



UMEÅ UNIVERSITY

RULES FOR COURSE SYLLABI AND LITERATURE LISTS

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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

This document contains rules and guidelines concerning the content of course syllabi and literature lists. It also describes how to work with course syllabi and course literature in Umeå University's education database, Selma.

2. Background

Umeå University's local rules for the design of course syllabi and course literature supplement the provisions of the Swedish Higher Education Ordinance (SFS 1993:100) and recommendations by the Association of Swedish Higher Education Institutions.

The purpose of policy documents at Umeå University is to integrate the perspectives that characterise the University's operations. Policy documents must also contain an analysis of the likely consequences of the document from a gender equality perspective. The student, accessibility and work environment perspectives have been integrated into this rule. The document is not considered to have any consequences for internationalisation or gender equality at Umeå University.

Pursuant to Chapter 6, Sections 14 and 15 of the Higher Education Ordinance, and the Swedish Ordinance (SFS 2018:1519) concerning higher education access programmes, a course is to have a course syllabus stating:

1. the cycle in which the course is given;
2. the number of higher education credits (or access credits);
3. objectives;
4. specific entry requirements;
5. how student performance is assessed; and
6. any other regulations required.²

Umeå University's local rules for the design of course syllabi supplement the provisions of the Higher Education Ordinance and are based on recommendations issued by the Association of Swedish Higher Education Institutions³ in 2011 and the Swedish Higher Education Authority's guidelines Fair Examination.

The content of course syllabi is considered to be provisions in the meaning of Chapter 8 of the Swedish Instrument of Government. So, the provisions of a course syllabus are generally applicable rules that are binding on both the higher education institution and students. The provisions in course syllabi on matters such as modes of assessment and grades form the basis for the examiner's exercise of public authority vis-à-vis a student.

Whenever a course syllabus is amended, those affected must be informed of the changes and given adequate time to conform to the new provisions. For this reason, it is not permitted to amend a course syllabus while a course instance is ongoing.

² For this purpose, the term *other regulations* refers to anything other than assessments of students' performance that constitutes a prerequisite for completing the course.

³ Refer to REK 2011-1: Rekommendationer om kursplaner, utbildningsplaner och betygssystem. www.suhf.se



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The course syllabus contains valuable information for a potential employer when the student enters the labour market. The course syllabus also forms the basis for course evaluation by students and teachers. The course syllabus must be written so that it can be understood by both prospective students and other stakeholders, such as employers.

Remember to use plain language in accordance with Language Council of Sweden guidelines⁴ and do not use unnecessary uppercase letters.

3. Terminology and definitions for working with course syllabi

Ladok	The study documentation system for higher education institutions. First-, second- and third-cycle course registration and results are registered in Ladok.
Selma	Umeå University's course and programme database. This is also where course literature lists are processed. Data in Selma concerning course and programme instances are delivered to other systems, including NyA (via Ladok) and the University's local course and programme catalogue online.
Legimus	The Swedish Agency for Accessible Media's (MTM's) database for accessible course literature.
Course syllabus search	Search function for retrieving and presenting current and archived course syllabi from Selma. Course syllabus search can access course syllabi from autumn semester 2007 onwards. Older course syllabi are in the University's archives.
NyA	NyA is the national admissions system administered by the Swedish Council for Higher Education (UHR). It facilitates applications for higher education studies via www.antagning.se .
Antagning.se/universityadmissions.se	National website on which students can apply for courses and programmes at Swedish higher education institutions. Administered by UHR.
Higher education credits and access credits	Higher education credits are awarded by higher education institutions for which the Swedish Government is the accountable authority and that are entitled to award degrees. Please note that access credits, and not higher education credits, are awarded for higher education access programmes.

⁴ Please refer to www.sprakochfolkminnen.se/sprak/klarsprak.html and <http://www.sprakochfolkminnen.se/om-oss/publikationer/institutets-publikationer/sprakvard/2016-09-14-myndigheternas-skrivregler.html>



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4. Establishment and revision of course syllabi

Rules

The syllabus for freestanding courses and courses given within a programme must be established and made available no later than the date on which the course opens for applications at antagning.se.⁵

If special reasons exist, a course syllabus may be revised at some other point in time. Any such revisions must be established and made available in good time, but no later than eight weeks before the start of the course.⁶ Special reasons for revising a course syllabus may, for example, be that course content needs to be revised in the interests of quality or for compelling external reasons. If this is the case, when assessing which revisions can be made and at which point in time it can be deemed appropriate to make them, particular consideration must be given to the need to make the necessary information about the course available to those intending to take it.

