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This document is a translation. In case of any discrepancy between the Swedish original and the English version of this governance document, the Swedish original will prevail.

## Admission regulations at KTH

This governance document has been decided by the University Board (reference number V-2016-0944) with the support of Chapter 2, Section 2, Item 7 and Chapter 6, Section 3 of the Higher Education Ordinance (1993:100). The governance document is valid from 1 January 2017 and was last modified on 1 January 2024 (reference number V-2024-0882). The governance document contains the regulations that the Royal Institute of Technology (KTH) applies in regard to applications, entry requirements, selection, admissions and how decisions are made and can be appealed. The Education Office and the University Management Office within University Administration are responsible for the overseeing and questions regarding this regulation.

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# 1 Access programmes and first- and second-cycle study programmes

## 1.1 Application for a programme

Applications must be submitted within the time and in the manner that the university decides (Chapter 7, Section 4 of the Higher Education Ordinance). Application for KTH's programmes shall be made through [www.antagning.se/www.universityadmissions.se](http://www.antagning.se/www.universityadmissions.se). Exceptions may be granted for programmes that take place in cooperation with other universities. Application procedures, including the dates for application, shall be presented on KTH's website. Regarding application to the Master Programme in Architecture, the portfolio must be submitted via the system specified by KTH on its website. Portfolio submissions via [www.antagning.se/www.universityadmissions.se](http://www.antagning.se/www.universityadmissions.se) will not be accepted.

Late application for programmes is accepted until the beginning of the semester at the latest. Late application for courses is accepted up to one week before course start at the latest.

An application fee may be charged according to the Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (2010:543).

KTH follows the Association of Swedish Higher Education Institution's (SUHF) recommendations (REK 2016:2 rev 4) regarding the number of application options, caps, number of selections, late application, and dates for final application date and supporting documentation.

### 1.1.1 Application to courses within a programme

Students accepted into KTH's programmes should apply for programme courses within the timeframe of the application round "Anmälan till kurs inom program (AKP)"; Application for programme courses. This occurs twice a year in accordance with specific provisions.

## 1.2 Entry requirements

### 1.2.1 Entry requirements for studies in access programmes

For eligibility to KTH's access programmes, general entry requirements must be met according to Chapter 7, Sections 5–6 of the Higher Education Ordinance. In addition to this, specific admission requirements must be met. Specific admission requirements are presented in the respective programme's syllabus.

### 1.2.2 Entry requirements for first-cycle (undergraduate) studies

For eligibility to KTH's first-cycle programmes and courses, general entry requirements must be met according to Chapter 7, Sections 5–6 of the Higher Education Ordinance.

For programmes which lead to a professional qualification, specific entry requirements are required in accordance with the Swedish Council for Higher Education Regulation regarding specific entry requirements (UHRFS 2020:4).

Specific admission requirements are presented in the respective course and programme syllabus.

### 1.2.3 Entry requirements for second-cycle (graduate) studies

For eligibility to second-cycle studies, general entry requirements must be met according to Chapter 7, Sections 2 and 28–30 of the Higher Education Ordinance. Specific requirements may be prescribed in accordance with Chapter 7, Section 31 of the Higher Education Ordinance and will then be presented in the respective course and programme syllabus.

For one-year and two-year master's programmes with English as the language of instruction, English 6/English B or the equivalent thereof is required. One-year master's programmes with Swedish as the language of instruction require Swedish 3/Swedish B and English 6/English A or the equivalent thereof.

In order to be eligible for second-cycle studies within KTH's 300 ECTS degree programmes (civilingenjörsprogram), 165 ECTS credits from years 1–3 of which a minimum of 110 ECTS credits from years 1–2 are required.

A first-cycle degree project comprising 15 ECTS credits must be completed before studies in the master's programme may begin. Additional specific requirements may be prescribed, and are then presented in the respective programme syllabus.

