Rules for drawing up course syllabuses at first cycle and second cycle levels

Established by the Vice-Chancellor 24/02/2015, Ref. no. FS 1.1-292-15

This rule replaces the previously established course syllabus template ref. no: 500-2103-11 adopted by the Vice-Chancellor on 21/03/2006

<table>
<thead>
<tr>
<th>Type of document</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision by:</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Period of validity:</td>
<td>Until further notice</td>
</tr>
<tr>
<td>Area:</td>
<td>Education and research</td>
</tr>
<tr>
<td>Entity in charge:</td>
<td>Student Services</td>
</tr>
</tbody>
</table>
Introduction

Courses at Umeå University must show a clear correlation between intended learning outcomes, ways of teaching and examinations.

Pursuant to Chapter 6 Sections 14 and 15 Higher Education Ordinance (1993:100), hereinafter referred to as HEO, there must be a course syllabus for each course, in which the following are specified:

1. the course level
2. the number of credits
3. objectives
4. requirements for special eligibility
5. methods for the assessment of students' performance, and
6. any other rules required.¹

Umeå University's local rules for the structure of course syllabuses supplement what is established in the Higher Education Ordinance, and are based on recommendations by SUHF (Association of Swedish Higher Education) from 2011².

Course syllabuses are to be regarded as rules in the sense of Chapter 8 in the Instrument of Government. A course syllabus, therefore, sets out rules that are generally applicable and binding for universities and students alike. The rules in the course syllabus, such as those describing the type of examination and grades awarded, form the basis of an examiner's exercise of public authority regarding a student.

It is therefore important that course syllabuses formulate clear rules for examinations and that the forms of examination are described in a comprehensible way for students, in order to create the predictability which is fundamental to students' legal security.

When course syllabuses are changed, those concerned must be informed of the changes and given sufficient time to comply with the new content of the rules. It is thus not permitted to change the rules in a course syllabus during the course.

The programme syllabus contains valuable information for a prospective employer when a student is looking for work. The course syllabus is also the basis for students' and teachers' evaluation of the course. It must also be described in terms that are clearly understandable by future students and other interested parties such as employers.

¹ "Any other rules" refers to matters outside students' performance and examination which are necessary for completing the course.
² REK 2011-1: Recommendations for course syllabuses, programme syllabuses and grading systems www.suhf.se
Concepts and definitions for course syllabus work

| **Ladok** | Study documentation systems for colleges and universities. Registration and results for courses at first cycle, second cycle and postgraduate levels are documented in Ladok. Information from Ladok is the basis for the university’s government educational grants, official statistics by Statistics Sweden and the option for students to obtain student finance from CSN. |
| **Selma** | Umeå University’s course and programme database. Information in Selma regarding times for courses and programmes are delivered to NyA and to our local online programme catalogue. |
| **Course syllabus searches** | Web service that retrieves and presents current and archived course syllabuses from Selma. Course syllabus searches include all course syllabuses from autumn term 2007 onwards. Older course syllabuses can be found in the archive. |
| **NyA** | The national admissions system, NyA, is managed by the Swedish Council for Higher Education (UHR). It allows students to apply for university and college studies via universityadmissions.se |
| **universityadmissions.se** | National website where students can register for courses and programmes at Swedish universities and colleges |

Establishment and revision of course syllabuses

**Rules**
The course syllabus must be established and available no later than one month before the course starts. The same forward planning applies for any revisions of the course syllabus. Course syllabuses are established and revised in the university’s course and programme database, Selma, and authorisation requirements must be established and "locked" in Selma before a course is published on universityadmissions.se.

The course syllabus must always be available in a Swedish version. It is also possible to add an English translation in Selma. In the event of any discrepancy between Swedish and English texts, the Swedish text will always be governing.

Course syllabuses are established and revised by the faculty councils. These tasks may be delegated, however.

