



## Admission Regulations at the Royal Institute of Art

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## **1. Introduction**

According to the Higher Education Ordinance (1993:100) (HF), every university and college is obliged to have an admission procedure established by the Board of governors. The Higher Education Ordinance contains general provisions on access to education at the undergraduate and advanced level (Chapter 7 HF). The Swedish Council for Higher Education (UHR) issues regulations on general entry requirements and selection, regulations on field specific entry requirements and regulations on deferral of commencement of studies and approved leave of studies (UHR regulations, UHRFS 2013: 1, 2 and 3), based on the Higher Education Ordinance.

The ordinance (2010:543) on application fees and tuition fees at universities and colleges (SFS 2010:543) regulates issues concerning registration and tuition fees for those who are not citizens of the EU, EEA or Switzerland.

The Royal Institute of Art's admission regulations contain rules for admission to education at the undergraduate and advanced level, and it applies to admission to both educational programmes and to freestanding courses.

The Admission Regulations address the rules that the Royal Institute of Art applies in terms of both application, entry requirements and exemption from entry requirements and selection, as well as how decisions on admission and exemption from entry requirements are made. It also refers to rules on deferral, approved leave of studies, reconsideration of decisions and how decisions on entry requirements, deferral and approved leave of studies can be appealed.

## **2. Application and admission**

Anyone who wants to be admitted to education at the undergraduate or advanced level must register it within the time and in the order determined by the university (Chapter 7, Section 4 HF).

Application times, application links, instructions for registration, etc. will be found on the Royal Institute of Art's website [www.kkh.se](http://www.kkh.se).

Royal Institute of Art is the admissions authority for all education at the university college. This means that the Royal Institute of Art is the admissions authority that takes decision on admissions even when applications are processed by UHR.

An applicant can be admitted to a maximum of 45 credits per semester at the Royal Institute of Art.

### **Fees in connection with registration and admission**

In order for the application to be examined, it is required that fee-paying students have paid an application fee. In these cases, a tuition fee must be paid before final admission can take place. Those who must pay a fee are regulated in the Ordinance (2010:543) on application fees and tuition fees at universities and colleges. If the tuition fee is not paid within the time specified by the university, a student may, according to this ordinance, not begin his or her studies.



### **Late applications**

Applications received after the last day of application is placed after those who have arrived on time. Late applications are only considered if there is time and in cases where an education risks being left with empty places. This means that admission can only take place after all reserves have been offered a place.

An education can be open for late applications. Eligible applicants are then ranked either based on the application date and placed after all applicants who registered on time or a new last application date is set for the remaining study places and a selection is made among the applications that came in during the second application period to fill the remaining places.

### **Admission to later part of the programme**

Royal Institute of Art may in individual cases decide on admission to a later part of the programme, provided that there are places. Admission to the latter part of a programme is mainly only done to year 2 at the bachelor's level. The applicant must meet the entry requirements for the education and must, at the time of application, have study results that correspond to the studies of the underlying year(s). Application and selection are made in connection with regular application and admission to the programmes in fine art.

## **3. Entry requirements**

In order to be admitted to undergraduate and advanced level education, the applicant must fulfill the general entry requirements as well as any specific entry requirements for the education applied for.

Entry requirements for courses and educational programmes must be stated in programme and course syllabi. Entry requirement reviews take place only after an application for education has been received. Advance notice is not given.

Education at the advanced level shall essentially be based on the knowledge that the students acquire in education at the undergraduate level or equivalent knowledge (Chapter 1, Section 9 Higher Education Act 1992:1434).

### **General entry requirements**

Conditions for general entry requirements for education that begins at the undergraduate level and is aimed at beginners are regulated in Chapter 7. HF and in regulations of UHR on general entry requirements and selection (UHRFS). Education aimed at beginners is defined as education that does not require previous higher education.

### **Specific entry requirements**

Provisions on specific entry requirements are stated in Chapter 7. HF. There it is stipulated that the specific entry requirements must be absolutely necessary for the student to be able to benefit from the education. In order to be admitted, the student must have the specific entry requirements that apply to each programme or course, which is determined in the respective education or course syllabus.



For educational programmes that are aimed at beginners and lead to a qualification in the fine, applied and performing arts, the university college may issue regulations which mean that a special result on an artistic examination is required for specific entry requirements for the educational program (Chapter 7, Section 9 a HF). As a requirement for specific entry requirements, the Royal Institute of Art applies "approved work samples" for admission to the programmes in fine art.

For educations that are not aimed at beginners within the university, the Royal Institute of Art decides itself on which specific entry requirement shall apply (Chapter 7, Section 10 HF).

### **Eligibility with conditions**

An applicant can be granted eligibility with conditions if the applicant is registered for one of the last two semesters in an qualifying education that has not yet been completed. The entry requirements must, however, be fulfilled at the latest when the studies begin.

### **Exemption from entry requirement conditions**

According to chap. 7 HF, the university may, if there are special reasons, decide on an exemption from one or more entry requirements. A university must make an exception to one or more entry requirements if the applicant has the conditions to take advantage of the education applied for without fulfilling the entry requirement. Royal Institute of Art can decide to grant an exemption without the applicant having specifically applied for it.