### 1.2.4 Entry requirements for admission to a latter part of a programme

Admission to a latter part of a programme ("senare del") may take place from year 2 within first cycle programmes. For the 300 ECTS degree programmes, admission to a latter part of the programme is limited to years 2 and 3. To be eligible for a latter part of a programme, the applicant must meet both general and specific entry requirements for year 1 of the programme applied to as per 1.2.2 above, as well as meet further requirements as per below:

For year 2 of bachelor's programmes, the requirement is completed courses equivalent to a minimum of 45 ECTS credits in compulsory courses within the programme applied to.

For year 2 of the 180 and 300 ECTS degree programmes, the requirement is completed courses equivalent to a minimum of 45 ECTS credits within the programme applied to, of which 35 of these ECTS credits shall be included in year 1.

For year 2 of the architectural programme, the requirement is completed courses equivalent to a minimum of 60 ECTS credits in compulsory courses within year 1 of the programme applied to.

There are additional specific admission requirements for certain programmes, which are then presented in the respective programme syllabus.

If an applicant is to be admitted to year 3 of a programme, the requirement is completed courses equivalent to a minimum of 90 ECTS credits in compulsory courses from years 1 and 2 of the programme applied to.

### 1.2.5 Entry requirements within partnership agreements

Admission to second-cycle programmes that are offered in cooperation with other universities are regulated separately through partnership agreements. For programmes in partnership agreements, a minimum of the same entry requirements as the criteria for KTH's programmes shall apply.

### 1.2.6 Prior learning

KTH follows SUHF's (The Association of Swedish Higher Education Institutions) recommendations for the assessment of prior learning in higher education (REK 2009:2 revised 2012).

### 1.3 Selection criteria and distribution of places

To be included in the selection process, an applicant must meet both the general and specific entry requirements for the programme applied to.

A lottery system is used for the ranking of applicants with identical merit ratings.

For the 300 ETCS and 180 ECTS degree programmes, other bachelor's programmes, the subject teacher programmes and the access programmes, two-thirds of the places are filled on the basis of grades and one-third of the places are filled on the basis of results from the Swedish Scholastic Aptitude Test, hereafter SWEsat (Högskoleprovet), unless otherwise stated below.

#### 1.3.1 Alternative selection

For certain programmes, KTH applies alternative selection (Chapter 7, Section 23 of the Higher Education Ordinance).

For the architectural programme, a maximum of one-third of the students are admitted through test selection, the Architectural Aptitude Test. Instructions for how to register for taking the test are at [www.arkitektprovet.se](http://www.arkitektprovet.se). For the remaining places in the selections students are admitted on the basis of grades, at least one third, and the SWEsat, at least one third.

A test selection, the Mathematics and Physics Test, is used for the following 300 ECTS degree programmes:

- Engineering Physics and Engineering Mathematics, at most 33% of the places
- Electrical Engineering, at most 15% of the places
- Vehicle Engineering, at most 9% of the places
- Materials Design and Engineering, Design and Product Realisation and Mechanical Engineering, at most 11% of the places

Registration for the test is done according to instructions at [www.matematik-och-fysikprovet.se](http://www.matematik-och-fysikprovet.se). The remaining places in the programmes are filled on the basis of grades, at least one third, and the SWEsat, at least one third.

#### 1.3.2 Selection rules for admission to master's programmes

For master's programmes with English as the language of instruction, selection is based on one or more of the following criteria (Chapter 7, Sections 32a and 26–27 of the Higher Education Ordinance), which are specified in the programme syllabus:

- previous education
- study results (e. g. grades, merit subjects and English)
- motivation for studies (e. g. motivation letter, references, courses and relevant professional experience)

For some programmes, other selection criteria than those stated above may be used if there are special grounds for this. The selection criteria are then presented in the programme syllabus. The assessment of qualifications is made on a scale of 1–75.

#### 1.3.3 Selection rules for admission to supplementary teacher education

For the supplementary teacher education 90 ECTS, selection is based on the total amount of credits that the applicant has in the teaching subjects.