**Guidelines and information**
Course syllabuses are administrated in Selma, either by establishing or revising them. When course syllabuses are revised, certain types of amendments mean that the course code must be replaced.

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3 For all other rules regarding course planning and studies administration rules, refer to Rules and guidelines for studies administration
4 Refer to the Delegation order for Umeå University and each faculty’s delegation order
Any change involving changes to the nature of a course means that a new course syllabus must be established. The change may be brought about by new areas of research, for example. The change need not necessarily be large; even a new course name means that a new course syllabus must be established. Changes of this type involve a new course syllabus and a new course code, and the course must then be established in accordance with the delegation order, even if the course will be run essentially as previously.

Guidelines for what changes give rise to what types of action are shown in the table below.

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course name, in Swedish and English</td>
<td>New course code (unless the change is only for correcting spelling errors, or if there have never been any students admitted to or registered on the course. Contact Student Services for advice.)</td>
</tr>
<tr>
<td>Scope (Credits)</td>
<td>New course code</td>
</tr>
<tr>
<td>Main area</td>
<td>New course code (if only supplement, contact Student Services)</td>
</tr>
<tr>
<td>Education level</td>
<td>New course code</td>
</tr>
<tr>
<td>In-depth</td>
<td>New course code (if only supplement, contact Student Services)</td>
</tr>
<tr>
<td>Grade scale</td>
<td>New course code</td>
</tr>
<tr>
<td>Contents</td>
<td>Revision - does not require a new course code unless the change is significant</td>
</tr>
<tr>
<td>Goals (intended learning outcomes)</td>
<td>In the case of major changes to most of the goals, consideration should be given to a new course syllabus, which will then generate a new course code. In the event of minor changes, a revision is sufficient.</td>
</tr>
<tr>
<td>Admission requirements</td>
<td>New course code. Revision may take place if the change is minor, such as the renaming of a course that is required for admission</td>
</tr>
<tr>
<td>Structure of the teaching</td>
<td>Revision - does not require a new course code</td>
</tr>
<tr>
<td>Examination</td>
<td>New course code or revision, depending on the change</td>
</tr>
<tr>
<td>Reading list</td>
<td>Not part of the course syllabus. It is possible to create or revise any reading lists without revising the course syllabus.</td>
</tr>
<tr>
<td>Other instructions</td>
<td>Revision - does not require a new course code</td>
</tr>
</tbody>
</table>
**Managing course syllabuses in Selma**

The following are guidelines for information to be included in a course syllabus and under which headings the information should be organised. Course syllabuses are made available automatically via Course syllabus searches.

Proposals for revision and establishment of course and programme syllabuses are managed in Selma. All course and programme times for Umeå University are also managed in Selma, i.e. the range of courses offered, which is the basis for the admission of students through the NyA admissions system. Course codes and registration codes are automatically generated in Selma. The information is also transferred from Selma to Ladok. Selma also supplies information to the programme catalogue on the university’s website, admissions.se, universityadmissions.se and studera.nu.

These guidelines clarify what information should be included in Selma. The headings below follow the structure used in Selma. Information fields that are compulsory for the course syllabus are marked with an asterisk (*).

**Basic information**

**Swedish title of the course***

**Rules**
The name of the course in Swedish is entered here using a maximum of 120 characters including spaces.

**Guidelines and information**
It should be possible to understand the name without knowing which subject area or which department the course belongs to. Information on the number of credits, level, form of study and so on should not be stated in the name, since it is given elsewhere. Abbreviations (including &) should be avoided as far as possible. Follow Swedish writing rules and avoid the use of unnecessary capital letters. Brief, clear course names are the aim.

For the course to be easy to find at universityadmissions.se, commonplace academic words should also be avoided. For example, avoid using courses names such as "Dissertation", "Foundation course", "Continuation course", "Introductory course" and so on. This is particularly important at the beginning of a name, because a course with the name of "Introductory course in French", for example, will be under the letter "I" in alphabetical order. Write "French - an introduction" instead.

