



# Application for degree

Degree certificates for studies at the undergraduate level and graduate level in accordance with 1993 regulations (SFS 1993:100).

**Important!** Please request your certificate from the Student Reception or alternatively print it out from Ladok-portalen only once **all results have been registered in Ladok**. Only completed courses can be included in a degree. Original documents must be shown on request. Incomplete applications will be returned.

**Filled in by the student** \* = mandatory information

Personal identity number (YYMMDD-XXXX) *		The form should be sent to: Högskolan i Borås, Student Reception, 501 90 Borås <b>or</b> handed in to: Student Reception, B3	
Last name *			
First name *		Telephone/Mobile number	
Address*			
Postal code*		City*	
Email (student account SXXXXXX) @student.hb.se		Email (alt.)	

**I apply for\***

<p><b>General academic degree</b></p> <p><input type="checkbox"/> 2 year Master's degree</p> <p><input type="checkbox"/> Artistic Master's degree</p> <p><input type="checkbox"/> 1 year Master's degree</p> <p><input type="checkbox"/> Bachelor's degree</p> <p><input type="checkbox"/> Artistic Bachelor's degree</p> <p><input type="checkbox"/> Higher education degree</p>	<p><b>Professional degree</b></p> <p><input type="checkbox"/> Engineering degree</p> <p><input type="checkbox"/> Nursing degree</p> <p><input type="checkbox"/> Specialist nursing degree</p> <p><input type="checkbox"/> Midwifery degree</p> <p><input type="checkbox"/> Teaching degree</p> <p><input type="checkbox"/> Business administration degree</p>	<p>Please state main subject/area and any specialisation:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><input type="checkbox"/> I would like my study programme name to be shown on the degree certificate</p>		

**Message to Degree Certification Office**


**Place, date and student's signature \***

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### I wish to have my degree to be listed in a daily newspaper free of charge

Yes. Newspaper desired:

Reason why I have chosen this newspaper:  Place of birth  Home town  Other

No.

If you answer "Yes", your degree will automatically be listed in Borås Tidning and be sent to the newspaper stated by you. **Note!** SvD, DN and Sydsvenska Dagbladet do not have degree listings. Markbladet lists degrees on payment. Göteborgs-Posten only lists degrees if there is space. The university cannot pay any costs and cannot guarantee that the information is listed either.

### Rules

- Chapter 6 of the Universities Ordinance: Section 9 A student who fulfils the requirements for a degree shall on request be issued with a degree certificate from the university. (HF 2006:1053)
- Chapter 1 of the Universities Ordinance: Section 4 In this ordinance, a student means a person admitted to and carrying on higher education studies, and a doctorate students means a student admitted to and carrying on studies at research level, all to the extent otherwise is specially stated. (HF 2006:1053)

### Case procedure

- The student applies for a degree certificate.
- Receipt of the application is registered in Ladok.
- The application is reviewed. If it is considered incomplete, the student is contacted. If the application is not completed, it will be returned.
- Once the degree requirements are fulfilled, a decision to issue a degree certificate is made.
- The degree certificate is sent to the student and a copy is archived.

### Degree Certification Office's notes:

Confirmation  Email  Post  Telephone  In person

Application complete  Yes .....  No  Receipt registered (SA60)

Degree code ..... Main subject/area ..... Specialisation .....

Completed  RS41  DS  Issued SA60  Press