



UMEÅ UNIVERSITY

# **RULES FOR PROGRAMME SYLLABI IN FIRST- AND SECOND-CYCLE EDUCATION**

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# 1. Description

This document contains rules regarding programme syllabi drawn up at Umeå University. The purpose is to ensure a legally certain and institution-wide process for the drawing up and revision of programme syllabi. The rules apply to new or revised programme syllabi established after 1 January 2020.

# 2. Background

This document replaces “Utbildningsplanemall för kurser på grundnivå och avancerad nivå vid Umeå universitet/Reg no: 500-2102-11” and is primarily aimed at employees who take part in the drawing up of programme syllabi.

National regulations regarding programme syllabi can be found in the Higher Education Ordinance and the recommendations issued by the Association of Swedish Higher Education Institutions. These rules have links to the Code of rules and procedures for the establishment, cancellation, revision or phasing out of course, programme, main field of study and local qualification descriptor (“Handläggningsordning för att inrätta, ställa in, revidera eller avveckla kurs, program, huvudområde och lokal examensbeskrivning”) as well as the Local System of Qualifications (“Lokal examensordning” from 2007).

Due to the content and nature of the document, concerns for perspectives regarding collaboration, sustainability and international matters have not been taken into account. These rules are not regarded to have any impacts on gender equality at Umeå University.

# 3. General about programme syllabi

The Higher Education Ordinance<sup>1</sup> states that each study programme must have a programme syllabus and each course a course syllabus. Programme syllabi are to be regarded as regulations in the sense stated in the system of government and is binding to both the higher education institution and the student.

The programme syllabus shall, according to the Higher Education Ordinance, indicate the following: the courses that the study programme comprises, specific entry requirements and other regulations required.

The recommendations of the Association of Swedish Higher Education Institutions<sup>2</sup> also state that a programme syllabus must include:

- The primary structure of the study programme
- At what point the programme syllabus or revision of such shall take effect as well as transitional regulations and potential other regulations.

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<sup>1</sup> Chapter 6, Higher Education Ordinance (1993:100).

<sup>2</sup> REK 2011:1.



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Texts in programme syllabi should be as brief as possible and only contain necessary information. Other information aimed at prospective or current students should be placed in presentations of the programme on the Umeå University web or in printed programme brochures.

Programme syllabi for study programmes must be approved<sup>3</sup> and accessible to students no later than the first day that application for the programme opens<sup>4</sup>.

A programme syllabus must always be written and established in Swedish, but can be translated to English.

### 3.1. How programme syllabi link to local qualification descriptors

Local qualification descriptors are policy documents forming the basis for the University's assessment of if a degree certificate can be issued or not. The content of the programme syllabus must mean that a student taking a programme can fulfil the targets formulated in the qualification descriptor. A student who has completed the courses included in the programme syllabus can be awarded the same degree no matter if the student has taken the courses within the programme or as freestanding courses.

### 3.2. Processing of suggestions for new study programmes and revisions of current programmes

Decisions to establish a new study programme, as well as revisions of a current programme that require a new programme syllabus to be established, must take place in accordance with the Code of rules and procedures for the establishment, cancellation, revision or phasing out of a course, programme, main field of study and local qualification descriptor ("Handläggningsordning för att inrätta, ställa in, revidera eller avveckla kurs, program, huvudområde och lokal examensbeskrivning")<sup>5</sup>.

## 4. Formalities and basic data

Basic data that must be complete when a proposal for a new study programme is submitted to the Vice-Chancellor for decision-making are: programme name, scope and entry level.

On assignment by the Faculty Board, basic data together with the Vice-Chancellor's decision are to be sent to the Student Services Office as an order of a new study programme<sup>6</sup>. The Student Services Office will enter the programme into Ladok to enable the basic data to be transferred to Selma and will then inform the appointed person at the faculty of the programme code. That person is then responsible for adding the additional data about the study programme in Selma.

### 4.1. Programme name

The name of the study programme must be provided in Swedish and be translated into English. The English translation must, as far as possible, share the same meaning as the Swedish name<sup>7</sup>.

<sup>3</sup> For the establishment and revision of programme syllabi, please refer to the Rule for the Vice-Chancellor's Decision-Making and Delegation of Authority.

<sup>4</sup> For term times and important dates for national and international admissions rounds, please go to [Antagning.se](http://Antagning.se) and [Universityadmissions.se](http://Universityadmissions.se).

<sup>5</sup> [www.umu.se/regelverk](http://www.umu.se/regelverk)

<sup>6</sup> A form is available on the collaboration site "Handbok för utbildningsfrågor".