The Head of Department decides on exemptions from one or more entry requirements for admission to a course or programme.

## **4. Equivalence assessment and prior learning**

### **Equivalence assessment**

Equivalence assessment means that the applicant has shown that he or she has completed another education, and has been assessed to have equivalent knowledge to that which fulfills the formal entry requirements. As a rule, the knowledge has been acquired through older forms of education or foreign pre-education. The Head of Department decides whether the applicant should be considered to have equivalent knowledge, through which the entry requirements are fulfilled.

### **Prior learning**

The applicant may invoke merits and experience other than those formally required. Assessment is done by the Royal Institute of Art if the applying applicant fulfills the entry requirements requirements through prior learning. The application must be substantiated with documents proving the applicant's information, such as certificates and work samples. If it is considered in an assessment of the applicant's overall competence, regardless of how this has been achieved, that the applicant has the prerequisites to complete the applied education, the applicant shall be considered to have prior learning for the education in question (Chapter 7, Section 3 HF). The Head of Department decides whether the applicant should be considered to have prior learning for the education applied for.



## **5. Selection**

Selection from applicants may be made if there are more eligible applicants than places. In the case of selection for education that leads to a qualification in the fine, applied and performing arts, the university may distribute all places on the basis of results from entrance exams or work samples. Royal Institute of Art applies work samples and interviews as a basis for selection for the distribution of all places on the programmes in fine arts that lead to a a qualification in the fine, applied and performing arts.

Royal Institute of Art's decided selection criteria for freestanding courses are stated in the respective course syllabus, which are determined by the department board.

### **The admissions board for selection for programmes in fine art**

The Department Board for Programme Education in Fine Art appoints the Admissions Board for the programmes in fine art.

The Admissions Board shall have the following composition:

- at least four professors of fine art
- two senior lecturers / junior lecturers
- two student representatives
- one external member

A member of the committee is appointed chairman by the department board and has a casting vote. The administration appoints a secretary.

The Admissions Committee submits a proposal for a decision on admission to the Head of Department, who makes a decision on admission.

### **Admissions boards for selection to freestanding courses**

The Department Board for Programme Education in Fine Art appoints admissions boards for freestanding courses at the undergraduate level and freestanding courses on the advanced level given within the department. The Department Board for Research and Further Education in Architecture and Fine Art appoints admissions boards freestanding courses at the advanced level given within the department.

The Admissions Board shall have the following composition:

- three teacher representatives, of which at least one professor and one senior lecturer/junior lecturer, including the course leader
- one student representative

The course leader is a member of the admissions committee and is its chairman and has a casting vote. The administration appoints a secretary.

The Admissions Committee submits a proposal for a decision on admission to the Head of Department, who makes a decision on admission.



## **6. Decision on admission and admission of reserves**

### **Admission decision**

In the Royal Institute of Art's admission letter it must be stated if the applicant is accepted, conditionally accepted, on the waiting list or unqualified. For unqualified persons, information must be attached on how the decision can be appealed.

If a student is liable for tuition fees, the following must be stated in the admission letter: the size of the tuition fee, the last date for payment and that the admission applies provided that the tuition fee has been paid in due time.

The admission letter must also contain instructions on response requirements. If the applicant responds too late, he or she will lose his / her place.

### **Admission decision with revocation reservation**

Royal Institute of Art has the opportunity to decide on conditional admission for an applicant who by the university college has been assessed to fulfill the qualifications before the start of the education. An applicant who has not proved the entry requirements at the specified time can be decided to be unqualified and thus have his / her admission decision revoked.

For fee-paying applicants, Royal Institute of Art leaves an admission decision with reservations. In order to be admitted to the program, an applicant liable for tuition fees must pay the tuition fee no later than the time stated on the basis for the payment. Applicants who have not made the announced payment of the tuition fee on time will have their admission decision revoked.

### **Admission from waiting list**

If there are places available at a programme or course when everyone who has been accepted has been given the opportunity to start their studies, reserves can be called. Admission from the waiting list is made in turn from the numbered list. The call can be made by e-mail or telephone. When information about the offer of a reserve place is given, the information of the latest response date must be provided. Failure to answer means that the place is offered to the next applicant on the waiting list.

### **Canceled education**

Royal Institute of Art may decide to cancel an education if there are too few qualified applicants or if the university cannot offer the planned quality of the education due to financial or personnel reasons. Information about such a reservation must be stated in connection to the opening for registration for the course or programme. However, an education may, even in other cases, be canceled, under the conditions that is made as early as possible, normally before the applicants have been notified of admission or have received information of reserve placement. If the course or programme is canceled thereafter, the admission notice must have contained a note about revocation.