For the supplementary teacher education 60 ECTS, selection is based on a merit rating on a scale of 1–75 where a rating is given for each:

- Approved academic credits in education beyond those acquired in the qualifying degree
- 40 teaching hours
- 40 hours of knowledge-based work with children and youth within a non-profit organization

For supplementary teacher education for doctoral graduates, a serial selection is made as follows:

1. applicants who after completing the programme may be awarded the degree of Master of Arts/Science in Upper Secondary Education with qualification for two teaching subjects for upper-secondary school or three teaching subjects in compulsory school or two teaching subjects for primary and lower-secondary school.
2. students who after completing the programme may be awarded the Degree of Master of Arts/Science in Secondary Education with qualification for one teaching subject for upper-secondary school or one teaching subject for primary and lower-secondary school
3. a Ph. D. in a subject other than mathematics/natural sciences/engineering

#### 1.3.4 Selection rules for admission to a latter part of a programme

Admission to a latter part of a programme (“senare del”) occurs if available places in the programme allow. The selection principles are based on earlier achievements in university studies, such as points, grades and length of previous studies.

#### 1.3.5 Selection rules for admission to freestanding courses

If there is competition for places, serial selection takes place. The applicants are then ranked as follows:

1. applicants with a 300 ECTS degree programme in engineering or architecture or a 180 ECTS degree programme (högskoleingenjör), or a B.Sc. in engineering, a one- or two-year master’s degree in engineering, and applicants with a Master of Education for Upper Secondary School within engineering and/or natural science.
2. applicants with any other first-cycle or second-cycle degree
3. other qualified applicants

Other selection grounds may apply and are, if so, presented in the respective course syllabus. However, this does not apply for courses at a preparatory level and which are targeted at new entrants at the university. For these courses, selection is instead implemented in accordance with the regulations in Chapter 7, Section 12 of the Higher Education Ordinance.

#### 1.3.6 Separate admission of fee-paying students

Eligible fee-paying applicants to KTH's programmes with English as the language of instruction compete in a separate selection group in accordance with Chapter 7, Section 4a of the Higher Education Ordinance. Applicants whose fee status changes after a decision has been announced in an admission notification keep their selection group. KTH reserves the right to cancel an admission decision if the fee status was determined on incorrect grounds.

#### 1.3.7 Reserved place after access programme

Each year, a number of places are reserved for students who have completed and passed all courses in an access programme at KTH provided that all other specific requirements are fulfilled. The number of reserved places shall be sufficient so that all students, after completing these studies, have the possibility of being admitted to a place in one of KTH's engineering or teacher education programmes, with the exception of the supplementary teacher education programmes.

For those who have completed an access programme at KTH, the reserved places are distributed between KTH's 300 ECTS degree programmes and 180 ECTS degree programmes in engineering. At least half of the reserved places are reserved for the 300 ECTS degree programmes. For those who have completed an access programme that provides qualification for KTH's 180 ECTS degree programmes, places within these programmes are reserved.

To claim one's reserved place, application is required according to instructions on the KTH website.

Applicants from the Technical Preparatory Year, the Technical Preparatory Year towards Bachelor of Science in Engineering and the Technical Preparatory Semester compete for places in separate selection groups. In addition to this, applicants compete in other relevant selection groups. The reserved place is spent if the applicant is admitted and registered for a programme, regardless of which selection group was used for admission.

A reserved place for applicants who have completed a Technical Preparatory Year, online with campus meetings, or Technical Preparatory Year for Bachelor of Science in Engineering needed to be utilized by the fall semester 2024, at the latest. After that, the place is forfeited.

It is only possible to use one reserved place from qualifying programmes at KTH. Completing several qualifying programmes does not provide the possibility of further reserved places. Applicants who have completed several qualifying programmes at KTH compete in the selection group for the programme which was completed first. If more than one qualifying programme is completed at the same time, the applicant competes in the selection group for the programme the applicant was admitted to first.

If there are more applicants than reserved places for a certain programme, a selection is made based on the applicant's grades in the courses included in the access programme. If an applicant is not admitted to any of the programmes applied to that particular semester, no other place will be offered. The applicant may instead use the reserved place in an upcoming semester.

