

RIGHTS AND OBLIGATIONS

Regulatory framework for first and second-cycle studies at the Swedish School of Sport and Health Sciences (GIH)

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1. Introduction

On 27 November 2018, the vice-chancellor established the following regulatory framework for first and second-cycle studies at the Swedish School of Sport and Health Sciences (GIH), to enter into force at the beginning of the spring term 2019. It should however be noted that separate regulations may apply to third-cycle studies, especially with regard to Section 1.1. Separate regulations also apply to contract education, which is not covered by this regulatory framework.

The work conducted by higher education institutions is governed by a number of acts and ordinances. There are also local regulations specific to GIH. This regulatory framework gathers certain statutory and local regulations regarding studies in order to increase legal certainty at GIH and to clarify the relationship between students and the institution. Unless otherwise stated, the regulations contained in this document are local provisions decided at GIH.

The relationships between all those active at GIH, whether they be students or staff, shall be characterised by mutual respect. One important aspect of this is knowledge of and compliance with the regulations that apply to the organisation. It is the responsibility of students to familiarise themselves with the regulations and instructions that apply at GIH in general and to their own studies in particular.

1.1 Students at GIH

Only those 'who have been admitted to and pursue higher education studies' are students at GIH (cf. Swedish Higher Education Ordinance (SFS 1993:100) Chapter 1 Section 4). Only students of GIH are permitted to participate in teaching activities and examinations.

2. GIH as a Public Authority

2.1 Exercise of public authority

GIH is a public authority reporting to the Swedish Government. Some of the decisions made by employees of GIH involve the exercise of public authority. The exercise of public authority refers to any situation in which a public authority reaches a binding decision that affects an individual citizen in the form of an adverse decision or a beneficial decision..

The exercise of public authority must be *legally certain*. The principle of legal certainty holds that the legal system must be predictable. A prerequisite of this is transparent and published regulations that are correctly applied. Examples of the exercise of public authority by higher education institutions include admission, examination and the awarding of degrees.

2.2 Conflicts of interest

Pursuant to Chapter 1 Article 9 of the Swedish Instrument of Government, when an employee of a public authority administers and reaches a decision on a matter, they shall do so in an objective, impartial manner. A conflict of interest is any circumstance that may call into question a given individual's impartiality in dealing with a matter. In higher education institutions this may arise in conjunction with examinations, dispensations, credit transfers and admissions.

An employee is considered to have a conflict of interest in situations in which the employee, or someone close the employee, might be expected to benefit from or suffer adverse consequences due to a decision regarding the matter in question. Other potential conflicts of interest may arise where some other specific circumstance exists that may call into question the impartiality of the employee, for example:

- the employee has a friendly or adversarial relationship with a party to the matter;
- the employee is financially dependent on a party to the matter; or
- there is a conflict of interest or other circumstance that risks damaging the credibility of the public authority.

An individual with a conflict of interest in a given matter is not permitted to administer or make a decision in that matter (cf. the Swedish Administrative Procedure Act (2017:900) Section 17). Responsibility for assessing conflict of interest rests with the administrator/decision-maker themselves. If someone considers a conflict of interest to exist, the manager of the administrator/decision-maker shall decide whether the matter should be passed to another individual.

2.3 Public access and secrecy

The principle of public access to official records applies to higher education institutions. Among other things, this means that the majority of GIH's operations are open to public and media scrutiny. One of the most important expressions of the principle of public access to official records is the right of access to public documents held by public authorities.

A request to obtain a public document must be considered speedily by the authority. Written examination questions, degree projects and examination results are examples of documents that are considered official and public. Questions for written examinations are public when the examination has

been completed in order to ensure that the purpose of the examination is fulfilled.

The work of a student becomes public once an examination has been graded and the results have been registered. The fact that examination papers become public documents means that other people can request copies of them.

A fee is charged for copies of public documents of ten pages or over. In cases of obvious misuse of the regulations, higher education institutions are permitted to charge a fee from the first page (cf. Swedish Ordinance on Fees (SFS 1992:191) Sections 15-16).

A public document may be subject to secrecy and is then not accessible to the public. Provisions on public access and secrecy are contained in the Swedish Freedom of the Press Act (SFS 1949:105) and Swedish Public Access to Information and Secrecy Act (SFS 2009:400).

2.4 Public service obligation

Public authorities shall be accessible to the public. Among other things, this means that it must be possible to contact a public authority by email and telephone. The public service obligation also means that anyone contacting GIH should receive a reply without undue delay, generally within a couple of days (cf. Administrative Procedure Act Sections 6-8).

