



UMEÅ UNIVERSITY

RULES FOR UNOFFICIAL DOCUMENTS REGARDING THE COMPLETION OF STUDY PROGRAMMES

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¹This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



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1. Description

Among other things, these rules are intended to clarify what applies regarding the content of unofficial documents that representatives of the university may hand out in connection with the completion of a study programme.

2. 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.

The student perspective has been integrated into this rule. Due to the content and nature of this document, the work environment, the collaboration, sustainability, accessibility and internationalisation perspectives have not been integrated. The document is not expected to have any consequences for gender equality at Umeå University.

3. 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, must use specially designed templates. Templates in Swedish and English are determined by the head of the Student Services Office and published on the university's internal website for employees.

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.