UMEÅ UNIVERSITET

RULE - LOCAL DEGREE ORDINANCE

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[1] This 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

The local degree ordinance specifies which local rules apply to degrees awarded at Umeå University.

2. Background

The document replaces “Rule - Local degree ordinance” (FS 1.1-2561-21) and is intended for students and employees at Umeå University.

National regulations on degrees are found in the Higher Education Act (1992:1434) and the Higher Education Ordinance (1993:100). Appendix 2 of the Higher Education Ordinance states which degrees may be taken at the first-, second- and third-cycle, and which requirements must be met for each degree (qualification descriptor). The scope of higher education is stated in credits (hp).

The websites of the Swedish Higher Education Authority and Umeå University indicate which degrees Umeå University is authorized to award.

3. General information about degrees at Umeå University

In a degree awarded at Umeå University:

- at least one of the included courses must have been examined with a passing grade at Umeå University
- only courses that are at the first cycle at the lowest may be included
- the total number of credits required for the degree may only be based on courses that do not overlap in terms of content
- the main field of study and specialisation must be established at Umeå University

4. Degrees at Umeå University

4.1 General qualifications at first and second cycle

4.1.1 Higher Education Diploma (first cycle)

According to the Higher Education Ordinance’s qualification descriptor, a Higher Education Diploma is awarded after the student has completed the courses required to gain 120 credits with a defined specialisation determined by each higher education institution itself. A requirement for the award of a Higher Education Diploma is completion by the student of an independent project (degree project) in the main field of study.

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance’s qualification descriptor shall also apply for a Higher Education Diploma with a defined specialisation.

To obtain a Higher Education Diploma at Umeå University, the following is required:

- Completed courses of 120 credits
- Within the completed courses, at least 60 credits must belong to the main field of study of the degree, including a degree project/thesis of at least 7,5 credits. In special cases, for example within certain vocational education, the rule of 60 credits within the main field of study of the education may be waived.
- What has otherwise been determined by Umeå University and as stated in local qualification descriptors (see section 5).

At Umeå University, it is not permitted to require a second-cycle course in a local qualification descriptor for a Higher Education Diploma.

4.1.2 Degree of Bachelor (first cycle)

According to the Higher Education Ordinance's qualification descriptor, a Degree of Bachelor is awarded after the student has completed the courses required to gain 180 credits in a defined specialisation determined by each higher education institution itself, of which 90 credits are for progressively specialised study in the principal field (main field of study) of the programme. A requirement for the award of a Degree of Bachelor is completion by the student of an independent project (degree project) for at least 15 credits in the main field of study.

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply for a Degree of Bachelor with a defined specialisation.

To obtain a Degree of Bachelor at Umeå University, the following is required:

- Completed courses of 180 credits.
- Within the completed courses, at least 90 credits must belong to the main field of study of the degree. Of these credits, at least 30 credits must be on bachelor's degree level, including a degree project/thesis of at least 15 credits. Bachelor's degree level refers to a course that has at least 60 credits in first-cycle course/s within the same main field of study as entry requirements.
- What has otherwise been determined by Umeå University and as stated in local qualification descriptors (see section 5).

At Umeå University, it is not permitted to require a second-cycle course in a local qualification descriptor for a Degree of Bachelor.

4.1.3 Degree of Master (60 credits) (second cycle)

According to the Higher Education Ordinance's qualification descriptor, a Degree of Master (60 credits) is awarded after the student has completed the courses required to gain 60 credits with a defined specialisation determined by each higher education institution itself, of which at least 30 credits are for specialised study in the principal field (main field of study) of the study programme. A requirement for the award of a Degree of Master (60 credits) is

completion by the student of an independent project (degree project) for at least 15 credits in the main field of study.

In addition the prior award of a Degree of Bachelor, a Degree of Bachelor of Fine Arts, a professional or vocational qualification of at least 180 credits or a corresponding qualification from abroad is required. The requirement of the prior award of a qualification may be waived for a student admitted to the programme without the basic entry requirement in the form of a qualification. This does not, however, apply if a waiver was granted during admission pursuant to the second paragraph of Section 28 of Chapter 7 on the grounds that the qualification had not yet been issued.

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply for a Degree of Master (60 credits) with a defined specialisation.