The course title will be automatically transferred from Selma to Ladok, and is then visible in Course syllabus searches.

**English titles of courses***

**Rules**
The name of the course in English is written here, with a maximum of 120 characters including spaces.

**Guidelines and information**
Remember (unlike the Swedish name) to use capital letters at the beginning of all words except definite and indefinite articles, prepositions and conjunctions. Abbreviations should be avoided as far as possible. It is important to give equal attention to the English name as the Swedish name, because it will be stated on the degree certificate and the study certificate. The English name need not be a verbatim translation of the Swedish, but must have the same meaning as the Swedish course name.
The English course title is automatically transferred from Selma to Ladok and is then visible in Course syllabus searches.

**Course code prefix and serial number (Course code)**

**Rules**
This is where the course code is created. The code consists of a prefix in the form of one digit and two letters, followed by a three-digit serial number.
Guidelines and information
As long as the code has not been used previously, it is possible to manually enter any serial number desired in Selma. If the field for the last three characters is left blank, the number is generated automatically.

The course code will be automatically transferred from Selma to Ladok, and is then visible in Course syllabus searches.

The number of credits*

Rules
The number of credits for the course is entered here. Full-time studies for one normal academic year of 40 weeks correspond to 60 credits.

Guidelines and information
The number of credits will be automatically transferred from Selma to Ladok, and is then visible in Course syllabus searches.

Grade scale*

Rules
The grades to be used on the course are entered here. The following grade scales are used:

Code Grade scale

UV       Fail (U), pass (G) good pass (VG)
UG       Fail (U), pass (G)
UM       Fail (U), pass (B), pass not without credit (Ba), pass with credit (AB)
TH       Fail (U), pass (G) good pass (VG), 3, 4, 5
AF       Excellent (A), Very good (B), Good (C), Satisfactory (D), Sufficient (E), Insufficient (FX)

UV is the grade scale normally used. Exemptions for the use of other grade scales than UV will be decided by the Vice Chancellor.

The grade scale stated is the one to be used as the grade for the whole course. If different grade scales are used for tests (modules) which are included in the course, this must be indicated under the heading Examinations.5

Guidelines and information
ECTS grades have not been used since spring term 2011, so ECTS grades should not be specified in the course syllabus. It is possible instead for students to be given a grade for a course in accordance with the ECTS Grading Table via a certificate from the Ladok system.

The grade scale for the course will be automatically transferred from Selma to Ladok, and is then visible in Course syllabus searches.

5 See "Rules for grades and examinations"
**Programme level***

*Rules*
This indicates whether the course is at the first cycle or second cycle level. A course can only belong to one programme level. The level is stated in the course goals as well as in the chosen forms of teaching and examinations.

*Guidelines and information*
The course level will be automatically transferred from Selma to Ladok and is then visible in Course syllabus searches.

**Statistics Sweden subject group/subject***

*Rules*
The Statistics Sweden subject group that the course belongs to is entered here. The subject groups are decided by Statistics Sweden and are used for education statistics.

*Guidelines and information*
Information about the subject group will be automatically transferred from Selma to Ladok.

The subject group is not visible in Course syllabus searches.

**Main area***

*Rules*
The main area(s) that the course is given in are entered here. There are a number of main areas established at Umeå University for Higher Education Diplomas, Bachelor’s, Magister’s and Master’s Degrees. If the course does not belong to any main area, write "No main area".

*Guidelines and information*
The main area will be automatically transferred from Selma to Ladok, and is then visible in Course syllabus searches.

**Successive in-depth studies***

*Rules*
The in-depth level for each course is indicated here. This shows what requirements there are for previous knowledge as well as the level in relation to degree requirements for Higher Education Diplomas, Bachelor's, Magister's and Master's Degrees.

A course can only have one level for the main area. In connection with issuing certificates, it must be indicated under in-depth (selected in-depth code) whether the course has a degree project.