Course syllabi are established and revised in the University's course and programme database, Selma. Entry requirements must be entered and "locked" in Selma before a course instance can be created.

The course syllabus must always be available in Swedish. It is also possible to add an English translation in Selma.

Course syllabi are established and revised by faculty boards. These tasks may be delegated.⁷

Guidelines and information

If a revision changes the nature of a course, a new course with a new course code must be created and a new course syllabus established. A revision may require that the course code is changed and a new course established. The changes do not need to be major; for example, changing the title of a course requires the establishment of a new course syllabus. Such changes require a new course syllabus and course code, and the course must be established in accordance with delegation procedures, even if to all intents and purposes the course will be conducted as before.

Guidelines regarding which changes demand which measures can be found in the table below.

Heading	Type of change
Course title Swedish and English	New course code – required if the change involves more than correcting a spelling mistake, or if no students have ever been admitted to or registered on the course. Contact the Student Services Office for advice.
Scope of the course (higher education credits or access credits)	New course code.
Main field of study	New course code – if only an addition is involved, contact the Student Services Office.

⁵ Normally 15 March for courses commencing at the start of the autumn semester and 15 September for courses commencing at the start of the spring semester.
⁶ Swedish Higher Education Authority (UKÄ) inspection report "Within what time should course and programme syllabuses be established and made available to students?" (Ref. No. 32-00481-17)

⁷ Cf. Delegation Rules for Umeå University and the delegation rules for each faculty.



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Cycle	New course code.
Specialisation	New course code – if only an addition is involved, contact the Student Services Office.
Grading scale	New course code.
Contents	For minor changes, a revision is sufficient – if the changes are more significant, a new course code is required.
Objectives (intended learning outcomes)	For minor changes, a revision is sufficient. When implementing more far-reaching changes to several objectives, consideration should be given to establishing a new course syllabus with a new course code.
Entry requirements	Changes may be made through a revision, but if the changes affect other parts of the course syllabus a new course code is required.
Teaching formats	Revision – no new course code required.
Examination	Depending on the change, a revision or new course code.
Course literature	Not part of the course syllabus. It is possible to create or revise literature lists without revising the course syllabus.
Other regulations	Depending on the change, a revision or new course code.

4.1. Course syllabi in Selma

Below you will find guidelines regarding the information that must be included in a course syllabus and under which heading it should be sorted. Established course syllabi are automatically made accessible via the course syllabus search function.

In Selma, you can propose new courses and course syllabi, revise existing ones and establish course and programme syllabi. All courses and programmes at Umeå University – i.e., the full range to which students can be admitted via the NyA national admissions system – are handled in Selma. Course codes and application codes are created automatically in Selma. The information is also automatically transferred from Selma to Ladok. Information from Selma is also delivered to www.umu.se/utbildning, and indirectly via Ladok till antagning.se, universityadmissions.se and studera.nu.

The following guidelines clarify which information must be registered in Selma. The headings below follow the structure in Selma. Mandatory information in the course syllabus is marked with an asterisk (*).

4.2. Course literature in Selma

Course literature lists can be created and revised in Selma without the need to revise the course syllabus itself. As soon as a literature list is checked as complete in Selma, an acquisition letter is automatically sent to Umeå University Library listing any new course literature, so that the correct literature can be purchased. It is Umeå University Library policy to only procure literature that is entered in Selma. Only literature marked as “Compulsory” in Selma is made accessible by the Swedish Agency for Accessible Media (MTM), see section “Course literature”.



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5. Basic data

5.1. The course title in Swedish*

Rules

The course title in Swedish is stated here, with a maximum of 140 characters including spaces.

Guidelines and information

It should be possible to understand the title without any knowledge of which subject area or department the course belongs to. Try to come up with a brief and unambiguous course title. Information on credits, cycle, type of instruction or similar should not be included in the title, as this is covered elsewhere. As far as possible, avoid abbreviations.

Commonly used words should be avoided to make the course easy to find at antagning.se. For example, avoid calling the course simply “Degree project”, “Basic course”, “Intermediate course” or “Introductory course”. This is particularly important at the beginning of a title, as courses with titles such as “Introductory course in French” will be alphabetically listed under the letter “I”. It would be preferable to name such a course “French: An introduction”.

The title of the course is automatically transferred from Selma to Ladok and is then visible in the course syllabus search.