To obtain a Degree of Master (60 credits) at Umeå University, the following is required:

The prior award of a Degree of Bachelor, a Degree of Bachelor of Fine Arts, a professional degree of at least 180 credits or an equivalent foreign degree and:

- Completed courses of 60 credits, of which at least 45 credits at the second-cycle (master's) level.
- Within the completed courses at the second-cycle level, at least 30 credits must belong to the main field of study of the degree, including a degree project/thesis of at least 15 credits.
- What has otherwise been determined by Umeå University and as stated in local qualification descriptors (see section 5).

The master's degree may not include courses from the qualifying degree. Exceptions to this rule may be made in the following cases:

- If the qualifying degree comprises more than 180 credits, it may be possible to credit courses to the extent that the qualifying degree exceeds 180 credits. This only applies to courses that, based on the local qualification descriptor, are relevant to the master's degree in question. The degree project/thesis can only be credited to the extent that it exceeds 15 credits in the qualifying degree.
- For courses that, according to the local qualification descriptor, are required for the master's degree in question and are therefore considered to have special significance for the master's degree to an extent of no more than 15 credits. Requirements for courses of special significance refer to one of the following cases:
  1. The course is stated in the local qualification descriptor for the degree in question.
  2. That it is not possible to take additional courses within the framework of Umeå University's course offering for obtaining the degree in question.

The possibility of transferring courses from the qualifying degree is assessed on a case-by-case basis.

4.1.4 Degree of Master (120 credits) (second cycle)

According to the Higher Education Ordinance's qualification descriptor, a Degree of Master (120 credits) is awarded after the student has completed the courses required to gain 120 credits with a defined specialisation determined by each higher education institution itself, of

which at least 60 credits are for specialised study in the principal field (main field of study) of the study programme. A requirement for the award of a Degree of Master (120 credits) is completion by the student of an independent project (degree project) for at least 30 credits in the main field of study. The degree project may comprise less than 30 credits, however no less than 15 credits, if the student has already completed an independent project in the second cycle for at least 15 credits in the main field of study or the equivalent from a programme of study outside Sweden.

In addition the prior award of a Degree of Bachelor, a Degree of Bachelor of Fine Arts, a professional or vocational qualification of at least 180 credits or a corresponding qualification from abroad is required. The requirement of the prior award of a qualification may be waived for a student admitted to the programme without the basic entry requirement in the form of a qualification. This does not, however, apply if a waiver was granted during admission pursuant to the second paragraph of Section 28 of Chapter 7 on the grounds that the qualification had not yet been issued.

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply for a Degree of Master (120 credits) with a defined specialisation.

To obtain a Degree of Master (120 credits) at Umeå University, the following is required:

The prior award of a Degree of Bachelor, a Degree of Bachelor of Fine Arts, a professional degree of at least 180 credits or an equivalent foreign degree and:

- Completed courses of 120 credits, of which at least 90 credits at the second-cycle (master's) level.
- Within the completed courses at the second-cycle level, at least 60 credits must belong to the main field of study of the degree, including a degree project/thesis of at least 30 credits. The degree project/thesis can be replaced by a degree project/thesis of at least 15 credits if the student has already completed an independent project of at least 15 credits at second cycle within the main field of study concerned, and this project is also to be included in the current degree.
- What has otherwise been determined by Umeå University and as stated in local qualification descriptors (see section 5).

The master's degree may not include courses from the qualifying degree. Exceptions to this rule may be made in the following cases:

- If the qualifying degree comprises more than 180 credits, it may be possible to credit courses to the extent that the qualifying degree exceeds 180 credits. This only applies to courses that, based on the local qualification descriptor, are relevant to the master's degree in question. The degree project/thesis can only be credited to the extent that it exceeds 15 credits in the qualifying degree.
- For courses that, according to the local qualification descriptor, are required for the master's degree in question and are therefore considered to have special significance for the master's degree to an extent of no more than 15 credits. Requirements for courses of special significance refer to one of the following cases:
  1. The course is stated in the local qualification descriptor for the degree in question.
  2. That it is not possible to take additional courses within the framework of Umeå University's course offering for obtaining the degree in question.

The possibility of transferring courses from the qualifying degree is assessed on a case-by-case basis.