The recipient of an enquiry addressed to GIH is at liberty to decide the form an answer should take; for example, letter, telephone or email. There is no obligation to reply in the same manner as the enquiry was received.

3. Equal Opportunities

Chapter 1 Section 5 of the Swedish Higher Education Act (SFS 1992:1434) states that 'equality between women and men shall always be taken into account and promoted in the operations of higher education institutions'.

Higher education institutions are subject to the provisions of the Swedish Discrimination Act (SFS 2008:567), Chapter 1 Section 1 of which states that the purpose of the Act is 'to combat discrimination and in other ways promote equal rights and opportunities regardless of sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age'.

The Discrimination Act prohibits discrimination against both those applying to higher education institutions and those studying at them (cf. Chapter 2 Section 5). According to the Act, discrimination means direct

discrimination, indirect discrimination, inadequate accessibility, harassment, sexual harassment and instructions to discriminate (cf. Chapter 1 Section 4).

3.1 Working with active measures

Active measures imply working preventatively and promoting equal opportunities by investigating risks, analysing causes for identified risks and obstacles, conducting preventative and promoting measures , monitoring and evaluating these measures (cf. Discrimination Act Chapter 3 Sections 1 and 2).

3.2 Working with active measures as an education provider

Working with active measures as a higher education institution shall include admission and recruitment procedures, the types of instruction and organisation of educational activities, examinations and assessments of students' performances, the study environment and opportunities to combine studies with parenthood (cf. Discrimination Act Chapter 3 Sections 15-17).

3.3 Incidents of harassment and discrimination

Whenever a representative of GIH as an employer or an education provider becomes aware that harassment is taking place, they shall ensure that the matter is investigated without delay and that the necessary measures are implemented and followed up.

A complaint may be made to the Equality Ombudsman (DO) if, as an education provider, GIH has failed to meet its obligation to investigate and take measures to halt harassment or sexual harassment, failed in its task to promote equal rights and opportunities or has not taken adequate measures to prevent harassment and sexual harassment.

If, as a student, you experience or witness harassment at GIH, you should report the matter to your faculty programme director and/or student health and safety representative (cf. *Guidelines on Discrimination for Students and Staff*, ref. GIH 2016/494).

3.4 Sanctions

A warning or suspension are the available disciplinary measures that may be taken against a student who subjects another student or employee of GIH to the types of harassment or sexual harassment defined in Chapter 1 Section 4 of the Swedish Discrimination Act.. Any such cases will be handled in accordance with Chapter 10 of the Swedish Higher Education Ordinance. For further information, see Section 28: Disciplinary measures.

The Staff Disciplinary Board at GIH may decide on sanctions against a member of staff who subjects another member of staff or a student to harassment (cf. Higher Education Ordinance Chapter 2 Section 15; Swedish Government Agencies Ordinance (SFS 2007:515) Section 25).

In the event of discrimination, GIH may be liable to pay compensation. The same applies to a failure on the part of GIH to investigate and take measures to prevent harassment (cf. Discrimination Act Chapter 5 Section 2).

4. Work Environment, Student Resources and Insurance

The provisions of the Swedish Work Environment Act (SFS 1994:579) apply to both employees and students at GIH (cf. Work Environment Act Chapter 1 Section 3).

4.1 Rules for a good work environment

A good work environment creates good conditions for learning and the wellbeing of both staff and students. In order to promote this, teachers at GIH may set rules for seminars, lectures and other activities; for example, on late admittance to lectures, the consumption of food and drink or the use of mobile devices or other electronic equipment.

4.2 Healthcare

According to Chapter 1 Section 11 of the Swedish Higher Education Ordinance, higher education institutions are responsible for providing students with access to healthcare, in particular preventive healthcare intended to promote the physical and mental health of students.

Student healthcare focuses on student-related health issues and should be considered as a supplement to other healthcare providers. You can find information about student healthcare on the GIH website.

4.3 Resources on campus

GIH is committed to providing students with reasonable access to the resources that are required in order to complete their education at the institution. This includes access to computer labs and a library with course literature, reference literature and other sources for research information and, to a reasonable extent, guidance in using these resources. There should also be other study spaces such as reading areas, group rooms, breakrooms and student kitchenettes to the extent required for students to conduct their studies. As far as possible, these resources should be available to students outside of timetabled hours, although only during the institution's opening hours.

4.4 Study and career guidance

Chapter 6 Section 3 of the Swedish Higher Education Ordinance states that ‘students shall be provided with study and career guidance. Higher education institutions shall ensure that those intending to begin a course or study programme have access to the information about it that is required’. GIH offers study and career guidance to both prospective and existing students.