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6 If the course is preparatory and thus not included in a degree, preparatory level is specified. The eligibility course in Swedish is one example of such a course.

7 Definitions of programme levels are also found in the Higher Education Act Chapter 1 Sections 8 and 9.

8 Refer to Umeå University local degree order

9 Refer to Umeå University local degree order
<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1N</td>
<td>First cycle level, only upper secondary school entry requirement</td>
</tr>
<tr>
<td>G1F</td>
<td>First cycle level, has less than 60 credits courses within the same main area or at least two years of total studies as entry requirement</td>
</tr>
<tr>
<td>G1E</td>
<td>First cycle level, has specially structured project assignment for the Higher Education Diploma</td>
</tr>
<tr>
<td>G2F</td>
<td>First cycle level, has at least 60 credits courses within the same main area or at least two years of total studies as entry requirement</td>
</tr>
<tr>
<td>G2E</td>
<td>First cycle level, has at least 60 credit courses within the same main area or at least two years of total studies as entry requirement, has degree project for Bachelor's degree</td>
</tr>
<tr>
<td>GXX</td>
<td>First cycle level, course cannot be classified under the above model</td>
</tr>
<tr>
<td>A1N</td>
<td>Second cycle level, only has courses at first cycle level as entry requirement</td>
</tr>
<tr>
<td>A1F</td>
<td>Second cycle level, has courses at second cycle level as entry requirement</td>
</tr>
<tr>
<td>A1E</td>
<td>Second cycle level, has degree project for Master's degree</td>
</tr>
<tr>
<td>A2E</td>
<td>Second cycle level, includes degree project for master's degree</td>
</tr>
<tr>
<td>AXX</td>
<td>Second cycle level, cannot be classified under the above model</td>
</tr>
</tbody>
</table>

**Guidelines and information**

Information about the successive specialisation of the course will be automatically transferred from Selma to Ladok, and will then visible in Course syllabus searches.

**General**

**Date of decision, decision-making body and date of validity**

**Rules**
The course syllabus must indicate the date on which it was approved (established or revised) and which body took the decision under the delegation order (e.g. head of department or faculty board). This is entered in Selma under "Date of decision" or "Decision-making body". When the course syllabus is revised, the corresponding information is entered under "Revision Date" and "Revised by".

It must also state when a new course syllabus or change to the syllabus will take effect. It is to be entered in Selma with the year and week under "Course syllabus valid from".

**Guidelines and information**
The decision date is visible in Course syllabus searches under the heading "Date of establishment", the decision-making body is visible under the heading "Decided by" and the revision date is visible under
the headings "Revised", and "Valid from date". "Revised by" is not visible in Course syllabus searches, however.

**Eligibility/entry requirement**

**Rules**

These are the eligibility requirements (entry requirements) and other conditions in addition to the basic eligibility required for a student to benefit from the teaching and achieve the goals of the course. The eligibility requirements specified in the course syllabus are the basis for assessing students in the NyA admissions system.

The entry requirements must be described thoroughly but briefly.\(^\text{10}\)

**Beginner courses:** For courses at first cycle level which only have upper secondary school entry requirements (beginner courses), either basic eligibility or the relevant eligibility for the area is stated. Area eligibility is selected in Selma from a drop-down list. If there are any exceptions from area eligibility, eligibility is specified in the free text under "Other eligibility" as in the model in the example below.

Examples of area eligibility selected from the list in Selma:

- Mathematics B, Social Sciences A. Or: Mathematics 2a/2b/2c, Social Sciences 1b / 1a1+1a2 (area eligibility 5/A5)
- Physics B, Chemistry A, Mathematics D. Or: Physics 2, Chemistry 1, Mathematics 3c (area eligibility 8/A8)

Example of free text in the case of exceptions:

- Social Sciences A. Or: Social Sciences 1b/1a1+1a2 (area eligibility 5/A5 with one or more exceptions)
- Physics A, Chemistry A, Mathematics D. Or: Physics 1, Chemistry 1, Mathematics 3c (area eligibility 8/A8 with one or more exceptions)

**Continuation courses at first cycle level:** The free text field is always used for courses requiring previous university studies. The fact that the course must be completed and passed is clear from the context and need not be stated in writing. Formulate eligibility requirements so that they are not only based on programmes offered at Umeå University. Avoid using course codes, for example, as entry requirements.

