



# Rules for unofficial documents regarding the completion of study programmes

*Approved by the Vice-Chancellor, 22 December 2015*

*Doc. no: FS 1.1-1737-15*

<i>Type of document:</i>	<i>Rules</i>
<i>Approved by:</i>	<i>Vice-Chancellor</i>
<i>Period of validity:</i>	<i>1 February 2016 until further notice</i>
<i>Area:</i>	<i>Education and research</i>
<i>Responsible unit:</i>	<i>Student Services</i>

## **Background**

When students have fulfilled the requirements for a degree, they should request a degree certificate from the university at their own initiative. A degree certificate is the only official document that shows that a student has fulfilled the requirements for a degree.

At the university, representatives from study programmes have been known to issue unofficial documents which in different ways give the impression that the student receiving the document has completed the study programme.

These documents have mainly been issued at graduation ceremonies and other contexts where groups of students mark the completion of their studies. These documents have in certain cases been confused with degree certificates. This kind of misinterpretation can have consequences not just for the individual student but also for employers and authorities and other bodies that come into contact with the document. For the students, this misinterpretation could mean that those who fulfil the requirements for a degree fail to request a degree certificate. But it could also result in students who do *not* meet the requirements for a degree having the illusion that the document that he or she has received constitutes a degree certificate.

To avoid the risk of confusing an unofficial document of the type described above with an official degree certificate, the following rules apply.

## **Rules**

Representatives of departments, units or study programmes at the university who wish to issue unofficial documents of the type specified above at graduation ceremonies or other contexts, should use the attached templates: [Bilaga 1](#) (in Swedish) or [Bilaga 2](#) (in English).

Documents that are issued by student unions/associations in conjunction with graduation ceremonies or other contexts are not bound by this rule. Student unions/associations do not, on the other hand, have the right to use the university's logo without special permission from the university. Enquiries about such permission are handled by the Communications Office. Representatives of departments, units or study programmes at the university may not contribute to documents issued by another party by signing them in a way that they could be interpreted as having been issued by or otherwise authorised by the university.



## *Anne-Marie Björkskog*

*Du tillhör nu den exklusiva skaran  
alumner från Umeå universitet*

EXEMPLEL

Umeå den 18 februari 2016

*Nils Nilsson*

Nils Nilsson  
Programansvarig för  
Civilingenjörsprogrammet i teknisk datavetenskap

Detta är inte ett examensbevis.



*Anne-Marie  
Björkskog*

*You are now a member of the exclusive  
community of alumni from Umeå University*

EXAMPLE

Umeå, the 18th of February, 2016

*Nils Nilsson*

Nils Nilsson  
*Programme Coordinator for the Master of  
Science Programme in Computing Science and Engineering*

This is not a Degree Certificate.