4.5 Personal injury insurance

Students are covered by State Personal Injury Insurance paid for by the institution. This insurance is valid in Sweden during term time and during direct travel between the student’s home and the location(s) where they conduct their studies. The insurance covers accidents and certain cases of contagious disease (cf. Higher Education Ordinance Chapter 1 Section 11a).

The institution may provide supplementary insurance cover for incoming students or for outgoing students (cf. Higher Education Ordinance Chapter 1 Section 11b).

Further information about student insurance is available on the GIH website and the Legal, Financial and Administrative Services Agency (Kammarkollegiet) website.

5. Student Influence and Course Evaluations

Pursuant to Chapter 1 Section 4a of the Swedish Higher Education Act, ‘students shall be entitled to exert influence over the courses and study programmes at higher education institutions. Higher education institutions shall endeavour to enable students to play an active role in the continued development of courses and study programmes’.

Chapter 2 Section 7 of the Act also states that students are entitled to representation when preparations or decisions are made in matters that have bearing on their courses or programmes or the situation of students.

For further information, see the document *Guidelines for Student Influence* (ref: GIH 2018/445).

5.1 Student Union

An association of students may apply to a higher education institution for the status of a student union. It is for the higher education institution to decide whether to grant that status (cf. Higher Education Act Chapter 4 Sections 8-14; Student Unions Ordinance (SFS 2009:769) Sections 3-6).

A higher education institution's decision on whether to grant an association of students the status of student union, or to withdraw that status, can be appealed to the Higher Education Appeals Board (cf. Student Unions Ordinance Section 10).

The student union at GIH represents all students irrespective of whether they are a member of the union (cf. Student Unions Ordinance Section 8).

5.2 Student representatives

The student union appoints and removes student representatives (cf. Student Unions Ordinance Section 7). The student union decides how student representatives are to be appointed.

Students have the right to be represented by three members on the Board of Governors (cf. Higher Education Ordinance Chapter 2 Section 7a) and two members on the Disciplinary Board (cf. Higher Education Ordinance Chapter 10 Section 4).

On boards and other bodies that decide on issues concerning the organisation, implementation or quality of a course or programme, students have the right to representation by at least three members. The number of student representatives in such a group may however be fewer if there are special grounds in view of the total number of members in the group (cf. Higher Education Act Chapter 2 Section 6; Higher Education Ordinance Chapter 2 Section 14).

5.3 The right of the student union to use teaching premises

A higher education institution is obliged to allow a democratically constituted association of its students to use its teaching premises for meetings arranged by the association for its members.

The conditions for this are regulated in Chapter 1 Section 13 of the Higher Education Ordinance, as well as in separate agreements with the student union, which is thereby required to comply with the regulations drawn up by GIH for the use of its premises for student gatherings.

5.4 Course evaluations

Higher education institutions shall enable students who are participating in or have completed a course to express their perceptions and opinions of the course through a course evaluation to be organised by the higher education institution.

The higher education institution shall collate the course evaluations and provide information about their results and any actions prompted by the course evaluations. The results shall be made available to the students (cf. Higher Education Ordinance Chapter 1 Section 14).

An evaluation shall be conducted after each module or each course that is not split into modules. The results of evaluation shall be reported to the student group and examiner.

6. Fees and Costs

The principal rule for higher education in Sweden is that education is to be provided free of charge (cf. Higher Education Act Chapter 4 Section 4). Certain costs associated with education are however payable by students themselves.

6.1 Costs associated with studies

Students are required to pay for course literature and other aids for personal use.

GIH retains the right to make reasonable charges for providing study materials such as compendia. The size of such a fee may not exceed the actual cost of producing the material (cf. Ordinance on Fees Sections 4 and 5).

6.2 Costs associated with study trips

Should a subject decide to hold a course or module in another country, or conduct a compulsory study trip within Sweden, the institution shall stand for costs arising from the implementation of that activity; for example, costs for external teachers or premises.

If a study trip involves extraordinary costs for students, the institution shall either provide a cost-free alternative to the study trip or offer students a significant contribution to the costs arising in conjunction with the study trip (cf. Swedish National Agency for Higher Education report *Avgiftsfri utbildning* (Free education), 1996:3 R, p. 14).

If a course or programme contains a study trip or if it is to be entirely or partly conducted in another country, this shall be clearly stated in the programme and course syllabus, as well as the institution's informational material.

6.3 Application and tuition fees for certain students

Higher education institutions shall charge application and tuition fees to applicants and students who are not citizens of i) a country that is a member of the EU/EEA or ii) Switzerland. Education is otherwise free of charge to Swedish citizens and citizens of the above named countries (cf. Higher Education Act Chapter 4 Section 4).