Example:

- Univ: Pedagogy as a science, 7.5 credits, or equivalent.

**Courses at second cycle level:** Eligibility requirements for courses at second cycle level must be formulated as requirements for previous education at the first cycle or second cycle level. The requirements may be expressed as credits obtained in a certain main area. The requirements may also

\(^{10}\) For advice on how eligibility for a course should be formulated, contact admissions at Student Services.
apply to specific courses. The requirements should not include a bachelor's degree (unlike programmes at second cycle level, for which a bachelor's degree of 180 credits is a basic eligibility requirement and must be included). Since knowledge of Swedish and English is not included in basic eligibility at second cycle level, it is important to write out any language requirements. In general, the same advice applies as that specified for continuation courses at first cycle level.

Example:

120 credits, of which at least 90 credits in the main area of biology. Swedish for basic eligibility for higher education programmes and English A/5. Requirements for Swedish only apply if the course is held in Swedish.

120 credits including the course Structure of Swedish 7.5 credits, as well as English B/6 and Swedish B/3.

**Guidelines and information**

It is important that any necessary entry requirements are clearly specified. Unclear eligibility requirements may result in students being admitted who lack the capacity to take the course and achieve the course goals, or conversely, that students who have the potential to take the course and achieve the goals may not be considered eligible. Eligibility requirements should not be changed for a course in the programme catalogue on the website during the academic year in question.

Eligibility requirements can be seen in Course syllabus searches and are transferred automatically to admissions.se.

**Responsible department***

**Rules**

The department (or equivalent unit) which creates the course syllabus in Selma is automatically the responsible department.

**Guidelines and information**

Information on the department responsible is automatically transferred from Selma to Ladok and is then visible in Course syllabus searches.

**Participating units**

**Guidelines and information**

If more departments/units than the department responsible will participate in the course, this information can be specified here. These are selected from a list in Selma, and it will then be possible for users from participating departments/units to work with the course syllabus. Only departments and units at Umeå University can be selected. Any participating departments and units outside Umeå University must be entered under Other regulations.

Information on participating units is not transferred from Selma to Ladok and is not visible in Course syllabus searches.

**Programme grouping**

**Rules**

If the course is part of an educational programme (as a compulsory or optional course) it must be entered here.
Guidelines and information
If the programme has different areas of specialisation, it is also possible to specify in which specialisations the course is given.

Information on programme association is automatically transferred from Selma to Ladok.

Programme association is not visible in Course syllabus searches. If it must be clear in the course syllabus that the course is associated with a certain programme, this can be stated under the heading "Other regulations".

Description

Notes
This field in Selma is not visible in Course syllabus searches and can be used as a notes field for internal use in the case of revisions, for example.

Goals (intended learning outcomes)*

Rules
The goals of the course are formulated here as intended learning outcomes. Intended learning outcomes shall be the basis of assessment, examination and grade criteria, and to express requirements for a pass.

Goals must be formulated so that:

- it is clear what knowledge, skills and valuation abilities students must have achieved by the end of the course
- they are understandable for students, teachers and other interested parties such as employers
- they can function as a starting point for course and programme planning
- they can be tested through examinations
- they can be a starting point for follow-up and quality assurance

Guidelines and information
If a course is divided into modules (see Content), a division of the goals for the various modules can also be made.

Intended learning outcomes is visible in Course syllabus searches.

Contents*

Rules
The main contents of the course are described here. The contents shall reflect the goals of the course (intended learning outcomes).