1.3.8 A reserved place in a two-year master's programme for students in KTH's 300 ECTS degree programmes

KTH's 300 ECTS degree programme students are reserved admission to the master's programmes included in the current curriculum on the condition that they meet the entry requirements in accordance with section 1.2.3 above.

1.3.9 Selection rules and procedures for applications after the end of the application period (late applications)

Applications made after the application deadline has passed are placed in ranking order in the selection after all applications which are received on time and are given a merit rating based on when the application was made.

## 1.4 Admissions

Decisions on admissions are conveyed through admission notifications. The notifications state whether the applicant is admitted, placed on a waiting list, or removed from consideration. Notifications sent through [www.antagning.se](http://www.antagning.se) and [www.universityadmissions.se](http://www.universityadmissions.se) function as KTH's decisions. When admission is carried out outside of the national admission system, KTH issues its own admission notifications.

1.4.1 Admissions from a waiting list

Applicants who have been placed on a waiting list are admitted in the order they are placed on the list and in the selection group where a place has become available. If an applicant after reconsideration is wait-listed, several applicants may receive the same ranking number. Wait-listed applicants with the same ranking number shall be admitted at the same time. The wait-listed applicants can be contacted by phone, e-mail and/or letter. Information on when a response must be provided shall always be given. Responses from a representative must be verified with authorisation.

1.4.2 Transition for students on Common Entry

Students on Common Entry ("Öppen ingång") are transitioned to a 300 ECTS degree programme before the beginning of year 2. The students have a right to the credit transfer of all completed courses from Common Entry. The number of places allocated to 300 ECTS degree programmes constitutes a minimum of 15% of the so-called planning number that was decided for admission to year 1 for the programme in question the previous year. A reserved place from Common Entry can only be used once and the place is considered as spent after a student has been admitted and registered to a 300 ECTS degree programme.

1.4.3 Admission outside of ordinary rounds and procedures

In exceptional cases, when admissions to first- and second-cycle programmes take place outside the ordinary admissions procedures, the rules for the respective type of education apply. Alternate dates for application may apply in these cases.

1.4.4 Deferment

Admitted students can apply for a deferment of the start of studies. Deferment can be granted in accordance with Chapter 7, Section 33 of the Higher Education Ordinance, Swedish Council for Higher Education Regulations (UHRFS 2013:3) and the Ordinance Regarding Qualifying and Higher Education Access Programmes (2018:1519). To reclaim one's place after the deferment period, application is required according to instructions by KTH.



#### 1.4.5 Roll call and registration

Roll call for newly admitted students to a programme is, like registration, mandatory. Those who did not personally attend or were not granted an exemption from attending lose their place in the programme. Those who are accepted into a programme are obliged to follow the instructions for registration. Those who have not registered in time lose their place in the programme.

#### 1.4.6 Appeals

Chapter 12, Section 2 of the Higher Education Ordinance and Section 15 of the Ordinance Regarding Qualifying and Higher Education Access Programmes (2018:1519) state which admission decisions may be appealed to the Higher Education Appeals Board.

The manner in which decisions are appealed is clarified in Sections 40–44 of the Administrative Procedures Act. If a decision can be appealed, information on how the decision can be appealed shall be presented.

## 2 Third-cycle (doctoral) education

### 2.1 Application for a programme

The Higher Education Ordinance contains the following provisions:

**Chapter 7, Section 37** Questions regarding admission are decided by the university. Anyone who wants to be admitted to doctoral studies must apply within the time and in the manner the university decides.

When a university intends to accept one or more doctoral students, the university must provide information about this through advertising or a procedure equivalent therewith. However, no information needs to be provided:

1. upon the admission of a doctoral student who is to attend the education in the scope of an employment with a different employer than the university,
2. upon the admission of a doctoral student who previously began his or her doctoral studies at a different university, or
3. if there are similar special reasons. Ordinance (2006:1053).

#### 2.1.1 Available place with employment as a doctoral student

KTH /announces available places with associated employment as a doctoral student nine times per academic year: September, October, November, December, February, March, April, May and June. Information is provided on the KTH website and on The Swedish Public Employment Service website “Platsbanken”. In addition to this, a reference advertisement is published in at least one relevant publication. The school should also regularly distribute information on available places at other universities with corresponding subjects.

