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## Registration of students on the first and second cycle

**Policy document Örebro University**

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## Registration of students on the first and second cycle

These guidelines aim to ensure that the right students are registered on the university's courses in connection with the start of the courses in question and that the university is notified in good time about students that discontinue their studies. Any places made available as a result of students discontinuing their studies may then be filled with applicants on the waiting list and available places will be utilised in full. This will provide the university with accurate data on which to base calculations of the number of full-time equivalents and for forecasts as to the number of annual performance equivalents, which together form the basis for government funding allocation. These guidelines apply to all courses, regardless of the type of instruction offered (on-campus, online or distance learning courses) and rate of study. These guidelines also apply to access programmes. For each student, data on participation on courses and study programmes must be documented chronologically and systematically<sup>1</sup>.

### Registration

A person who has been admitted for studies must register to keep their place. When this registration is to be done is evident from the admission decision. Registration is to take place in connection with the start of the course in question. In order to register, the student must confirm their intention to take the course. In connection with the registration, the university must check that any students who on admission did not meet all the entry requirements do so prior to the start of the course. Outgoing exchange students on an exchange programme are to be registered for the number of credits that correspond to the exchange period.

For courses that cover several study periods, registration as described above is to be done prior to each study period (continued registration).

### Early non-completion and non-completion

Under the instructions provided in the Government's annual funding target agreement for higher education institutions, students who within three weeks of the start of the course have reported that they will discontinue their studies and who during that time have not participated in any examination components are not to be included in the calculation of the number of full-time equivalents.

For students who discontinue their studies, non-completion is to be registered in Ladok.

Early non-completion is to be registered if the non-completion is reported within three weeks of the start of the course. An early non-completion means that the registration will not be included in the calculation of the number of full-time equivalents and that the student may apply for and be admitted to the same course at a later date.

For students who report discontinuation of studies later than three weeks after the start of the course, non-completion is to be recorded. For students that have participated in an examination component with documented results, non-completion is always to be

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<sup>1</sup> Higher Education Ordinance, Chapter 2

recorded even if the discontinuation is notified within three weeks of the start of the course.

Students who have discontinued their studies later than three weeks into the course may, subject to availability, resume their studies and re-register on the course. The non-completion must then be deleted.

### **Re-registration**

Re-registration can be applied in cases where a student has been registered but does not have a final grade on the course. A re-registration gives the student renewed access to the teaching and, if special grounds exist, it may also give renewed access to supervision. There may also be a need for re-registration to enable students to sign up for examinations in cases where the examinations offered on the course have changed due to revisions of the course syllabus.

The extent of the re-registration is to reflect the scope of the student's actual credit load on the course.

Re-registration is not included in the calculation of the number of full-time equivalents.

### **Entry into force**

These guidelines will enter into force on 14 January 2024 and replace previous decisions.