5.2. The course title in English*

Rules

The course title in English is stated here, with a maximum of 140 characters including spaces.

Guidelines and information

Remember that, unlike in Swedish, you should capitalise all words in the title except for definite and indefinite articles, prepositions and conjunctions, unless these are at the first word in the title or subtitle. Abbreviations should be avoided. It is important to craft the English title with as much care as the Swedish title, as it will be reproduced on degree certificates, transcripts and certificates. The English title need not necessarily be a word-for-word translation of the Swedish title, but it should have the same meaning.

The English title of the course is automatically transferred from Selma to Ladok and is then visible in the course syllabus search.

5.3. Course code prefix and serial number (course code)*

Rules

This is where the course code is created. The code consists of a one-digit prefix (indicating the faculty), two letters (indicating the subject area), and a three-digit serial number.



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Guidelines and information

In Selma it is possible to manually enter the desired serial number, as long as that code has not been used previously. If the field for the final three digits is left blank, the number is generated automatically.

The course code is automatically transferred from Selma to Ladok and is then visible in the course syllabus search.

5.4. Credits*

Rules

This is where you state the number of credits covered by the course. Normally, full-time study during a standard 40-week academic year is equivalent to 60 HE credits.

Guidelines and information

The number of credits is automatically transferred from Selma to Ladok and is then visible in the course syllabus search.

5.5. Grading scale*

Rules

This is where you state the grading scale used on the course. The following grading scales are available:

Code	Grading scale
UV	Fail (U), pass (G), pass with distinction (VG)
UG	Fail (U), pass (G)
UM	Fail (U), pass (B), pass with credit (Ba), pass with distinction (AB)
TB	Fail (U), pass (G), pass with distinction (VG)/pass (3), pass with merit (4), pass with distinction (5),
AF	Excellent (A), very good (B), good (C), satisfactory (D), sufficient (E), insufficient, supplementation possible (FX), insufficient (F).

UV is the grading scale most commonly used. Decisions on dispensation to use a grading scale other than UV rest with the Vice-Chancellor.

The grading scale stated in the syllabus is the one to use to grade the course as a whole. If different grading scales are to be used for course modules or components,⁸ this must be stated under the heading "Examination".

Guidelines and information

The ECTS grading scale has not been used at the University since spring semester 2011 and so ECTS grades must not be stated in the course syllabus. Instead, it is possible for students to obtain grades for a course according to the ECTS Grading Table via a certificate from Ladok.

⁸ Award credits for individually examined components.



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The course grading scale is automatically transferred from Selma to Ladok and is then visible in the course syllabus search.

5.6. Cycle*

Rules

This is where you state whether the course is offered at first, second or third cycle.⁹ A course can only belong to one cycle. The cycle is reflected in the course's intended learning outcomes.¹⁰

Guidelines and information

Information on which cycle the course is offered in is automatically transferred from Selma to Ladok and is then visible in the course syllabus search.

5.7. Statistics Sweden (SCB) subject group/subject*

Rules

State the SCB subject group to which the course belongs. Subject groups are established by Statistics Sweden for use when compiling education statistics.

Guidelines and information

Information on the course's subject group is automatically transferred from Selma to Ladok. The subject group is then visible in the course syllabus search.

5.8. Main field of study*

Rules

This is where you state the main field(s) of study on the course. Umeå University has established a number of main fields of study for Higher Education Diplomas, Bachelor's and Master's Degrees.¹¹ If the course does not have a main field of study, state "Inget huvudområde" ["No main field of study"].

Guidelines and information

If the course syllabus is linked to a main field of study, the course may be included within that field of study for a general qualification.

The main field of study is automatically transferred from Selma to Ladok and is then visible in the course syllabus search.

⁹ If the course is part of a higher education access programme, and so cannot be included in a degree, state "förberedande nivå" ["preparatory level"].

¹⁰ Please refer to Chapter 1, Sections 8 and 9 of the Swedish Higher Education Act (1992:1434) for definitions of education cycles.

¹¹ Please refer to Umeå University's local System of Qualifications.



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5.9. Progressive specialisation*

Rules

Progressive specialisation must be described for every course that belongs to an established main field of study. In addition to the course's main field of study, there is also information on its specialisation in relation to degree requirements and general qualifications.¹²

A course can only have one cycle per main field of study. In conjunction with the award of a degree, it must be stated in the specialisation (the chosen specialisation code) whether the course contains a degree project.