#### 2.1.2 Available place with other study financing

KTH informs of available places with other study financing on KTH’s website. Other study financing refers to such financing that KTH does not provide.

#### 2.1.3 What content the information on available places must have

Information on available places is always provided in Swedish and is translated when necessary. The information must, among other things, include third-cycle subject area, target degree (licentiate or PhD), project description, entry requirements, selection criteria and form of study financing. The information must also include any conditions under which the offer may be revoked, see section 2.6 (Admissions Decisions). The grounds for the decision on the target degree shall be the project’s scope and its connection to the objectives of the respective degree. The application period is at least 10 days.

#### 2.1.4 Cases when information is not provided on an available place

Information on available places need not be provided in such cases as stated in Chapter 7, Section 37, Paragraph 2, Items 1-3 of the Higher Education Ordinance. Similar special circumstances (item 3) may be applicable in KTH’s assessment if KTH intends to admit a doctoral student whose study financing consists of scholarships that are provided in the scope of:

- an assistance and capacity expansion programme where scholarships are an accepted form of financing with reasonable scholarship conditions and KTH has insight into these conditions and how the scholarship is paid out.

- a programme or other cooperation financed by the European Union, where scholarships with reasonable scholarship conditions constitute an accepted form of financing and where requirements on financing through employment become an obstacle to KTH's participation.

The main rule is that places are competitive and are announced and filled under that criterion. In those cases when exceptions as per the above are made, the reason to do so shall be documented in the admission case. The exception regulations shall be applied restrictively.

## **2.2 Study financing for doctoral students**

Regulations on study financing for doctoral students are found in Chapter 7, Sections 34 and 36 of the Higher Education Ordinance. Employment as a doctoral student is the main study financing for doctoral students at KTH. The other forms of study financing that are permitted at KTH are: educational scholarship, other employment within the university and employment with an employer other than the university. Private financing is not permitted.

### **2.2.1 Employment as a doctoral student**

Regulations on employment as a doctoral student are found in Chapter 5 of the Higher Education Ordinance. Decisions on employment shall be made in accordance with the current applicable Delegation of Authority and salaries are set according to local collective agreements (called the "doctoral ladder").

The position shall be advertised together with the study place according to section 2.1 above. The advertisement shall state if any duties (so-called departmental duties) may be relevant according to Chapter 5, Section 2, Paragraph 2 of the Higher Education Ordinance.

If the financial grounds for the employment change or end during the period of study, the school is responsible for the conditions for continued employment as a doctoral student being created.

### **2.2.2 Other forms of study financing**

Regulations on other forms of study financing are found in Chapter 5, Sections 4 and 4 a and Chapter 7, Section 36 the Higher Education Ordinance. In addition to this, the following applies at KTH.

#### **2.2.2.1 *Other employment within the university or employment with an employer other than the university***

An agreement on study financing is entered into between the employer and the admitting school where the employee (the doctoral student) approves the agreement. There are agreement templates that are to be used regarding doctoral students employed at companies or authorities. If there is a deviation from the template, the corporate lawyers at the Office for Research Support shall examine the changes and assist in negotiations with counterparties if and when the head of school signs the agreement.

#### **2.2.2.2 *Educational scholarship***

Educational scholarships may not be established or announced at KTH. The President may however, decide on so-called supplementary scholarships (educational scholarships). According to the public service agreements for universities, the following applies: "Scholarships, which are intended to be an alternative to salary or other form of study financing for doctoral students may not be financed with funds from the national budget. This refers to governmental funds such as grants for research and third-cycle education and any other government funding that is distributed through a national authority."

The support level is determined in Chapter 7, Section 36 of the Higher Education Ordinance and current levels are presented on KTH's website.