Exceptions to the above can be found in Section 2 of the Swedish Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (SFS 2010:543). A higher education institution may issue regulations on the size of its tuition fees (cf. Application Fees and Tuition Ordinance Section 6a).

7. Programme and Course Syllabuses

A syllabus must be established for every course held at the institution (cf. Higher Education Ordinance Chapter 6 Section 14). A programme syllabus must also be established for all study programmes (cf. Higher Education Ordinance Chapter 6 Section 16).

Course and programme syllabuses contain regulations and are therefore binding on both the institution's staff and students.

In addition to the course syllabus, there is normally more detailed information about the content and organisation of the course in a course plan distributed to students at the start of the course. As the content of course syllabuses is binding on the institution, the content of the course plan or similar documents must always follow the syllabus.

7.1 Content of course syllabus

According to Chapter 6 Section 15 of the Higher Education Ordinance, the course syllabus shall state:

- the cycle in which the course is given;
- the number of credits;
- intended learning outcomes;
- entry requirements;
- how student performance is assessed; and
- any other regulations required.

In addition to the above, course syllabuses at GIH shall state:

- the name of the course in Swedish or English;
- the course's specialisation in relation to requirements for a degree of bachelor and master (60 and 120 credits) respectively;
- any specific entry requirements and other conditions over and above general entry requirements for the course;
- if the course is divided into modules;
- the main content and teaching activities in the course;
- the forms for assessing student performance;
- information on how the course will be graded;

- whether the number of examination sessions and work placements or equivalent study periods required to pass the course are limited; and
- the course literature and other teaching aids to be used.

7.2 Content of study programme syllabus

According to Chapter 6 Section 17 of the Higher Education Ordinance, the study programme syllabus shall state:

- the courses that comprise the study programme;
- specific entry requirements; and
- any other regulations required.

In addition to the above, study programme syllabuses at GIH shall state:

- the language of instruction;
- programme-specific learning outcomes;
- the programme's utility;
- the degree to be conferred;
- a description of the programme; and
- any elective courses within the programme.

8. Language of instruction and examination

The main language of instruction and examination for programmes and courses at GIH is Swedish; however, there may be elements of instruction and course literature in English even if the course is given in Swedish.

If a course is to be given and examined in a language other than Swedish, this will be stated in the course syllabus. Both course and programme syllabuses with studies in a language other than Swedish shall be established in Swedish and supplemented with an English translation.

GIH is under no obligation to examine students in a language other than that which the course or study programme is given in. Any decision to examine a student in a language other than that which the course or study programme is given in resides with examiners. This possibility should only be used when special circumstances exist.

9. Recording Teaching Activities

Chapter 2 Section 12 of the Swedish Act on Copyright in Literary and Artistic Works (SFS 1960:729) states that audio and visual recordings of teaching activities are solely permitted for the student's own use. A student who records a teaching activity must be present at that activity at the time the recording is made. A student wishing to make an audio or

video recording must also ask permission of the teacher and other participants in the teaching activity.

It is prohibited to disseminate audio and video recordings of teaching activities. This prohibition means, for example, that it is not permitted to transmit the recording to anyone else or to publish the recording (cf. Act on Copyright in Literary and Artistic Works Chapter 2 Section 12).

Anyone disseminating recorded material may be liable to pay damages (cf. Act on Copyright in Literary and Artistic Works Chapter 7).

9.1 Recording as an element of teaching

In courses that include recording as part of teaching, the course plan shall include instructions on how recorded material is to be handled; for example, if video is recorded as part of an examination or audio recordings are made of interviews.

If audio and/or video recording is to be used as a tool in examinations within a module/course, this shall be clearly stated in the course plan. Any such material may only be used in conjunction with assessing the examination in question. Audio and video material shall be erased once the course has been completed.

10. Cancellation of Announced Programmes and Courses

A decision to admit someone to a higher education course or study programme is a beneficial administrative decision in the meaning of Section 37 of the Swedish Administrative Procedure Act. Any decision by a higher education institution to cancel an announced course or study programme should therefore be made before admissions have begun.

11. Deferment, Registration, Approved Leave and Non-completion

11.1 Deferment of studies for admitted students

Those admitted to a course or programme shall commence their studies in the semester to which admission applies. Anyone who is unable to begin their studies at the appointed time may, if special grounds exist, be granted a deferral.