Code	Description
G1N	First cycle, has only upper-secondary level entry requirements
G1F	First cycle, has less than 60 credits in first-cycle course(s) as entry requirement
G1E	First cycle, contains specially designed degree project for Higher Education Diploma
G2F	First cycle, has at least 60 credits in first-cycle course(s) as entry requirement
G2E	First cycle, has at least 60 credits in first-cycle course(s) as entry requirement, contains degree project for Bachelor of Arts/Bachelor of Science
GXX	First cycle, in-depth level of the course cannot be classified
A1N	Second cycle, has only first-cycle course(s) as entry requirement
A1F	Second cycle, has second-cycle course(s) as entry requirement
A1E	Second cycle, contains degree project for Master of Arts/Master of Science (60 credits)
A2E	Second cycle, contains degree project for Master of Arts/Master of Science (120 credits)
AXX	Second cycle, in-depth level of the course cannot be classified

Guidelines and information

Information on the course's progressive specialisation is automatically transferred from Selma to Ladok and is then visible in the course syllabus search.

6. General

6.1. Date of approval, decision-making body and validity period*

Rules

The course syllabus must state the date on which the syllabus was established or revised and, pursuant to the delegation procedures, which instance (e.g., head of department or faculty board) reached the decision. In Selma, this is stated under "Beslutsdatum" ["Date of approval"] and "Beslutande organ" ["Established by"]. When the course syllabus is revised, the corresponding

¹² Please refer to Umeå University's local System of Qualifications.



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information is stated under “Revideringsdatum” [“Date of revision”] and “Reviderad av” [“Revised by”].

It must also be stated when a new or revised course syllabus is to enter into force. In Selma, this is stated as the year and week number under “Kursplan giltig från” [“Course syllabus valid from”]. The valid-from date should be the same date on which students are to begin taking the course according to the (version of) the course syllabus.

Guidelines and information

The date of approval can be seen in the course syllabus search under the heading “Datum för inrättande” [“Date of establishment”], the decision-making body under “Beslutad av” [“Decided by”], and the date of revision under “Reviderad [“Revised”] and “Giltig från datum” [“Valid from”]. “Reviderad av” [“Revised by”] is not displayed in the course syllabus search.

6.2. Entry requirements/required knowledge*

Rules

The entry requirements (required knowledge) and other conditions, over and above general entry requirements, that are required for a student to benefit from the course and achieve the intended course learning outcomes. The entry requirements stated in the course syllabus are the basis for reviewing student’s applications in the NyA admissions system.

The design of entry requirements is to be based on the information on the staff website under “Education and research”.

Guidelines and information

It is important to state the required knowledge. Ambiguously formulated entry requirements may result in students who lack the capacity to benefit from the teaching and achieve the intended learning outcomes of the course being admitted, or students who do have the capacity being deemed unqualified. The entry requirements for a course included in the course and programme catalogue should not be changed during the current academic year. Entry requirements are visible in the course syllabus search and are automatically transferred to antagning.se or universityadmissions.se.

6.3. Department holding the course*

Rules

The department (or equivalent organisational unit) that creates the course syllabus in Selma is automatically the responsible department, referred to as “the department holding the course”.

Guidelines and information

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



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6.4. Participating departments

Guidelines and information

If any departments or units other than the department holding the course are participating, they can be named here. These are selected from a list in Selma and it will then be possible for users from participating departments or units to work on the course syllabus. Only departments and units of Umeå University can be selected. External entities are stated under “Other regulations”.

Information on participating departments or units is automatically transferred from Selma to Ladok and is then visible in the course syllabus search.

7. Description

7.1. Notes

This field in Selma is not displayed in the course syllabus search and can therefore be used internally – for revisions, for example.

7.2. Objectives (intended learning outcomes)*

Rules

This is where you state the objectives of the course in terms of intended learning outcomes. These intended learning outcomes tell students what is required to pass the course and are the basis for assessment, examination and grading criteria.

Objectives are to be formulated so that:

- it is clear what knowledge, understanding, competence, skills, judgement and approaches they should be able to demonstrate on completing the course;
- they are clear to students, teachers and other stakeholders, such as prospective employers;
- they can form the basis for planning the course and programme;
- they can be tested in examinations; and
- they can form the basis for following up and quality assuring the course.

Guidelines and information

If the course is divided into modules (see section “Contents”), objectives can also be divided according to the various modules.

Intended learning outcomes are visible in the course syllabus search.



