



## Registration rules

Governing document	
<b>Heading</b>	Registration rules
<b>Classification</b>	Rules
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<b>Responsible for document</b>	C FUS
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<b>Period of validity</b>	Until further notice, the document should however be checked no later than 31/01/2022
<b>Document that is replaced</b>	Registration rules, 19/12/2018 (Ö 748/2018)
<b>Number of appendices</b>	-
<b>Brief summary</b>	The document regulates registration for students admitted to higher education at first and second-cycle at the Swedish Defence University. Participants in contract education and students at third-cycle are not covered.

## **1. Documentation in Ladok**

All students at the Swedish Defence University (FHS) must be registered in Ladok on the course the student has been admitted to. Registration in Ladok is a prerequisite for the student's grades to be reported in Ladok.

Provisions on how the register is to be completed are found in Regulation (SFS 1993:1153) regarding reporting studies etc. at universities and university colleges. The information is entered with the aid of automated processing. FHS applies the principles of the Swedish Data Protection Act (2017/18:105) and the EU's General Data Protection Regulation. The rules for processing personal data and the treatment routine describe how FHS manages personal data.

## **2. Registration for an independent course or a course within a programme**

Registration always takes place for a course, never for a degree programme. Students may be admitted to a degree programme but registration takes place for courses within the program.

The conditions for registering differ depending on whether the student is to participate in the course for the first time, whether the student is to be re-registered and follow the course again or whether the student is re-registered only to do a re-examination.

### **2.1. Registration when the student participates in a course for the first time**

When the student is to participate in a course for the first time, a registration in Ladok is made in connection with the study start. The registration in Ladok is normally done via web by the student him or herself. Information about registration is sent by e-mail and/or letter and published on the Swedish Defence University's website. A student who has not claimed a place by the specified time loses his or her right to place in the education.

Only admitted students can be considered for registration. Admission to courses and programmes at the Swedish Defence University can only be done in accordance with the admission procedure.

A student who is admitted with conditions but who has not fulfilled the entry requirements within the specified time is excluded from participation in the education and is not registered in the study documentation system.

If a course runs over several semesters a registration must also be completed for the following semesters for the same course. The registration in Ladok is normally done via web by the student him- or herself in connection with the start of the semester.

## 2.2. Re-registration

When a student is participating in a course for the second, third etc. time a re-registration must be completed. The student should contact the study counsellor to apply for re-registration and to follow the course again. The study counsellor prepares the application for decision by the director of studies (see 4.2)

When a student re-registers for a course, the student receives a student account, and thus access to FHS learning platform as well as access to premises in the same way as students who attend the course for the first time.

Re-registration cannot be done for a student who has completed the course and received a pass grade for the whole course.

A student who is re-registered may not be examined in compulsory elements or examinations included in the course and where the student has previously received a pass grade.

## 2.3 Re-examination registration

The student should normally re-register him- or herself in Ladok. If the student no longer has access to Ladok, or if the student is unable to register, the student should contact the Student and Education Department (fus@fhs.se) to be re-registered on the course. This applies when the student has been registered for the course before but did not participate in the examination or participated but received a fail grade. A student who is re-registered may not be examined in compulsory elements or examinations included in the course and where the student has previously received a pass grade.

When re-registering for examination only, the student has access to his or her FHS account and thus FHS learning platform and student e-mail. The department shall provide information similarly in the learning platform, or in agreed ways, as was done for the first course. The student will not be granted an entry card.

## 3. Removal of registration

Incorrect registrations shall be removed as soon as possible. The removal of a correct registration may not however happen even if the student so wishes.

## 4. Non-completion

Non-completion means a definitive break in the studies, this is not the same as approved leave from studies. Approved leave from studies is a temporary interruption of the studies where the student intends to resume the studies after the interruption. See the rules for deferment of studies and approved leave from studies for more information about this.

Non-completion is divided into two categories, *early non-completion*, which is done within three weeks after course start, and *non-completion*, which is done

after these three weeks. Both types of non-completion mean that the student interrupts their studies on a course or a programme and definitely renounces their place of study. Non-completion can only take place at the student's own request.

#### 4.1 Notification of non-completion

Non-completion shall be notified in writing. A form for non-completion and further information is found on the Swedish Defence University's website. Non-completion is notified via e-mail and will be approved if the information is complete in accordance with the form for non-completion. The non-completion is registered in Ladok following notification and cannot thereafter be revoked by the student.

#### 4.2 Return to study following non-completion

If a student for any reason wants to resume the studies following a registered non-completion, the student will have to re-apply for the education.

A student who reported *early non-completion* can apply via [www.antagning.se](http://www.antagning.se) and participate in selection again the next time the education is given as if the student had never been accepted before. If the student is admitted again, the student must be registered as if the student participates in the course for the first time.

A student who reported *non-completion* on a course or programme after three weeks had passed cannot apply through [www.antagning.se](http://www.antagning.se) and participate in the usual selection for the same education once more, but must make an application for resumption of studies. Students who have notified a non-completion or have been absent without having been granted approved leave from studies with a place guarantee do not have automatic right to resume their studies and participate in the education.

For independent courses and the first course during the first semester within the programme the applications are handled after the programme's places have been allocated in the general selection (selection 2) and general admission from waiting list. For other courses in programmes, selection 2 and admission from waiting list are not valid and the applications are handled on an ongoing basis, but the places are not allocated following a strict order of priority.

A test is carried out of the possibility and conditions to resume the studies at the time of application, for example place availability, available resources, the set-up of the course etc. Depending on the design of the course and place availability there might be limited possibilities for resumption of studies. This might be courses with resource-demanding elements or limited conditions, as for practical or interactive elements or placements.

The director of studies/programme coordinator decides the number of places set aside for students who wish to resume their studies for every course or programme. Resuming studies on courses within a programme takes place if there

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are spare places within the framework for the places allocated to the courses within the programme. Otherwise the same rules apply as for resumption of studies on an independent course.

The Swedish Defence University should, where there is a need, leave some spaces for return to studies following non-completion to make it possible for students to complete their studies. Information regarding possibilities or known limitations for re-registration following completed courses must be made accessible to the students at the start of the course.

Decisions regarding students who have had approved leave from studies without a place guarantee or a non-completion after 3 weeks (regardless of whether the non-completion has been notified to FHS or not) to resume their studies are taken by the director of studies in collaboration with study counsellors. If there are insufficient places for all those who, after testing, are seen as equal, the selection shall take place with the following criteria:

- number of credits achieved at application time
- credits awarded
- balloting

The form for application to resume studies is found on the Swedish Defence University's website.