There may be scholarship conditions for an educational scholarship that restrict or degrade the doctoral student's social study situation. In the assessment of the doctoral student's study financing according to Chapter 7, Sections 34 and 36 of the Higher Education Ordinance, the scholarship conditions shall be known to the decision-maker. If the doctoral student is to be financed with the educational scholarship in question, it shall be documented in the admission case that the conditions have been deemed reasonable. In the assessment, the recommendations in the investigation: Scholarship-financed Third-Cycle Education – Mapping and Proposed Recommendations (ref. no. 14/077, 2015-09-17 REV, SUHF) may be of assistance.

Before an admission decision is made, the doctoral student and supervisors must be informed of what it means to have an educational scholarship as study financing in comparison to being employed as a doctoral student.

The head of school decides on a so-called bench fee that is charged for every doctoral student and pertains to cost coverage for e.g. premises and equipment.

If the study financing disappears during the period of study, the school is responsible for the doctoral student receiving, after an assessment in the individual case, new study financing through employment as a doctoral student according to Chapter 5, Section 7 of the Higher Education Ordinance (see regulation regarding settlement in Paragraph 3). This does not apply if KTH decides on a withdrawal of resources according to Chapter 6, Section 30 the Higher Education Ordinance.

#### *Application for employment for certain doctoral students with educational scholarships*

According to Chapter 5, Section 4 of the Higher Education Ordinance, application for employment shall be made after 10 months of full-time studies. The application must include such information from the individual study plan as referred to in the regulation and be submitted well enough in advance that the employment may begin no later than the time stated in the regulation. The application is processed at the school and a decision on employment is made according to the Delegation of Authority at KTH. The school shall have a coherent picture of doctoral students that is covered by this regulation and inform each doctoral student when it is time to apply for employment.

#### *Decisions on approved scholarship donors*

Decisions on which assistance and capacity expansion programmes and which European Union financed programmes or other collaborations KTH approves (according to Chapter 5, Section 4 a of the Higher Education Ordinance) will be made by the appropriate delegation of authority.

### 2.3 General entry requirements

The Higher Education Ordinance contains the following provisions:

**Chapter 7, Section 35** To be admitted to third-cycle education, it is required that the applicant:

1. meets general entry requirements and specific entry requirements that the university may have prescribed, and
2. is deemed to have the ability necessary to fulfil the studies. Ordinance (2010:1064).

**Chapter 7, Section 39** General entry requirements for third-cycle education involve:

1. having earned a second-cycle degree,
2. having completed course requirements comprising at least 240 credits, of which at least 60 credits at the second-cycle level, or
3. having otherwise acquired primarily equivalent knowledge in Sweden or abroad.

The university may make exceptions from general entry requirements for an individual applicant if special reasons exist. Ordinance (2010:1064).

**Chapter 7, Section 40** The specific entry requirements that are set shall be absolutely necessary for the student to be able to fulfil the education. The requirements may relate to:

1. knowledge from higher education or equivalent education,
2. special professional experience, and
3. necessary language skills or other conditions that are set by the education. Ordinance (2006:1053).

Assessment of eligibility and selection of applicants is made by the Director of Third Cycle Education in cooperation with the intended main supervisor.

### 2.4 Specific entry requirements, language requirements

For eligibility with regard to language, knowledge of English is required corresponding to completed and passed English 6/B.

Other criteria on specific entry requirements, in accordance with Chapter 6, Section 27 of the Higher Education Ordinance, are specified in the subject's general study plan.

### 2.5 Selection

The Higher Education Ordinance contains the following provision:

**Chapter 7, Section 41** Selection among applicants that meet the requirements according to Sections 35 and 36 shall be made with regard to their ability to fulfil the education.

The university determines which assessment grounds are to be applied in the assessment of the ability to fulfil the education.

Solely the circumstance that an applicant is deemed to be able to have earlier education or professional practice credited for the education may not, however, give the applicant priority over other applicants in the selection. Ordinance (2010:1064).

The subject's general study plan states which assessment grounds are to be applied in the assessment of the ability to fulfil the education.

### 2.6 Admission decisions

The Higher Education Ordinance contains the following provisions:

**Chapter 7, Section 34** Only as many doctoral students may be admitted to third-cycle education as can be offered supervision and acceptable study conditions, and have study financing according to Section 36. Ordinance (2006:1053).