4.1.5 Titles of general qualifications

For all general qualifications at Umeå University, with the exception of Higher Education Diploma, a Swedish prefix must always be used. The Swedish prefixes used at Umeå University are ekonomie, farmacie, filosofie, medicine, naturvetenskaplig, odontologie, politices, teknologie or teologie.

At Umeå University, Swedish suffixes are not used for general qualifications.

The main field of study and any specialisation are stated on the degree certificate directly after the degree title.

Information about which degree titles used at Umeå University can be found in the respective local qualification descriptor (see section 5).

4.1.6 Main field of study

Main fields of study for Higher Education Diploma, Degree of Bachelor, Degree of Master (60 credits) and Degree of Master (120 credits) are established by the Vice-Chancellor.

Even if a main field of study has not been established for a Higher Education Diploma, such a degree may be issued in the main field of study if it has been established for a Degree of Bachelor. The same applies to a Degree of Master (60 credits) if a main field of study has been established for a Degree of Master (120 credits).

Information about which main fields of study are established for general qualifications at Umeå University can be found on the university's website.

4.1.7 Multiple general qualifications

For Higher Education Diploma, Degree of Bachelor, Degree of Master (60 credits) and Degree of Master (120 credits), two or more degrees for the same general qualification can be issued at Umeå University if the student meets the requirement for a new Swedish prefix, main field of study or specialisation.

4.2 Qualifications in the fine, applied and performing arts at first and second cycle

4.2.1 Higher Education Diploma (first cycle)

According to the Higher Education Ordinance’s qualification descriptor, a Higher Education Diploma in the fine, applied and performing arts is awarded after the student has completed the courses required to gain 120 credits with a defined specialisation determined by each higher education institution itself. A requirement for the award of a Higher Education Diploma in the fine, applied and performing arts is completion by the student of an independent project (degree project) in the main field of study.

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply for a Higher Education Diploma in the fine, applied and performing arts with a defined specialisation.

To obtain a Higher Education Diploma in the fine, applied and performing arts at Umeå University, the following is required:

- Completed courses of 120 credits.
- Within the completed courses, at least 60 credits must belong to the main field of study of the degree, including a degree project/thesis of at least 7,5 credits.
- What has otherwise been determined by Umeå University and as stated in local qualification descriptors (see section 5).

At Umeå University, it is not permitted to require a second-cycle course in a local qualification descriptor for a Higher Education Diploma in the fine, applied and performing arts.

4.2.2 Degree of Bachelor of Fine Arts (first cycle)

According to the Higher Education Ordinance's qualification descriptor, a Degree of Bachelor of Fine Arts is awarded after the student has completed the courses required to gain 180 credits in a defined specialisation determined by each higher education institution itself. A requirement for the award of a Degree of Bachelor of Fine Arts is completion by the student of an independent project (degree project) for at least 15 credits in the main field of study.

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply for a Degree of Bachelor of Fine Arts with a defined specialisation.

To obtain a Degree of Bachelor of Fine Arts at Umeå University, the following is required:

- Completed courses of 180 credits.
- Within the completed courses, at least 90 credits must belong to the main field of study of the degree. Of these credits, at least 30 credits must be on bachelor's degree level, including a degree project/thesis of at least 15 credits. Bachelor's degree level refers to a course that has at least 60 credits in first-cycle course/s within the same main field of study as entry requirements.
- What has otherwise been determined by Umeå University and as stated in local qualification descriptors (see section 5).

At Umeå University, it is not permitted to require a second-cycle course in a local qualification descriptor for a Degree of Bachelor of Fine Arts.

4.2.3 Degree of Master of Fine Arts (60 credits) (second cycle)

According to the Higher Education Ordinance's qualification descriptor, a Degree of Master of Fine Arts (60 credits) is awarded after the student has completed the courses required to gain 60 credits with a defined specialisation determined by each higher education institution itself. A requirement for the award of a Degree of Master of Fine Arts (60 credits) is

completion by the student of an independent project (degree project) for at least 15 credits in the main field of study.

In addition the prior award of a Degree of Bachelor, a Degree of Bachelor of Fine Arts, a professional or vocational qualification of at least 180 credits or a corresponding qualification from abroad is required. The requirement of the prior award of a qualification may be waived for a student admitted to the programme without the basic entry requirement in the form of a qualification. This does not, however, apply if a waiver was granted during admission pursuant to the second paragraph of Section 28 of Chapter 7 on the grounds that the qualification had not yet been issued.