## **7. Deferment of studies**

Those who are admitted to a programme or freestanding course must begin their studies in the semester referred to in the decision on admission. Anyone who is unable to start their studies at the prescribed time may be granted a deferral of commencing their studies if there are special reasons (Chapter 7, Section 33 HF). Special reasons for deferral which can be considered are stated in UHR's regulations (UHRFS 2013: 3) and can be social, medical, or other special circumstances such as child care, military or civilian service, student union assignments or deferred leave according to the law (1974: 981 ) on the right of workers to leave for training. Special reasons may also be temporary probationary employment according to section 12 of the Act (2012: 332) on certain Armed Forces employment or service in the Armed Forces for those who are employed as part-time group officers, soldiers or sailors according to this Act.

In order for the application for deferral to be considered, the applicant must have accepted the offered study place. The deferment period may amount to maximum 18 months unless there are special reasons for a longer period.

A written application for a deferral must be made at such a time that the matter has time to be processed before the education begins, which is no later than one week before the start of the course. Certificates proving the reasons cited must be attached to the application. For those who are accepted as a reserve after the start of the course, the application for deferral must be made immediately when notification of the offer of a place has been received and accepted by the applicant.

The decision on deferral is always subject to the condition that the admitted person must give notice before a certain date before the start of the education, about his or her intention to begin the studies. The date is made clear in the decision.

Applicants who have paid an application fee and have been granted a deferral do not have to pay the application fee for the education in question again.

## **8. Registration and non-completion**

Registration for a course or programme takes place at the start of the education. Registration at the start of the education is mandatory to participate in teaching and examination. Instructions for registration are given on the admission notice or the call to the start of the semester.

Admitted students who have not registered for studies at the Royal Institute of Art within the prescribed time is considered to have submitted a cancellation to the place of study.

A registration for an interruption of studies (non-completion) from the student is a definite decision to terminate an education. An interruption of studies must be notified to the university in writing. If the interruption takes place within three weeks from the start of the education (early interruption), it is possible to apply for and be admitted to the same programme / course that has been interrupted. If interruptions are announced later than three weeks after the start of the course, only re-registration can take place in a later semester. Re-registration is decided by the Head of Department and can only take place subject to availability.



Reimbursement of tuition fees in the event of interruption can be granted if the student is prevented from participating in the education for special reasons (§ 12 Ordinance (2010:543 on application fees and tuition fees at universities and colleges ).

## **9. Approved leave of studies**

If there are special reasons, the university college may in individual cases decide that the person admitted may continue his or her studies after an approved leave of studies (Chapter 7, Section 33 HF). Special reasons are stated in UHR's regulations (UHRFS 2013: 3) and can be social, medical or other special circumstances such as child care, military or civilian service or student union assignments. Special reasons may also be temporary probationary employment according to section 12 of the Act (2021: 332) on certain Armed Forces employment or service in the Armed Forces for those who are employed as part-time group officers, soldiers or sailors according to this Act.

The student must in his / her application for leave of studies state the reasons for the leave of studies and, if applicable, prove these with a certificate.

In a decision where an approved leave of studies is granted, the length of the study leave must be stated and information about the time when the student can resume his or her studies. If the applicant is not granted an approved leave of studies for resumption of studies at a given time, the decision must contain information on how it can be appealed (see section 10).

If a student has taken a break from his / her studies on his / her own initiative without having been granted an approved leave of studies from the university, the person in question can only return to the education if there is an available study place. A student who has started his or her studies at the Royal Institute of Art and has been away from the studies, without a formally granted study leave, must notify in writing the wish to resume studies.

## **10. Reconsideration and appeal**

The following decision on admission can be appealed in accordance with Ch. § 2 HF:

- Decision that the applicant does not meet the entry requirements or has not been granted an exemption
- Decision that the applicant has not been granted a deferral with the start of studies
- Decision that a student has not been granted an approved leave of studies at a programme or course

Information on how a decision is appealed must be provided in an appeal reference, which is attached to the decision. The appeal reference must appear in the decision. The appeal reference must contain the following information (43 - 44 §§ of the Public Administration Act 2017:900):

The decision can be appealed to the authority – the Higher Education Appeals Board. The appeal must be made in writing. In the appeal, the appellant must state which decision is being appealed and in which way the decision is to be changed. The appeal must be submitted to Överklagandenämnden för högskolan, Box 7249, 103 89 Stockholm, but must be submitted to the Kungl. Konsthögskolan, registrator, Box 16315, 103 26 Stockholm. The appeal must



have been received by the Royal Institute of Art within three weeks from the day when the appellant received the decision through the Royal Institute of Art.

An appeal may not be rejected for any reason other than that it was received too late.

The Royal Institute of Art first reconsiders the decision and changes it if any mistake has been made or new circumstances give rise to changes. The appeal shall then, together with the previous decision, the new decision (if such has been made after reconsideration) and other documents in the case as well as a statement from the university be submitted to the Higher Education Appeals Board. This must be done within a week of the appeal being received by the university. If the statement is then not ready, the case must still be submitted to the Higher Education Appeals Board. It should then be stated within what time the statement will be submitted. The statement must then be completed promptly.

Decisions made by the Higher Education Appeals Board cannot be appealed.