Special grounds may be social, medical or other special grounds; for example, childcare, military or civic service, student union commitments or deferred leave in accordance with the Swedish Employee's Right to Educational Leave Act (SFS 1974:1080). Special grounds also include a limited period of probationary employment pursuant to Section 12 of the

Act regarding certain Swedish Armed Forces employments or service in the Swedish Armed Forces (SFS 2012:332) or service in the Swedish Armed Forces occasionally in an officer cadet group, as a soldier or seaman in accordance with said act (cf. Statute Book of the Swedish Council for Higher Education 2013:3 Section 1).

A deferment may be for a maximum of 18 months unless special grounds exist for granting a longer deferment. A decision to grant a deferment may be conditional on notification prior to the intention to commence studies (cf. Statute Book of the Swedish Council for Higher Education 2013:3 Section 2).

The applicant himself or herself must apply for a deferment. Applications should be addressed to the Registrar at GIH. The individual applying for a deferment should not have registered for the course or programme in question. The cited grounds shall be substantiated by documentation such as a doctor's certificate, the birth certificate of the child or an employer's certificate. Those wishing to begin their studies after being granted a deferment shall apply for the course again at www.antagning.se and in writing to the Registrar. A copy of the deferment decision shall be attached to the application. Studies may be commenced on condition that the course or programme is still being offered.

Students may appeal to the Higher Education Appeals Board against any decision to reject a request to defer studies (cf. Higher Education Ordinance Chapter 12 Section 2).

11.2 Registration and reregistration

Those admitted to a course or programme and intending to begin their studies shall register on the course or programme in question. The student shall register no later than one (1) week after the start of the course unless otherwise advised by the course or programme administrator.

By registering, the student is enrolled on the course or programme and entered in the Ladok student registry.

Course registration normally takes place in conjunction with the start of the course. Registration on courses within a study programme normally takes place at the start of the semester for all courses during that semester.

A student who has previously been registered on a course without achieving a passing grade, and who wishes to be examined, shall reregister. This is permitted on condition that the course in question is still being offered.

11.3 Approved leave from studies with guaranteed admission

Approved leave from studies with guaranteed admission may be granted to a student if special grounds exist (cf. Higher Education Ordinance Chapter 7 Section 33). This means that the student has the right to resume their studies at the time stated in the decision (cf. Statute Book of the Swedish Council for Higher Education 2013:3 Section 5), given that the course/programme is still being offered.

Approved leave from studies with guaranteed admission may be granted from both study programmes and freestanding courses.

Special grounds for approved leave from studies with guaranteed admission may be social, medical or other special grounds; for example, childcare, military or civic service or student union commitments (cf. Statute Book of the Swedish Council for Higher Education 2013:3 Section 4). Students wishing to apply for leave from studies should do so on the form provided.

Students may appeal to the Higher Education Appeals Board against any decision to reject a request for leave from studies (cf. Higher Education Ordinance Chapter 12 Section 2). Those wishing to resume their studies after approved leave shall notify the institution in writing no later than 15 April prior to the autumn semester and 15 October prior to the spring semester.

If a student is unable to resume their studies at the time stated on the decision, the student must submit a new application for leave from studies. Any student failing to submit a new application will lose their guaranteed place on the course/programme.

11.4 Other leave from studies

A student who wishes to take leave from studies for a reason other than those stated in Section 11.3 will only be admitted if a place is available (i.e. they are not guaranteed admission), unless otherwise agreed..

11.5 Non-completion of studies

A student who decides to terminate their studies within three weeks of the start of a course can *deregister* from the course. This means that the student will be able to apply for the same course again at a later date. In order for a student to be able to reapply to a study programme, they must deregister within three weeks of the start of the programme. Students should contact their course/programme coordinator to deregister. They will then be deregistered in Ladok student registry.

A student who terminates their studies later than the above named deadline will not be able to apply to the same course or study programme again. They may however be able to reregister on the course or

programme. For further information on reregistering, see Section 11.2 Registration and Reregistration.

12. Exemption from Entry Requirements

Every course syllabus states the entry requirements for admission to the course. Admission to the next cycle usually requires the student to have obtained all of the credits at the previous cycles.

Under certain circumstances, an exemption from entry requirements may be granted. Examiners decide whether it is possible to grant a general exemption from entry requirements within a subject or study programme and, if so, what kind of exemption. The programme or course coordinator should inform students whether a general exemption may be granted and how they can apply.

In addition to any general dispensation, a student may apply for individual exemption from entry requirements. Any student wishing to do so should use the form provided. Decisions on exemptions rest with examiners. Should an application be rejected in whole or in part, the decision shall be accompanied by information on the right of appeal.