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply for a Degree of Master of Fine Arts (60 credits) with a defined specialisation.

To obtain a Degree of Master of Fine Arts (60 credits) at Umeå University, the following is required:

The prior award of a Degree of Bachelor, a Degree of Bachelor of Fine Arts, a professional degree of at least 180 credits or an equivalent foreign degree and:

- Completed courses of 60 credits, of which at least 45 credits at the second-cycle (master's) level.
- Within the completed courses at the second-cycle level, at least 30 credits must belong to the main field of study of the degree, including a degree project/thesis of at least 15 credits.
- What has otherwise been determined by Umeå University and as stated in local qualification descriptors (see section 5).

The master's degree may not include courses from the qualifying degree. Exceptions to this rule may be made in the following cases:

- If the qualifying degree comprises more than 180 credits, it may be possible to credit courses to the extent that the qualifying degree exceeds 180 credits. This only applies to courses that, based on the local qualification descriptor, are relevant to the master's degree in question. The degree project/thesis can only be credited to the extent that it exceeds 15 credits in the qualifying degree.
- For courses that, according to the local qualification descriptor, are required for the master's degree in question and are therefore considered to have special significance for the master's degree to an extent of no more than 15 credits. Requirements for courses of special significance refer to one of the following cases:
    1. The course is stated in the local qualification descriptor for the degree in question.
    2. That it is not possible to take additional courses within the framework of Umeå University's course offering for obtaining the degree in question.

The possibility of transferring courses from the qualifying degree is assessed on a case-by-case basis.

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4.2.4 Degree of Master of Fine Arts (120 credits) (second cycle)

According to the Higher Education Ordinance's qualification descriptor, a Degree of Master of Fine Arts (120 credits) is awarded after the student has completed the courses required to gain 120 credits with a defined specialisation determined by each higher education institution itself. A requirement for the award of a Degree of Master of Fine Arts (120 credits) is completion by the student of an independent project (degree project) for at least 30 credits in the main field of study. The degree project may comprise less than 30 credits, however no less than 15 credits, if the student has already completed an independent project in the second cycle for at least 15 credits in the main field of study or the equivalent from a programme of study outside Sweden.

In addition the prior award of a Degree of Bachelor, a Degree of Bachelor of Fine Arts, a professional or vocational qualification of at least 180 credits or a corresponding qualification from abroad is required. The requirement of the prior award of a qualification may be waived for a student admitted to the programme without the basic entry requirement in the form of a qualification. This does not, however, apply if a waiver was granted during admission pursuant to the second paragraph of Section 28 of Chapter 7 on the grounds that the qualification had not yet been issued.

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply for a Degree of Master of Fine Arts (120 credits) with a defined specialisation.

To obtain a Degree of Master of Fine Arts (120 credits) at Umeå University, the following is required:

The prior award of a Degree of Bachelor, a Degree of Bachelor of Fine Arts, a professional degree of at least 180 credits or an equivalent foreign degree and:

- Completed courses of 120 credits, of which at least 90 credits at the second-cycle (master's) level.
- Within the completed courses at the second-cycle level, at least 60 credits must belong to the main field of study of the degree, including a degree project/thesis of at least 30 credits. The degree project/thesis can be replaced by a degree project/thesis of at least 15 credits if the student has already completed an independent project of at least 15 credits at second cycle within the main field of study concerned, and this project is also to be included in the current degree.
- What has otherwise been determined by Umeå University and as stated in local qualification descriptors (see section 5).

The master's degree may not include courses from the qualifying degree. Exceptions to this rule may be made in the following cases:

- If the qualifying degree comprises more than 180 credits, it may be possible to credit courses to the extent that the qualifying degree exceeds 180 credits. This only applies to courses that, based on the local qualification descriptor, are relevant to the master's degree in question. The degree project/thesis can only be credited to the extent that it exceeds 15 credits in the qualifying degree.
- For courses that, according to the local qualification descriptor, are required for the master's degree in question and are therefore considered to have special significance

for the master's degree to an extent of no more than 15 credits. Requirements for courses of special significance refer to one of the following cases:

1. The course is stated in the local qualification descriptor for the degree in question.
2. That it is not possible to take additional courses within the framework of Umeå University's course offering for obtaining the degree in question.

