities for credit transfer, funding and supervision, is made by a review panel consisting of the Deputy Vice-Chancellor for Research, the Director of Doctoral Studies, and administrators at the Education and Research Administration Department (UFA). Written decision documentation from the review panel, as well as the doctoral student's application and merits, shall be attached to the decision to transfer and accept the doctoral student.

13. Appeal, Doctoral Education

Decisions on eligibility or admission to doctoral level cannot be appealed. This follows from HF chapter 12, §§ 2 and 4.