<sup>7</sup> The Swedish Council for Higher Education (Universitets- och högskolerådet) has a Swedish-English dictionary that can be of help in translations.



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### 4.2. Scope

State the scope of the study programme in terms of credit points.

### 4.3. Programme code

The study programme is assigned a code according to the standards of the national Ladok system.

### 4.4. Decision-making body

This section states by what body and when the programme syllabus was approved, the latest date of revision, and from what semester the programme syllabus is valid.

### 4.5. Registration number

State the registration number when one has been assigned.

## 5. Programme targets

The following texts in *italics* must be used in the programme syllabus with the wordings stated here (equivalent texts in Swedish are found in the Swedish version of these rules found on [umu.se/regelverk](http://umu.se/regelverk)).

### 5.1. Degree

Use one of the below texts, which one depends on what degree the study programme leads to. Terms marked in **bold** in the below examples are to be exchanged for the correct term in Swedish and English for the degree the study programme leads to. Please contact the Degree Evaluation Office at the Student Services Office, to ensure that the title of the degree is correct.

#### Study programmes leading to a professional qualification

*After completed study programme, a student who has applied for a degree certificate can obtain a **Degree of Bachelor of Science in Nursing** according to the local qualification descriptor established by the Vice-Chancellor (see Umeå University's web site). The Swedish translation of **Degree of Bachelor of Science in Nursing** is **Sjuksköterskeexamen**.*

#### Study programmes leading to a professional qualification with a specialisation

*After completed study programme, a student who has applied for a degree certificate can obtain a **Degree of Master of Science in Engineering** according to the local qualification descriptor established by the Vice-Chancellor (see Umeå University's web site). The Swedish translation of **Degree of Master of Science in Engineering** is **Civilingenjörsexamen**. The degree is awarded with the specialisation **Interaction Technology and Design (Interaktion och design)**.*

#### Programmes leading to a general degree or a degree in the fine, applied and performing arts with both main field of study and specialisation

*After completed study programme, a student who has applied for a degree certificate can obtain a **Degree of Bachelor of Science** according to the local qualification descriptor established by the Vice-Chancellor (see Umeå University's web site). The Swedish translation of **Degree of***



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**Bachelor of Science is Filosofie kandidatexamen.** The degree is awarded in the main field of **informatics (Informatik)** with the specialisation **IT and System Analysis (Systemvetenskap)**.

Study programmes leading to a general degree or a degree in the fine, applied and performing arts with a main field of study (but no specialisation)

After completed study programme, a student who has applied for a degree certificate can obtain a **Degree of Master of Science (120 credits)** according to the local qualification descriptor established by the Vice-Chancellor (see Umeå University's web site). The Swedish translation of **Degree of Master of Science (120 credits)** is **Naturvetenskaplig masterexamen**. The degree is awarded in the main field of **Biology (Biologi)**.

Study programmes leading to a general degree or a degree in the fine, applied and performing arts with a specialisation (but no main field of study)

After completed study programme, a student who has applied for a degree certificate can obtain a **Higher Education Diploma** according to the local qualification descriptor established by the Vice-Chancellor (see Umeå University's web site). The Swedish translation of **Higher Education Diploma** is **Högskoleexamen**. The degree is awarded with the specialisation **SPA Environment (SPA-miljöer)**.

### 5.2. Description of the education for the education cycle in question

This section must state the general targets in the Higher Education Act for study programmes in the education cycle in question. Examples of wordings are:

For first-cycle courses and study programmes (undergraduate):

*This education is offered on first cycle level. The targets for first-cycle courses and study programmes can be found in Chapter 1, Section 8 of the Higher Education Act.*

For second-cycle courses and study programmes (Master's):

*This education is offered on second cycle level. The targets for second-cycle courses and study programmes can be found in Chapter 1, Section 9 of the Higher Education Act.*

For first- and second-cycle courses and study programmes (undergraduate and Master's):

*This education is offered on first-cycle and second-cycle levels. The targets for first- and second-cycle courses and study programmes can be found in Chapter 1, Section 8 and 9 of the Higher Education Act.*

### 5.3. National targets for current degree

Use the following text:

*The national targets for the degree can be found in the Higher Education Ordinance, Appendix 2.*



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### 5.4. Local targets for current degree

This section states any potential local targets for the degree in question. The additional local targets must be within the scope of the national targets and be expressed as expected learning outcomes within one of the following areas:

- Knowledge and understanding
- Competence and skills, or
- Judgement and approach

The targets must explicitly state what the student is expected to understand, relate to or have the ability to perform in order to be awarded a certain degree.

