



MALMÖ UNIVERSITY

Malmö University / Administration

Office of Student Affairs

Jallow Momodou

Admissions Officer

Dnr Mahr 15-2011/615

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ADDITION TO “STUDENT RIGHTS AND OBLIGATIONS AT MALMÖ UNIVERSITY” FOR FEE-PAYING STUDENTS (Revised version)

Established by the Vice-Chancellor 15 March 2012 and revised by the Head of the Division of Student Affairs 15 May 2013.

Insurance

Students liable to pay tuition fees for studying at Malmö University are, as all other students, insured during their study period through personal injury insurance. The scheme applies during school hours and on journeys directly between home and the location where school hours are spent. (Higher Education Ordinance chapter 1, 11 a §).

The individual students are responsible for having comprehensive insurance coverage for their leisure time during the period of study at Malmö University (see The Legal, Financial and Administrative Services Agency’s website, <http://www.kammarkollegiet.se/english/insurance>).

The university recommends that fee-paying students who have a residence permit to stay in Sweden for 12 months or longer apply for a personal identity number through the Swedish Tax Agency and thereby be covered by the general insurance protection provided by the Swedish Social Insurance Agency.

For fee-paying students on one-year master’s programmes and single courses who hold residence permits for less than 12 months, insurance through the Legal, Financial and Administrative Services Agency (FAS) is included in the tuition fee (see <http://www.kammarkollegiet.se/forsakringar/fas-och-fas>).

Deferment of studies

Students who have been admitted to the university and have paid tuition fees but are then unable to start their studies can apply for a deferment until the next time the education in question is offered.

If a deferment is granted the student keeps the place until next period the education is offered, and will not have to apply again and pay the application fee. A student that has been granted deferment is required to notify the university that he or she wishes to resume studying the following semester, no later than 15 April or 15 October. When deferment is granted, the tuition fee will not be refunded. The fee will be outstanding, pending the next time the education is offered.

Postal address	Visiting address	Phone	Fax	Internet	E-mail
Malmö University Administration Sweden	Matroskatan 1	+46 40 665 7026	+46 40 665 77 39	www.mah.se	Jallow Momodou@mah.se

Academic leave

Students can apply for approved leave from studies and this can be granted for special reasons. A decision about approved leave from studies is granted for a specific time period after which the student has a right to continue their studies.

If approved leave from studies has been granted, the outstanding tuition fee will be kept by the university until the student, in accordance with the decision, continues their studies.

The tuition fee will not be refunded if the student terminates his or her studies without having applied for and been granted approved leave from studies.

Tuition fees

Tuition fees are refunded according to the decisions outlined in *Refunds and Non-payment of Tuition Fees* that is always attached to the invoice.

Carina Malmgren

Head of the Division of Student Affairs

Malmö University