Students may appeal to the Higher Education Appeals Board against any decision to reject a request for an exemption from entry requirements (cf. Higher Education Ordinance Chapter 12 Section 2). For further information, see Section 18: Appeals.

13. Credit Transfer and Degrees

13.1 Credit transfers

If a student at a higher education institution in Sweden has successfully completed a higher education course or study programme, she or he is entitled to transfer the credits awarded for a course or study programme at another higher education institution. This provision applies to higher education courses and study programmes completed in Sweden and certain other countries. This is on condition that there are no substantial differences between these courses or study programmes (cf. Higher Education Ordinance Chapter 6 Section 6).

A student is also entitled to transfer credits from a course or study programme other than those laid down above if the nature and extent of the knowledge and skills cited by the student are such that they correspond on the whole to the course or study programme for which the credits are to be recognised. A student may also be given credit for corresponding

knowledge and skills acquired in a vocational or professional capacity (cf. Higher Education Ordinance Chapter 6 Section 7).

Credits may only be awarded to those who are students unless otherwise provided by statute or ordinance (Higher Education Ordinance Chapter 6 Section 8). Any student wishing to apply to have credits transferred should use the form provided. Decision on credit transfer rest with examiners. Decision on credit transfer in conjunction with degree applications rest with senior administrative officers. Students may appeal to the Higher Education Appeals Board against any decision to reject a request for credit transfer (cf. Higher Education Ordinance Chapter 12 Section 2). For further information, see Section 18: Appeals.

Complete regulations on credit transfer can be found in Chapter 6 Sections 6-8 of the Swedish Higher Education Ordinance, Section 7 of the Ordinance on Contract Education at Higher Education Institutions (SFS 2002:760) and *Rules on Credit Transfer at GIH* (ref: GIH 2018/489).

13.2 Degrees

A student who fulfils the requirements for the award of a qualification shall, upon request, be provided with a degree certificate (cf. Higher Education Ordinance Chapter 6 Section 9). An original course or degree certificate will only be issued once, after which only copies will be provided.

Information regarding how to request a certificate is available on the GIH website.

Students may appeal to the Higher Education Appeals Board against any decision to reject a request for a certificate (cf. Higher Education Ordinance Chapter 12 Section 2).

For further information, see Section 18: Appeals.

14. Support for Students with Disabilities

A student with a long-term disability that presents an obstacle to their studies is entitled to special educational support. In order to receive such support, the student must have a documented disability. Students seeking special educational support should apply via the National Administration and Information System for Coordinators (NAIS, external website).

14.1 Adapted examinations

A student who, due to a long-term disability, requires adaption in conjunction with examinations may be granted such an opportunity in the certificate issued by the administrator. A doctor's certificate or equivalent and an application to NAIS are required before the administrator can issue

a certificate. The examination will be needs-adapted based on an agreement between the student and the course coordinator/examiner. Adaptions of this type shall not result in the examination deviating from the regulations in the course syllabus.

14.2 Alternative examinations

A student who due to a long-term disability is unable to take an examination as described in the course syllabus may, under certain circumstances, be offered an alternative examination form. Although a decision to allow an alternative examination form implies a departure from the regulations regarding examination form contained in the course syllabus, the alternative examination form shall always be decided based on the course's intended learning outcomes.

The certificate (see 14.1 above) issued by the administrator for a student with a long-term disability may include an alternative examination form as a possible form of special educational support. Even if the certificate issued to the student does suggest an alternative examination form, it is for the examiner to decide if this can be permitted in a given examination situation. A student wishing to be offered an alternative examination form should contact the examiner in good time prior to the examination in question.

15. Timetables

Preliminary course timetables shall be made available no later than the first admission decision. Timetables shall include both teaching activities and examinations. Ordinary examinations should generally be timetabled within the timeframe for each module.

Timetables will be available on the GIH website from approximately three weeks before the start of semester.

16. About Examinations

See *Rules for Examinations at the Swedish School of Sport and Health Sciences* (ref: 2017/416).

16.1 References and sources

In written examination assignments, it should always be clear what are the student's own formulations, ideas, conclusions, structures, reasoning, analysis, questions, etc. As a rule, everything that the student retrieves from any source, whether published or unpublished, should be reported in the manner stated in the instructions for the assignment. For this purpose, the term *source* refers to, inter alia: course literature, articles, other students' work, the student's own previous work, the internet, interviews,

observations, television and radio programmes, statistics, images, tables, maps and the results of experiments.

The instructions for all written examination assignments shall include the requirements for listing references. There are various systems for listing references. For further information on managing references, visit the library website.