## 6. Programme structure

### 6.1. General

State:

- General information about the programme structure<sup>8</sup>. If it is possible to terminate the study programme and obtain a degree covering less than the total credits of the programme, this must be stated here. For instance, the opportunity to take a one-year Master's degree (magisterexamen) from a two-year Master's programme (masterexamen).
- What, if any, specialisations or profiles the study programme contains.
- If the study programme contains compulsory internships, placements or clinical training.

Also, add the following text:

*Compulsory courses are courses that all students within the study programme normally take. A student who takes a study programme is guaranteed a place on all compulsory courses under the condition that the entry requirements for the course in question have been met. Entry requirements are stated in each course syllabus.*

If the study programme contains **elective courses**, the following text is to be added:

*Elective courses are a selection of courses that Umeå University offers within the scope of the programme. Students choose themselves which of these courses they wish to register for. A student is guaranteed a place on one of these courses under the condition that the entry requirements for the course in question have been met. Nevertheless, students cannot be guaranteed a place on the courses of their first choice. Entry requirements are stated in each course syllabus.*

If the study programme contains **optional courses**, the following text is to be added:

*Optional courses in a study programme are applied for in competition with all other applicants. Optional courses can be taken at Umeå University or any other higher education institution in Sweden or abroad.*

Also add the following text:

*The courses included in the study programme are listed in chronological order under the headline "Study plan".*

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<sup>8</sup> Please note that courses included in the programme must be stated in the study plan (see headline "Study plan").



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### 7. Admission and entry

#### 7.1. Entry requirements

This section must include specific entry requirements<sup>9</sup>.

### 8. Examination format and grades

#### 8.1. Examination format

Use the following text:

*Each course syllabus states what examination formats are to be used in each course.*

#### 8.2. Transfer of credits

Use the following text:

*Student who considers themselves to possess knowledge from previous relevant studies or professional or vocational experience that can be comparable to a course or part of a course in the study programme, can apply for transfer of credits. Approved transfer of credits means that the student does not need to take the or those parts of the education that the decision covers. Information about transfer of credits can be found on Umeå University's web site.*

#### 8.3. Grades

Use the following text:

*Each course syllabus states what grades are to be used in each course.*

### 9. Other regulations

#### 9.1. Deferment of studies

Use the following text:

*Information about deferment of studies can be found on Umeå University's web site.*

#### 9.2. Leave from studies

Use the following text:

*Information about leave from studies can be found on Umeå University's web site.*

#### 9.3. Non-completion

Use the following text:

*Information about non-completion can be found on Umeå University's web site.*

#### 9.4. Dissuasion

Dissuasion is not applied at Umeå University. Make sure to leave the field empty for the headline not to be shown in the programme syllabus.

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<sup>9</sup> Please note that general entry requirements and specific entry requirements are different depending on if the programme is a first-cycle or second-cycle education. Templates to use are available on the collaboration site "Handbok för utbildningsfrågor".





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### 9.5. Other

State any potential other provisions<sup>10</sup>.

Also write if the programme syllabus replaces a previous programme syllabus and what potential transitional rules apply.

#### Information

When revising a programme syllabus, the revision must state if and how students who have already started their studies on the programme are affected by the changes, and if affected students, during a transitional period, will be given the opportunity to complete the programme according to the old rules.

When phasing out a study programme, the programme syllabus must be revised so that the section "Other" states for how long and in what way students who have started their studies on the programme are given the opportunity to complete their education.

A student who has started a programme must, to the extent possible, be able to assume that the conditions valid at the start of the studies will apply during the duration of the education period. For instance, students who take leave from studies are not to be worse off than if they complete the programme according to the original study plan.

## 10. Study plan

State the following text in the text field<sup>11</sup>:

*To find out what compulsory, elective and optional courses are, please read under the section "General" above.*

Add the courses that are included in the study programme in chronological order, i.e. the order the student will take them. Compulsory or elective courses must be marked as such.

If optional courses can be taken within the scope of the study programme, please state how many credit points such courses can constitute.

If some courses are taken simultaneously, please state to which courses this applies.

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<sup>10</sup> Other provisions can be specific to the programme, for instance routines for change of location, requirements for criminal records excerpts, information regarding matters of conscience, and health and vaccination programmes.

<sup>11</sup> Do not include the words "elective" and/or "optional" if the study programme does not include any such courses.