



Board of Education

Steering Committee for Tuition Fee Issues

Tuition fees and scholarship regulations at Karolinska Institutet

1. Ordinance Basis

The tuition fee is a fee pertaining to public law based on *Ordinance (2010:543) on application fees and tuition fees at higher education institutions*. The establishment of special funds for scholarships to state higher education institutions is governed by (*SFS 2010:718*), *Ordinance on scholarships for students required to pay tuition fees*. Students required to pay tuition fees are embraced by the same provisions for higher education first-cycle and second cycle study programmes concerning, for example, examination, written examination and equality as other students, *Swedish Higher Education Act (SFS 1992:1434)* and the *Swedish Higher Education Ordinance (SFS 1993:100)*.

1.1 Fee obligation and fee levels

According to the *Ordinance (2010:543) on application fees and tuition fees at higher education institutions* a university shall/applies:

- to charge a tuition fee for first and cycle second education of those who are not a citizen of a country within the EU/EEA or Switzerland (third country nationals). However, a tuition fee shall not be charged of third-country nationals that:
 1. are a family member of a citizen of an EEA state and have the right of residence or permanent residence in Sweden according to chapter 3a. § 4 or 7 of the Aliens Act (2005:716),
 - 2 are a family member of a Swiss citizen and who has a residence permit in Sweden according to chapter 4. § 16 Aliens Ordinance (2006:97),
 3. have permanent residence in Sweden,
 4. for reasons other than studies have temporary residence in Sweden,
 5. have the status long-term residency in Sweden according to chapter 5 a. Aliens Act,
 6. has the status of long-term residency in another state within the European Union and has a residence permit in Sweden according to chapter 4. § 9 Aliens Ordinance,
 7. is a student at a university abroad but carries out a limited part of their education at a Swedish university under the framework of an exchange agreement whereby tuition fees should not be charged by the host university,

8. studies within the framework for such an exchange programme that tuition fees according to a decision by the government should not be charged for.
- calculate tuition fees so that fully financed status is achieved for tuition fee funded activities in their entirety.
 - tuition fees shall be the same for all tuition fee-paying students who attend the same education at the same time.
 - the university may issue regulations about the size of tuition fees.

2. Terms of payment for tuition fees

- i. The applicant will be finally admitted when the tuition fees for the first 30 credits are paid within the specified time.
- ii. Payment must be received by Karolinska Institutet (KI) at the latest by June 1. Thereafter a reminder is issued and in the event payment is not received by June 15, the conditional admission decision will be revoked¹. In cases where the student has received part of the scholarship, this decision is also withdrawn. On specific request, a later payment date may be granted.
- iii. The basis of payment is sent to the admitted student. Payment must be received in the bank account specified by KI within the date of maturity. The application number from universityadmissions.se must be stated on the payment transfer as a reference to the payment.
- iv. If the tuition fees for the upcoming semesters/studies (i.e. after the first payment) have not been received within the prescribed time, the student is suspended from further studies. Payment for the spring semester must have been received by December 10, for the autumn semester on June 15. On specific request, a later payment date may be granted.
- v. If the student wishes to read additional courses over and above those included in the paid tuition fees, the student must pay fees for these courses.

2.1 Terms of repayment for tuition fees

- i. Tuition fees are not refundable except in cases where the education has been completely cancelled after admission, i.e. the course place is not provided or if the student, due to special reasons, cannot start the education. Special reasons may be:
 - the student is refused a visa/residence permit
 - serious illness or serious illness or death in the familySpecific reasons do not include the offer of other education or work. Applications for the refund of tuition fees are made using a special form and must be received by Karolinska Institutet at the latest one calendar month after the study place has not been taken. The specific reasons cited must be supported in writing. Decisions made by the steering committee for tuition fee issues
- ii. No refund of the tuition fees will be made on account of being expelled, suspended and/or any other disciplinary action.
- iii. In the event of a credit transfer for a course, the next tuition fee payment will be reduced by the amount corresponding to the number of credits. If

¹ According to KI's admissions regulations

the credit transfer occurs on the final semester, the sum equivalent to number of transfer credits will be refunded.

- iv. If approved leave from studies has been granted, the fee is not paid. If approved leave from studies has been granted after payment during the semester a special decision will be made regarding the possible refund or freezing/periodization of fees. Decisions made by the steering committee for tuition fee issues
- v. If a student changes status from tuition fee required to exempt from tuition fees during the semester, the student will not have to pay the next tuition fees. If the student changes status within a month of the semester, the most recent tuition fees will be refunded.