The possibility of transferring courses from the qualifying degree is assessed on a case-by-case basis.

4.2.5 Titles of qualifications in the fine, applied and performing arts

At Umeå University, Swedish prefix or suffixes are not used for qualifications in the fine, applied and performing arts.

The main field of study and any specialisation are stated on the degree certificate directly after the degree title.

Information about which degree titles used at Umeå University can be found in the respective local qualification descriptor (see section 5).

4.2.6 Main field of study

Main fields of study for Higher Education Diploma in the fine, applied and performing arts, Degree of Bachelor of Fine Arts, Degree of Master of Fine Arts (60 credits) and Degree of Master of Fine Arts (120 credits) are established by the Vice-Chancellor.

Even if a main field of study has not been established for a Higher Education Diploma in the fine, applied and performing arts, such a degree may be awarded/issued in the main field of study if it has been established for a Degree of Bachelor of Fine Arts. The same applies to a Degree of Master of Fine Arts (60 credits) if a main field of study has been established for a Degree of Master of Fine Arts (120 credits).

Information about which main fields of study are established for qualifications in the fine, applied and performing arts at Umeå University can be found on the university's website.

4.2.7 Multiple qualifications in the fine, applied and performing arts

For Higher Education Diploma in the fine, applied and performing arts, Degree of Bachelor of Fine Arts, Degree of Master of Fine Arts (60 credits) and Degree of Master of Fine Arts (120 credits), two or more degrees for the same qualification in the fine, applied and performing arts can be issued at Umeå University if the student meets the requirement for a new main field of study or specialisation.

4.3 Professional qualifications

4.3.1 First cycle

A first-cycle professional qualification is awarded after the student has completed the courses required and fulfills the other requirements stated in the respective qualification descriptor in Appendix 2 of the Higher Education Ordinance.

For each degree, the specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply. The specific requirements determined by Umeå University are stated in the local qualification descriptor (see section 5) for each professional qualification.

At Umeå University, it is not permitted to require a second-cycle course in a local qualification descriptor for a first-cycle professional qualification that comprises a maximum of 180 credits.[2] However, for a first-cycle professional qualification that exceed 180 credits requirements may be set for second-cycle courses corresponding to the number of credits that exceed 180.

4.3.2 Second cycle

A second-cycle professional qualification is awarded after the student has completed the courses required and fulfills the other requirements stated in the respective qualification descriptor in Appendix 2 of the Higher Education Ordinance.

For each degree, the specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply. The specific requirements determined by Umeå University are stated in the local qualification descriptor (see section 5) for each professional qualification.

A second-cycle professional qualification must include second-cycle courses. At Umeå University, it is required that the degree project/thesis and additional courses of at least 15 credits are at the second-cycle in order for the degree to be awarded.[3] In addition, more credits at the second-cycle may be required for an individual degree. In such cases, this is stated in the local qualification descriptor for the respective degree (see section 5).

4.3.3 Titles of professional qualifications

At Umeå University, Swedish prefix or suffixes are not used for professional qualifications.

Any specialisation is stated on the degree certificate directly after the degree title.

Information about which degree titles used at Umeå University can be found in the respective local qualification descriptor (see section 5).

4.3.4 Multiple professional qualifications

In cases where a professional qualification can be issued with different specialisations, two or more degrees for the same professional qualification can be issued at Umeå University if the student meets the requirements for a new specialisation. For a teaching degree, the term

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[2] According to the rector's decision of 15 December 2015 (ref. FS 3.1.5-1942-15), the Umeå School of Education may make exceptions to this rule. In supplementary teacher education with an increased study rate, 125% or 150% study rate, second-cyle courses may be required of students who obtain a teaching degree at the first cycle.

[3] For a primary education degree at the second cycle and a secondary education degree at the second cycle, in cases permitted by Appendix 2 of the Higher Education Ordinance (1993:100), if a 30-credit degree project/thesis may be replaced by two projects/theses of at least 15 credits each, then at least one of these must be at the second cycle.

"new specialisation" means that the student must meet the requirements for a different type of school in order to obtain two or more degrees.

However, for a Degree of Master of Science in Engineering and a Degree of Master of Science in Medical Physics, the following applies: provided that the degree requirements are met, a Degree of Master of Science in Engineering or a Degree of Master of Science in Medical Physics at the second-cycle can be issued to an applicant who has already obtained such a degree according to older regulations, even though the degree title is the same in both degree certificates.