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7.3. Contents*

Rules

The main content of the course is described here. Content is to reflect the intended course learning outcomes.

If the course is divided into modules, these should be listed here.

Guidelines and information

To the extent that it is possible given the course's educational approach and other preconditions, the course should be divided in credit-bearing modules of no more than 7.5 credits. This will make it easy to reach decisions on credit transfers and for students to be granted student finance.

Course content is visible in the course syllabus search.

7.4. Type of instruction*

Rules

Briefly describe how teaching will be organised from a learning perspective, and which types of instruction and working methods will be used; for example, lectures, group work, seminars, supervision, laboratory sessions, field studies and placements. Here, you should also state whether any specific equipment is required in order to follow teaching during the course. If the course includes compulsory components, this should be clearly stated here.

For courses that include degree projects, it must be stated at which times the students are entitled to supervision. The Swedish Higher Education Authority recommends that, within reasonable limits, students who do not complete their degree project during the course period should receive supervision until such time as the project is finished. If the department holding the course wishes to deviate from this practice, it must be prescribed in the course syllabus.¹³

Guidelines and information

State whether any course-specific elements such as outdoor teaching or teaching during evenings or weekends will take place, or whether meetings in distance courses are to be held physically or virtually.

Type of instruction is visible in the course syllabus search.

7.5. Examination*

Rules

State how student performance is to be assessed (e.g., written hall examinations, take-home examinations, oral examinations, academic papers, reports, laboratory sessions, placements or seminars).¹⁴

¹³ Please refer to the document *Procedures for supervising degree projects*.

¹⁴ Please refer to the document *Rules for grades and examination*.



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The modes of assessment to be used during a course must be clearly stated in the course syllabus, for example:

- whether examination is to be individual or in groups (i.e., a group performance in which it is possible to assess individual contributions); and
- whether examination is to be oral, written or practical (e.g., a laboratory session).

The chosen modes of assessment must also be specified, such as whether a written assignment is to be completed at home or in the examination hall, whether an oral examination is to be documented in an audio recording, and so on. Nonspecific formulations such as “and/or”, “modes of assessment may vary”, and lists of possible types of examination formats are not permitted.¹⁵

The provisions of the Swedish Discrimination Act (2008:567) require higher education institutions to take reasonable measures to adapt examinations, or offer alternative modes of assessment, to students with disabilities.¹⁶ To clarify this, the following formulation is to be included in course syllabi.

Examiners may decide to deviate from the modes of assessment in the course syllabus. Individual adaption of modes of assessment must give due consideration to the student's needs. The adaption of modes of assessment must remain within the framework of the intended learning outcomes in the course syllabus. Students who require an adapted examination must submit a request to the department holding the course no later than 10 days before the examination. The examiner decides on the adaption of the examination, after which the student will be notified.

Even voluntary modes of assessment, such as quizzes that can give bonus credits for a later examination, are to be stated in the course syllabus.

Restraint is to be exercised in limiting the number of examination opportunities afforded to students, and any such limitation should be justified by the fact that an unlimited right would be a waste of resources. If limits are placed on the number of occasions on which a student may sit an examination in order to achieve a passing grade for a course or module, the number of opportunities must be at least five. If a passing grade for a course or module depends on the student successfully completing a placement (VFU) or corresponding training, the total number of placements or corresponding training must be at least two. Any limits on the total number of examination opportunities are to be stated in the course syllabus.

For courses containing a placement (VFU), the following formulation is to be stated in its entirety:

In consultation with the supervisor, the responsible examiner may decide to fail a student during an ongoing placement if the student demonstrates shortcomings in knowledge, skills or approach that, either individually or in combination, present a significant risk that the student will cause physical or psychological harm to another person during the placement. The placement will then be prematurely terminated and the student given a failing grade for the course in question. In such cases, the student is deemed to have used up one placement opportunity.

¹⁵ Please refer to the document *Rules for grades and examination*.

¹⁶ Please refer to the Swedish Discrimination Act (2008:567) and Umeå University's *Procedure for support for students with disabilities*.



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In conjunction with such a decision, an individual development plan is to be drawn up by the examiner in consultation with the student. This development plan is to state the knowledge, skills and approaches that the student needs to acquire before they can begin a new placement, as well as a date on which this will be checked. The student is entitled to two such checks each year but, unless special grounds exist, to no more than four checks in total. If such a check reveals that the student has acquired the knowledge, skills and approaches specified in the individual development plan, the student has the right to a new placement, as long as the student has not exhausted their total number of placement opportunities. If the course syllabus limits the number of placement opportunities and the student has exhausted these, then the student is not entitled to a new assessment opportunity.