16.2 Recycling your own texts

The principal rule at GIH is that each individual examination requires a new achievement on part of the student. By implication, it is not permitted for a student to recycle their own work from previous examinations. There may be exceptions to this rule; for example, the re-examination of academic papers or supplementation of a take-home examination. If the recycling of the student's own texts is permitted, this should be stated in the instructions for the examination in question.

16.3 Plagiarism checks

Once submitted, written examinations will generally be subjected to plagiarism checks using anti-plagiarism software. The purpose of this is to prevent and identify plagiarism in examination assignments. If the examining teacher suspects that plagiarism or any other subterfuge has taken place during an examination, they have an obligation to instigate a disciplinary case. For further information, see Section 19: Disciplinary Measures.

17. Obstacles to Examination through the Fault of the Institution

17.1 Obstacles caused by the institution in conjunction with examinations

A student who, through the fault of the institution, is unable to take an examination has the right to a rearranged examination. In consultation with the student, a new date for the examination will be decided at a time convenient for the student. Irrespective of the circumstances leading to the obstacle, the form of examination shall always comply with the course syllabus.

17.2 Mislaid examination assignments

In order for the examiner to be able to assess and decide on a grade, some form of examination assignment must exist.

If a student is able to prove that they have submitted such an assignment but the examiner is unable to decide on a grade because the examination assignment has been mislaid, then a new date for examination shall be decided in consultation with the student and at a time convenient for the

student. The form of examination on the new date shall comply with the course syllabus.

If an examination assignment is mislaid after the examiner has set a grade, and it is clear that the grade is correct, the grading decision shall stand. If there are any doubts as to the correctness of the decision, the student shall be offered a new date for examination in consultation with the student and at a time convenient for the student. The form of examination on the new date shall comply with the course syllabus.

18. Appeals

18.1 How to appeal a decision

Any student wishing to appeal against a decision must do so in writing. The appeal shall include the following information:

- The decision being appealed.
- The manner in which the decision should be amended.
- Name and personal identification number.
- Address.
- Email address.
- Telephone number.

All appeals shall be addressed to the Higher Education Appeals Board or other body tasked with examining the decision and submitted to the Registrar of the Swedish School of Sport and Health Sciences (GIH). An appeal must be submitted to GIH within three weeks of the appellant being made aware of the decision against which they are appealing (cf. Administrative Procedure Act Section 44).

18.2 The Higher Education Appeals Board

The Higher Education Appeals Board is the public authority responsible for hearing appeals against decisions made in the higher education sector. Pursuant to the provisions of the Chapter 12 Section 2 of the Swedish Higher Education Ordinance, appeals may be made to the Higher Education Appeals Board against the following decisions of a higher education institution:

- A decision that an applicant does not meet the general entry requirements for admission to first or second-cycle higher education courses and study programmes.
- A decision not to grant an exemption from the general entry requirements for admission.
- A decision on the transfer of credits for courses and study programmes or professional or vocational activities.

- Rejection of a student's application for exemption from a compulsory element of a course or study programme.
- A decision not to allow those admitted to first or second-cycle courses and study programmes to defer commencement of their studies or to continue their studies after an approved period of leave.
- Rejection of a student's request to be issued with a degree certificate or a course certificate.
- A decision that conflicts with the prohibition on discrimination or the prohibition on reprisals (cf. Discrimination Act).
- A decision to grant an association of students the status of student union, or to withdraw that status (cf. Student Unions Ordinance).

No appeal may be made against a decision of the Higher Education Appeals Board (cf. Higher Education Ordinance Chapter 12 Section 5).

18.3 The Administrative Courts

The Administrative Courts try cases related to the exercise of public authority; i.e., decisions taken by a public authority that beneficially or adversely affect the individual. Appeals against the exercise of public authority by the Swedish School of Sport and Health Sciences (GIH) are tried by the Administrative Court in Stockholm.

Cases that may be appealed to the Administrative Court include:

- Disciplinary Board decisions to issue a warning or suspension (cf. Higher Education Ordinance Chapter 12 Section 3); and
- decisions on expulsion from studies (cf. Higher Education Act Chapter 4 Section 7).

18.4 Administrative Courts of Appeal

The Administrative Court of Appeal in Stockholm hears appeals against verdicts handed down by the Administrative Court in Stockholm. Both the higher education institution and the student involved have the right of appeal against Administrative Court decisions. In order for the Administrative Court of Appeal to try a case, leave to appeal must be granted. A decision by GIH not to disclose public documents may be appealed directly to the Administrative Court of Appeal in Stockholm.

Decisions by the Administrative Court of Appeal may be appealed to the Supreme Administrative Court. In order for the Supreme Administrative Court of Appeal to try a case, leave to appeal must be granted.