3. Scholarships for tuition fee paying students

A scholarship application is a separate application made in connection with the admission application. Applications for scholarships according to category A, B and C can only be made with the application and admission to a place at KI.

3.1 Scholarships administered by KI

- A. are awarded to specially qualified students from other countries outside of the EU/EEA. Within this programme, university funds are allocated through the Higher Education Council for further assignment to third country students. The programme is regulated by the *Ordinance on scholarships for students required to pay tuition fees (SFS 2010:718)*, where the following shall apply:
 - a scholarship may cover all or part of the tuition fees and may be granted provided that the recipient is (1) a tuition fee paying student (2) can not gain a scholarship from the scholarship programme targeted at students from countries with which Sweden has long-term collaboration.
- B. KI's self-funded scholarships are awarded with the aim of recruiting specially qualified students who have applied to KI's education. Specially qualified students refers to those students who are judged most suitable to carry out the education and belong to the group with the highest merits and evaluation among all the applicants in the current scholarship round.

3.2 Other scholarships

- C. are awarded to specially qualified students from countries that Sweden has a long-term development collaboration with and which are administered by the Swedish Institute (SI). SI scholarships are also awarded from other scholarship programmes from the government, for example, the Visby Programme and the Swedish-Turkish scholarship programme.
- D. Special scholarships from sponsors/patrons, which in some cases can be regulated by the enclosed conditions.
- E. Scholarships that students bring with them from their homeland.

4. General terms for scholarships A-B

- i. Scholarships awarded provided that KI has scholarship funds available and that the applicants are deemed especially qualified.
- ii. If the awarded student is no longer liable to pay fees, the student is not entitled to the part of the scholarship that remains for further study.

- iii. Scholarships are awarded to students studying full time and who are participating in the education on-site (not part-time and distance studies).
- iv. Only those students who have applied for KI's education as their first choice can receive scholarships.
- v. The number of scholarships, scope (full/part) and which courses are to take advantage of the scholarships are decided for each application period. Scholarships can be allocated to one/several programmes if the applicants there are more qualified than applicants to other programmes.
- vi. The steering committee of tuition fee issues can decide to prioritise certain regions when awarding scholarships.
- vii. It shall be possible to reserve scholarships for strategic partnerships/strategic packages.

4.1 Applications and selection

- i. Scholarship applications are submitted via the KI website. Application must be made within the stated time period and according to the instructions on the website.
- ii. The last day to apply for scholarships is the same as the last day to apply for studies on first cycle and second cycle levels in the International application call. The steering committee can decide on a different procedure.
- iii. Applicants are ranked on the basis of qualifications by the degree programmes' evaluation panels. The assessment of qualifications is based on incoming qualification documents. The ranking shall take place with the evaluations: outstanding, excellent, very good and good candidate.
- iv. Any admissions from waiting lists are made in order of precedence.

4.2 Scope of the scholarship

- i. A scholarship may cover all or part of the tuition fees and may be granted provided that the recipient is a tuition fee-paying student.
- ii. For applicants who have been awarded a scholarship, the tuition fees will be reduced by an amount equal to the scholarship. Reduction of tuition fees is managed internally within KI.
- iii. The decision can be taken not to award scholarships in cases where applicants are deemed to be insufficiently qualified students.

4.3 Requirements for continued scholarship

- i. For continued scholarship in year 2, requires the student to have passed the current programme's admission standards to a higher semester. On subsequent resumption of studies in year 2, a new application for a scholarship must be submitted.
- ii. Scholarships can only in exceptionally cases be frozen during approved leave from studies. A decision on this will be taken with regard to the reasons given for the approved leave from studies.
- iii.

4.4 Cancellation of scholarships

- i. The scholarship can be cancelled in the event of expulsion. A scholarship can also be cancelled if the student provides false information that is relevant to the decision. A scholarship can be cancelled in the event of suspension and/or other disciplinary action. Decisions made by the steering committee for tuition fee issues

4.5 Decision

- i. Decisions regarding the awarded scholarships are communicated in a special decision in connection with select 1 in the international application call.
- ii. The applicant must, by the last acceptance date (within two weeks) from the decision, accept the scholarship in order for the scholarship decision to stand. The applicant must also accept their place on universityadmissions.se
- iii. The steering committee for tuition fee issues prepares and makes decisions in scholarship matters as delegated by the vice-chancellor.

5. Other provisions

SUHFS recommendation REC 2012:1, ref. no, 12/110, "Recommendations for the management of specific tuition fee-paying students and of specific fee based education" has been established by the steering committee for tuition fees and is a part of the regulatory framework (Appendix 2).