The syllabus must also describe how grades for modules will be weighted when grading the entire course. If different grading scales are to be used for course modules, this is to be stated here.

Example:

To achieve a pass with distinction (VG) for the entire course, the student must have been awarded a minimum of 22.5 credits for modules.

In the event of a course syllabus being withdrawn or undergoing major changes, the guidelines for resits are to be stated in the transitional provisions in the course syllabus. The transitional provisions must guarantee students at least three examination opportunities (including the regular examination session) in accordance with the previous course syllabus during a maximum of two years from the expiry of the course syllabus or the withdrawal of the course. The same applies to placements (VFU), with the limitation that students are to be guaranteed at least one examination opportunity (including the regular examination session).

Guidelines and information

Assessment criteria (grading criteria) are not included in the course syllabus, but should be conveyed to students in some other way.

For courses on which modes of assessment are dependent on specific and changeable conditions, such as the number of students enrolled on the course, a provision on alternative modes of assessment may be included in the course syllabus. The following formulation can then be used: *Other modes of assessment may be used if the conditions for implementing the course change to a significant extent* – in which case the syllabus must also state the kind of changes referred to, what is meant by a significant extent, and which alternative modes of assessment will be used.

Modes of assessment are visible in the course syllabus search.

7.6. Any other regulations required

Guidelines and information

Any other regulations that are required, such as whether the course overlaps another course and so cannot be (fully) credited to a degree together with that course.



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Example:

The course cannot be credited to a degree together with either of the courses Peace and Conflict Studies C (2FO008) or Peace and Conflict Studies AD (2FO014).

The course may be credited to a degree together with the course Molecular Developmental Biology (3BM016), for a combined 21 credits.

This course replaces the previous course Project Management (5EL021) and cannot be credited to a degree together with that course.

Other regulations are visible in the course syllabus search.

8. Modules

The Modules tab is used to create modules and module sets for transfer to Ladok. These will not be part of the course syllabus nor will they be visible in the course syllabus search function, but they must be entered so that results can be reported in Ladok.

9. Course literature

Rules

Course literature lists must be checked as finished (decided) in Selma, or a system approved by the Student Services Office, no later than eight weeks before the start of the course. The list must also state which course literature is compulsory. For this purpose, the term *compulsory* refers to course literature that is necessary or recommended for students to benefit from the course content and achieve the intended learning outcomes. This is also the literature that Umeå University Library will order from the Swedish Agency for Accessible Media (MTM) as and when necessary and on request from students. MTM only makes literature accessible if it is marked as “compulsory” in Selma.

Guidelines and information

It is not compulsory to list course literature in the course syllabus. It is however a requirement to list course literature in Selma or a system approved by the Student Services Office. It is vital that a course literature list is established and published in good time before the start of the course as described above, especially given that students with disabilities may need literature in a different format (such as audio books or Braille) and will need time to acquire the literature before the course begins. Please note that it may take a considerable time for MTM to produce accessible versions of course literature that is not already in the Legimus database. It is therefore a matter of some urgency that students have the possibility to notify Umeå University Library as soon as possible.

The literature list specifies the course literature and other teaching aids used on the course. It is possible to establish a new literature list without revising the course syllabus; however, it is not possible to work with a literature list from an earlier version of a course syllabus once it has been revised in Selma. The week number and year in which each literature list enters into force must be stated in Selma.



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It is possible to structure literature lists in main groups and subgroups in Selma (i.e., with headings and subheadings) to, for example, divide literature into different modules. There is space for information both after the heading and at the foot of the group. Text fields are limited to 500 characters. It is also possible to give reading instructions for each individual item of literature.

Course literature is visible in the course syllabus search.

10. Archiving

Rules

Once a new or revised course syllabus has been established, it needs to be archived.¹⁷

11. Discontinuation

Guidelines and information

When a course is discontinued, it can be withdrawn in Selma. It is also possible to state the date on which it will be discontinued. When a course is discontinued, it will no longer be possible to create course instances, hence no new students can be registered on the course. The course syllabus does not however disappear from the course syllabus search and if a date of discontinuation has been registered this will be displayed with the course syllabus.

¹⁷ Please refer to the document *Retention and deletion plan for first- and second-cycle education*.