4.4 General qualifications at third cycle

4.4.1 Degree of Licentiate

According to the Higher Education Ordinance's qualification descriptor, a Degree of Licentiate is awarded *either* after a third-cycle student has completed a study programme of at least 120 credits in a subject in which third-cycle teaching is offered, *or* after a third-cycle student has completed one part comprising at least 120 credits of a study programme intended to conclude with the award of a PhD, if a higher education institution decides that a Degree of Licentiate of this kind may be awarded at the institution. For a Degree of Licentiate the third-cycle student shall have been awarded a pass grade for a research thesis of at least 60 credits.

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply for a Degree of Licentiate with a defined specialisation.

The specific requirements determined by Umeå University are stated in the local qualification descriptor (see section 5).

4.4.2 Degree of Doctor

According to the Higher Education Ordinance's qualification descriptor, a Degree of Doctor is awarded after the third-cycle student has completed a study programme of 240 credits in a subject in which third-cycle teaching is offered. For the Degree of Doctor the third-cycle student shall have been awarded a pass grade for a research thesis (doctoral thesis) of at least 120 credits.

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in the Higher Education Ordinance's qualification descriptor shall also apply for a Degree of Doctor with a defined specialisation.

The specific requirements determined by Umeå University are stated in the local qualification descriptor (see section 5)

4.4.3 Titles of third-cycle qualifications

For all third-cycle qualifications at Umeå University a Swedish prefix must always be used. The Swedish prefixes used at Umeå University are ekonomie, filosofie, juris, medicine, odontologie, teknologie or teologie.

At Umeå University, Swedish suffixes are not used for third-cycle qualifications.

The third-cycle subject and any specialisation are stated on the degree certificate directly after the degree title.

Information about which degree titles used at Umeå University can be found in the respective local qualification descriptor (see section 5).

4.4.4 Third-cycle subjects

Third-cycle subjects (subjects for doctoral studies) are established by the Vice-Chancellor.

4.4.5 Multiple third-cycle qualifications

For Degree of Licentiate and Degree of Doctor, two or more degrees for the same third-cycle qualification can be issued at Umeå University if the student meets the requirement for a new Swedish prefix or third-cycle subject.

4.5 Translation of degree titles

According to Appendix 2 of the Higher Education Ordinance, a translation of the degree title must reflect the scope and, where applicable, the field of specialisation of the qualification as well as the cycle in which the qualification is awarded.

Swedish Council for Higher Education may issue regulations on the translation of qualifications into English. The university decides on the translation of the prefixes and suffixes used.

Information about which Swedish degree titles are used at Umeå University and their translation into English can be found in the local qualification descriptor for each degree (see section 5).

5. Local qualification descriptors

For all degrees, Appendix 2 of the Higher Education Ordinance specifies the scope, outcomes, and requirements for an independent project, or alternatively a research thesis, as well as any other conditions that must be met to obtain the degree. All qualification descriptors follow a common structure. They indicate the level of knowledge and competence a student must achieve in order to be awarded the respective degree. The descriptors are also formulated so that they can be used for quality assurance of the education.

According to Appendix 2 of the Higher Education Ordinance, higher education institutions may specify more specific requirements for each degree in addition to those prescribed in the Ordinance’s qualification descriptors. Such requirements may, for example, state what is required to obtain a bachelor's degree with a particular specialisation. At Umeå University, these requirements are regulated in the local qualification descriptors.

For each degree title at Umeå University, there shall be a local qualification descriptor that specifies the requirements for that particular degree. If there are specific mandatory courses required for a professional qualification or for a general qualification/a qualification in the

fine, applied or performing arts with a specialisation at Umeå University, these courses shall be listed in the local qualification descriptor for the respective degree.[4]

Umeå University's local qualification descriptors follow a common structure in accordance with the templates provided by the Student Services Office.

Umeå University's local qualification descriptors are published on the university's website.

The local qualification descriptors are overarching governing documents that shall:

- guide departments and boards in the planning of course offerings and study programmes
- guide students in their choice of courses
- serve as the basis for the university's assessment of whether a degree can be awarded

The local qualification descriptor in effect at the time the student applies for a degree determines whether the degree can be awarded. Any transitional provisions are specified in the local qualification descriptor for the relevant degree.