If the course is divided into modules it must be stated here.

Parts that have credits are examined separately.
**Guidelines and information**

As far as possible with respect to the educational structure of the course and other factors, courses should be divided into course modules that do not exceed 7.5 credits. This makes accreditation and granting student finance easier.

Contents are visible in Course syllabus searches.

**Teaching**

**Rules**

There is a brief explanation here of how teaching is structured from a learning perspective and which forms of teaching and working methods are used. Examples include lectures, group work, seminars, supervision, lab work, field studies and placements. It must also be indicated here if special equipment is needed to follow the tuition on the course. If the course contains compulsory modules, that must be very clearly stated here. Compulsory modules must be examined.\(^{12}\)

**Guidelines and information**

Be thorough in describing parts that are specific for the course, such as tuition taking place outdoors or in the evenings/weekends.

The structure of the course is visible in Course syllabus searches.

**Examinations**

**Rules**

The types of assessment of students' performance are described here (exams may be invigilated, written at home, oral or in the form of an essay, memorandum, lab work, placement work or seminars).\(^{13}\)

The types of examination must be clearly indicated in the course syllabus:

- If the examination is individual or in a group (as an individual performance or in a group in which individual assessment can take place)

- If the examination is oral, written or a practical test (lab work etc.)

In addition, the selected type of examination must be specified, such as whether a written examination will be invigilated or at home, whether an oral presentation will be documented by recording or similar. Formulations such as "and/or", "types of examination vary" or similar unspecific wording, or lists of examples of examination types are not allowed.\(^{14}\)

Examinations of a voluntary nature must also be stated in the course syllabus, such as "quizzes" and similar, which give bonus credits for a later examination. Binding rules related to these voluntary examinations must also be included in the course syllabus, such as whether bonus credits are valid or not for re-takes and second re-takes.

It is also stated here if the number of times for re-takes and practice/placements is limited. Under the Higher Education Ordinance, the right to participate in an examination or to do practice/placement in

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\(^{12}\) See "Rules for grades and examinations"

\(^{13}\) See "Rules for grades and examinations"

\(^{14}\) See "Rules for grades and examinations"
order to achieve a pass grade may not be limited to less than five times for an examination and twice for practice/placement. Limits on the number of examinations must be used with restraint and it must be possible to justify by reference to unlimited rights leading to a waste of resources.\textsuperscript{16}

\textsuperscript{15} See "Rules for grades and examinations"
For courses that have some practice/placement, the following wording must be used in its entirety:

*The responsible examiner may, in consultation with the supervisor concerned, decide to fail a student during an ongoing placement if (s)he shows such shortcomings in knowledge, skills or approach that these, either individually or in combination, entail a significant risk of the student inuring another person physically or mentally during the placement. The student must then leave the placement prematurely and will be failed for the course in question.*

*In conjunction with such a decision, an individual development plan must be drawn up by the examiner in consultation with the student. The development plan shall state what knowledge, skills or approaches the student needs to acquire to resume the placement and a date when this will be checked. The student is entitled to two such dates per year. However, the total number of checks may not be more than four unless there are special grounds. If, on one of these checks, the student shows that (s)he has acquired the knowledge, skills and approach stated in the development plan, the student shall have the right to a new placement period, provided that the student has not used up all the possible times for this.*

The person to whom the student should make a request to change an examiner or supervisor for a degree project must be stated in the course syllabus.\(^{16}\)

It must also be described how the overall weighting of grades from tests (modules) is carried out when a grade for the whole course is given. If deviating grade scales are used for tests (modules) that are included in the course, that information must be entered here.

Example:

To achieve the grade "Good pass" for the whole course, the student must have been given this grade for tests (modules) of at least 22.5 credits.