**Chapter 7 Section 36** The university may admit applicants to third-cycle education who are employed as doctoral students. The university may also admit an applicant who has some other form of study financing if the university deems that:

1. the financing can be guaranteed during the entire education period, and
2. the applicant can devote as much of his or her time to the education as to enable its completion within four years in the case of a licentiate degree and eight years when it involves a PhD. For applicants whose study financing consists of scholarships, the financing according to Paragraph 1 Item 1 is considered to be secured if the level of the scholarship is equivalent to the salary level for doctoral students that is pursuant to Swedish collective agreements or standard practice in the profession, after deductions for preliminary tax according to the tax table that corresponds to the average tax rate for municipalities and regions that are published annually by Statistics Sweden. If the applicant is to spend time in Sweden and another country interchangeably, the requirement on the level of the scholarship only applies to the time the applicant intends to spend in Sweden. Ordinance (2019:1014).

Acceptable study conditions imply, among other things, that the doctoral student must be part of a good research environment and have access to the infrastructure required for the implementation of the education (see p. 204 ff SOU 2004:27). The head of school determines which specific entry requirements shall apply within the school. With regard to industry-employed doctoral students, study conditions shall be regulated in a separate agreement.

The Administrative Procedure Act contains the following provisions:

**Section 37, second paragraph** A decision that is favorable to an individual party may, however, be changed to the individual's detriment only if:

1. it is evident from the decision or the regulations on which it is based that the decision may be revoked under certain conditions
2. compelling safety reasons require the decision to be amended immediately, or
3. the error is due to the party providing incorrect or misleading information.

Administrative Procedure Act (2017:900).

For doctoral students requiring a residence permit and whose studies require physical presence at KTH, the university will apply a procedure to amend the admission offer if the Swedish Migration Agency or the Migration Court has not granted the residence permit before studies begin. (Section 37, second paragraph of the Administrative Procedure Act)

Admission to third-cycle education corresponds to a subject-area and to education with regard to a licentiate degree or doctoral degree as the target degree. Doctoral students are also admitted to a doctoral programme or a programme within an educational partnership. Decisions on admissions are made according to the Delegation of Authority at KTH.

For an admitted doctoral student, supervisors shall be appointed and an individual study plan prepared as soon as possible after admission; also refer to *Guidelines Regarding Third-cycle Education*.

The various administrative steps that are included in the admission process to third-cycle education shall be carried out in the following order:

- 1) admission decision
- 2) decision on supervisors (can be made in the same document as the admission decision)
- 3) decision on doctoral student employment (where applicable)
- 4) drafting of the individual study plan (ISP) for the doctoral student

Anyone admitted to an education with a licentiate degree as the target degree may, after application, be admitted to third-cycle education with a doctoral degree as the target degree, admission to a latter part.

## 2.7 Appeals

The Higher Education Ordinance contains the following provisions:

**Chapter 12, § 2** The following appeals may be made to the Higher Education Appeals Board for the higher education institution:

[...]

4. decision on the transfer of credits for courses and study programmes or professional or vocational activities,

5. rejection of a student's application for exemption from a compulsory element of a course or study program,

6. a decision to withdraw study resources from a doctoral student pursuant to § 30 of Chapter 6 and a decision that a student is not to recover these resources pursuant to § 31 of Chapter 6,

7. rejection of a student's request to be issued with a degree certificate or a course certificate, and

[...] Ordinance (2017:844).

**Chapter 12, Section 3** According to section 40 of The Administrative Procedure Act (2017:900) there are regulations on appeals to a general administrative court. Decisions by a disciplinary board other than decisions about suspension and warnings, may not be appealed according to the Ordinance 2018:957.

**Chapter 12, Section 4** Decisions by a university in cases other than those referred to in this chapter may be appealed only if it is allowed by a regulation other than the Administrative Procedures Act (2017:900) Ordinance (1986:223).

The procedures in which decisions are appealed are found in Sections 40–44 of the Administrative Procedures Act. If a decision is subject to appeal, a referral regarding appeals should be provided with information on how to appeal against the decision.