19. Disciplinary Measures.

Under certain circumstances, a higher education institution may take disciplinary measures against a student. The available disciplinary measures are a warning and suspension. The length of a suspension shall

not exceed six months in total (Higher Education Ordinance Chapter 10 Section 2).

Disciplinary measures may not be invoked more than two years after the offence has been committed (Higher Education Ordinance Chapter 10 Section 1).

Pursuant to Chapter 10 Section 1 of the Higher Education Ordinance Chapter, disciplinary measures may be invoked against students who:

- use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance;
- disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes at the higher education institution;
- disrupt activities in the library of the higher education institution or other separate establishments at the institution; or
- subject another student or member of the staff of the higher education institution to harassment or sexual harassment.

If a member of staff has grounds for suspecting that any of the above offences has been committed, the Vice-Chancellor shall be notified promptly (cf. Higher Education Ordinance Chapter 10 Section 9) and the matter shall be referred for a hearing by the Disciplinary Board. Decisions regarding disciplinary cases are reached by the Vice-Chancellor or, in applicable cases, the Disciplinary Board.

A decision by the Vice-Chancellor to issue a warning may be submitted to the Disciplinary Board by the student for review. The student shall be informed of this right (Higher Education Ordinance Chapter 10 Section 10). The student may appeal Disciplinary Board decisions to issue a warning or suspension to the Administrative Court (cf. Higher Education Ordinance Chapter 12 Section 3).

20. Expulsion

A student who has been convicted of a serious crime or who suffers from a serious mental illness or abuses alcohol or drugs may be expelled from their studies. A further requirement for expulsion is that a palpable risk is considered to exist that in consequence of the circumstances set out above the student can harm another person or damage valuable property during her or his studies (cf. Higher Education Act Chapter 4 Section 6).

The Higher Education Expulsions Board hears matters regarding the expulsion of students from higher education (Swedish Ordinance on the Expulsion of Students from Higher Education (SFS 2007:989) Section 6). The Higher Education Expulsions Board is a public authority that

adjudicates cases following a report from a vice-chancellor of a higher education institution. Decisions regarding expulsion by the Higher Education Expulsions Board can be appealed to the Administrative Court (cf. Ordinance on the Expulsion of Students from Higher Education Section 20).

Expulsion means that the student may not continue his or her on-going course of study until further notice. It also mean that until further notice the student may not be admitted to or continue other studies of the same kind or, where specified in the expulsion decision, any other studies in higher education whatsoever. A decision of the kind referred to above shall be reviewed no earlier than two years after it has been issued, if the individual subject to the decision so requests in writing (Ordinance on the Expulsion of Students from Higher Education Sections 3 and 4).

References

Acts and ordinances

Swedish Work Environment Act (SFS 1977:1160)
Swedish Ordinance on Fees (SFS 1992:191)
Swedish Discrimination Act (SFS 2008:567)
Swedish Ordinance on Application Fees and Tuition Fees at Higher Education Institutions (SFS 2010:543)
Swedish Ordinance on the Expulsion of Students from Higher Education (2007:989)
Swedish Administrative Procedure Act (SFS 2017:900)
Swedish Higher Education Ordinance (SFS 1993:100)
Swedish Higher Education Act (SFS 1992:1434)
Swedish Act on Copyright in Literary and Artistic Works (1960:729)
Act regarding certain Swedish Armed Forces employments or service in the Swedish Armed Forces (SFS 2012:332)
Swedish Government Agencies Ordinance (2007:515)
Swedish Public Access to Information and Secrecy Act (SFS 2009:400)
Swedish Instrument of Government (1974:152)
Swedish Student Union Ordinance (2009:769)
Swedish Freedom of the Press Act (1949:105)

Regulations

Statute Book of the Swedish Council for Higher Education on deferment of studies for admitted students and approved leave from studies (UHRFS 2013:3)

Local decisions

Rules on Credit Transfer at GIH (ref: GIH 2018/489)

Rules for Examinations at the Swedish School of Sport and Health Sciences (ref: GIH 2017/416)
Guidelines for Student Influence (ref: GIH 2018/445)
Guidelines for the Quality-assurance of Courses (ref: GIH 2017/194)
Guidelines for the Quality-assurance of Study Programmes (ref: GIH 2017/527)
Guidelines for Student Evaluations (ref: GIH 2017/193)
Guidelines on Discrimination for Students and Staff (GIH 2016/494)

Other sources

Avgiftsfri utbildning (Free education), 1996:3 R, report by the Swedish National Agency for Higher Education