6. Degree certificate

According to the Higher Education Ordinance, a student who fulfils the requirements for the award of a qualification must, upon request, be provided with a degree certificate from the higher education institution.

If a certificate is awarded for studies conducted at more than one higher education institution, it must be issued by the institution at which the student completed their education. This does not apply, however, if the higher education institutions involved have reached some other agreement or the institutions must jointly issue a joint degree. The transfer of degree issuance to another higher education institution shall be assessed and decided in each individual case by Umeå University.

If courses are combined into a programme leading to a specific degree, the same degree certificate shall be obtainable regardless of whether the student has completed the courses as part of a programme or as freestanding courses.

A degree certificate is normally issued within 60 days from the date on which a complete application has been received by Umeå University.

The degree certificate is issued in Swedish and English.

As of 18 December 2018, only digital degree certificates are issued at Umeå University. Degree certificates previously issued in paper format will not be reissued in digital form.

In all degree certificates issued by Umeå University, the following shall be stated:

- name and Swedish personal identity number, or another identification number registered in Ladok if a Swedish personal identity number is not available

[4] This rule does not apply to local qualification descriptors established before 18 December 2018 (according to FS 1.1-2441-18).

- the title of the qualification
- date of decision (date of issue)
- the level in which it was awarded
- if the qualification forms part of a joint degree as stated in Section 17 of Chapter 1 of the Higher Education Act
- the courses included in a qualification at the first- or second-cycle level, and the courses and individual obligations included in a qualification at the third-cycle level
- the higher education institution at which the courses or the corresponding third-cycle education referred to in the preceding item were completed
- date of completed studies

In addition, the following shall be stated for qualifications at the first and second cycle:

- if applicable, the main field of study and/or specialisation
- credits and grades for courses, and the dates of completion, as well as where relevant, previous education or occupational experience that have been transferred as part of the degree. Transferred credits are never graded.

In addition, the following shall be stated for qualifications at the third cycle:

- faculty
- third-cycle subject
- credits and grades for courses and individual obligations
- title and grade of the research thesis

A person who has previously been issued a degree certificate by Umeå University is entitled to receive a new original certificate if they have been assigned protected (fictitious) personal data or have undergone a legal change of gender. For this, a certificate of the change issued by the Swedish Tax Agency is required.

7. Appendices to the degree certificate

The degree certificate must be accompanied by a Diploma Supplement in English that describes the study programme and its place in the education system. The Swedish Council for Higher Education may issue more detailed specifications for the contents of a Diploma Supplement.

The Diploma Supplement for degrees within first- and second-cycle education was introduced at Swedish higher education institutions on 1 January 2003. The Diploma Supplement for third-cycle (doctoral) degrees was introduced on 1 July 2007. At Umeå University, a Diploma Supplement is not issued retroactively.

For a Higher Education Diploma in Vocational Education, a diploma supplement shall be attached to the degree certificate that lists the professional and relevant vocational expertise used as a basis for the special entry requirements under section 4 of the Ordinance on admission to programmes leading to the award of a Higher Education Diploma in Vocational Education (2010:2021) and the provisions issued in conjunction with that paragraph.

8. Transitional provisions

Transitional provisions relating to previous regulations in the Higher Education Ordinance can be found in connection with the Ordinance.

For students who began their studies before 1 July 2007, it is possible at Umeå University to apply for a degree under the degree regulations of 1993 after June 2015, provided that all courses included in the degree were completed before that date.

For a teaching degree under previous regulations, other transitional provisions apply, which are set out in other ordinances governing the degree.

The local qualification descriptor in effect at the time when the student applies for the degree determines whether a degree certificate can be issued. Any transitional provisions are specified in the local qualification descriptor for the relevant degree.

9. Right of Appeal

A rejection of a student's request to be issued with a degree may be appealed. A student who has not been awarded the requested degree certificate must, in the decision, be informed of the right of appeal and of the procedure for submitting an appeal.

The information on how to appeal must include the following: The appeal must be made in writing. It shall be addressed to the Higher Education Appeals Board but submitted to *Umeå University, Registry and Archives, SE-901 87 Umeå*. The appeal must be received by the University within three weeks from the day the student was informed of the decision. The student must also state which decision is being appealed and the change requested.