In cases where a course has been discontinued or undergone major changes, the guidelines for how re-takes are to be carried out must be stated in the transitional provisions in the course syllabus.\(^{17}\)

If students are offered a complementary task to achieve the examination assignment criteria for a pass grade as an alternative, this must be clear in the course syllabus. The time limit for such a complementary task must also be indicated, together with the way in which it must be carried out.\(^{18}\)

*Guidelines and information*

Assessment criteria (grade criteria) are not written in the course syllabus, but are communicated to the students in another way.

For courses in which the types of examination are dependent on specific conditions which may vary (depending on the number of students, for example), a provision may be inserted in the course syllabus regarding the alternative types of examination. The following wording may then be applied: *Other forms of examination may be implemented if conditions for completing the course change to a large extent - but it must also be stated what type of change is being referred to, what is meant by large extent and the type of examination used as an alternative.*

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\(^{16}\) See "Rules for grades and examinations"

\(^{17}\) See "Rules for grades and examinations"

\(^{18}\) See "Rules for grades and examinations"
Proposal for wording concerning complementary tasks:

A student who does not fully meet the goals for an examination but who is close to the border for a pass may, after a decision by the examiner, be given the opportunity to perform a complementary task to achieve the examination criteria for a pass. The supplement to the examination must be individually adapted according to the goal(s) not achieved by the student and must take place within two weeks of students being notified of their examination results, but before the next examination date. It is only permitted to supplement a fail to a pass; supplements for higher grades are not allowed. If a student so wishes, (s)he may do a re-take and thus have the opportunity of gaining a higher grade than pass.

The examination is visible in Course syllabus searches.

Other instructions

Guidelines and information
Other necessary instructions are stated here, such as if the course wholly or partly overlaps with another course and therefore cannot be included (up to its full credits) in a degree together with the other course.

Example:

The course may not be included in the degree examination together with either of the courses Peace and Conflict Studies C (2FO008) and Peace and Conflict Studies AD (2FO014).

The course may be included in the degree examination with the course Molecular Developmental Biology (3BM016), making a total of 21 credits.

This course replaces the previous course Project Management (5EL021) and they may not be included in the same degree.

Other regulations are visible in Course syllabus searches.

Parts/modules

The tab for Parts/Modules is not used in Selma at Umeå University. See "Contents".

Reading list

Rules
The reading list must be established and presented in a suitable way in conjunction with the course syllabus no later than two months before the course starts. It must also clearly be indicated what is compulsory literature.

Guidelines and information
It is not compulsory to specify a reading list in a course syllabus. It is still possible to create and revise reading lists in Selma. Other ways of presenting reading lists may be used. Regardless of whether the reading list is from Selma or supplied in another way, the same rules of accessibility apply. It is important that reading lists are established and published in good time before the course starts in accordance with the above, particularly for those students who may need literature in another format.
due to a disability (e.g. as a digital audio book) and for students to buy literature before the course starts.

The reading list includes course literature and other teaching material used on the course. It is possible to establish new reading lists without revising the course syllabus. (However, it is not possible to work with reading lists for older versions of a course syllabus when a course syllabus has been revised in Selma.) Every reading list in Selma must specify from which week it will be valid.

It is possible to structure reading lists in Selma into main groups and subgroups (i.e. with headings and sub-headings) to divide the list up for different sub-courses or modules, for example. There is space for information both after the heading and at the bottom of the group. Text fields are limited to 500 characters. It is also possible to enter reading instructions for individual book items.

Reading lists from Selma are visible in Course syllabus searches.

Archiving

*Rules*
When a course syllabus is set up (established or revised), it can be printed and archived[^19].

*Guidelines and information*
Even though different versions of the course syllabus are saved, Selma is not an archive.

Discontinued courses

*Guidelines and information*
When a course is no longer offered, it can be discontinued in Selma. This means that it is no longer possible to create course dates for the course, and consequently no new students can be registered on the course. The course syllabus will not disappear from Course syllabus searches, however.

[^19]: See the Document Management Plan for study administrative documents.