



GÖTEBORGS  
UNIVERSITET

POLICY DOCUMENT  
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# RULES FOR PROGRAMME SYLLABUSES AT FIRST AND SECOND CYCLE LEVELS

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Decision maker	Vice-Chancellor
Responsible body	Educational Affairs
Date of decision	2020-04-16
Period of validity	From 2020-04-21 and until further notice
Summary	This document applies to all programme syllabuses at first and second cycle levels. Where there is a need for amendments to a current programme syllabus, this should be done at the next regular revision.

# RULES FOR PROGRAMME SYLLABUSES AT FIRST AND SECOND CYCLE LEVELS

## Programme title, credits and cycle level

Specify the title of the programme in Swedish and in English. Specify the programme code and the total credits. The programme title may not be changed once the programme syllabus has been adopted. However, spelling mistakes, misplaced or dangling modifiers and incorrect translations may be corrected.

Specify whether the programme is offered at first or second cycle level. For programmes in which qualifications are at a level other than admission level for the programme, this should be specified. (For example, this may apply to programmes that lead to a professional qualification).

For example: First cycle, second cycle qualification.

The cycle level may not be changed once the programme syllabus has been adopted. If it is changed, a new programme syllabus with a new programme code must be established.

## Establishment

Specify the date on which the Faculty Board or equivalent established the programme syllabus. Also specify the date and the semester from which the programme syllabus will enter into force.

Specify whether the programme syllabus has been revised and include references to previous decisions. See also the Transitional regulations below.

Specify the department or equivalent that is responsible for the programme and the division of responsibilities in implementing the programme by indicating the departments or equivalent that are involved for example.

New or revised programme syllabuses have to have been established and made available to students no later than when the programme opens for applications on [antagning.se/universityadmissions.se](http://antagning.se/universityadmissions.se).

## Purpose

State the purpose of the programme, for example in terms of a regulated profession, professional role, labour market relevance, relevance to continued university studies or similar.

## Entry requirements

For first cycle courses and study programmes, state the general admission requirements and any additional entry requirements and other conditions of study for the student to be able to benefit from the course or study programme.

State the entry requirements as ‘General admission requirements and [...]’

For second cycle courses and study programmes, state the entry requirements and any other conditions **in addition to** the general admission requirements for the student to be able to benefit from the course or study programme.

If the entry requirements need to be changed as a result of changes in the programme, a new programme syllabus with a new programme code must be adopted. Where the requirements need to be changed without the content of the programme being changed, the entry requirements may be adjusted within the context of a regular revision.

Specify that other entry requirements are documented in each course syllabus.

The selection criteria for the programme are decided separately and must not be written into the programme syllabus.

## **Higher education qualification(s) and main field of study**

Specify the qualification(s) to which the programme leads in the form of the title of the degree/qualification in the University's system of qualifications. The title is to be stated in both Swedish and English.

Note that a programme may lead to several qualifications and that it may also be possible to obtain a general qualification after studies in a programme that primarily leads to a professional qualification.

Specify the main field of study for the qualification to which the programme leads with reference to the title of the main field of study in the University's system of qualifications, including any specialisation in the main field of study. Where the programme can lead to a qualification in a number of main fields of study, this is to be specified. The titles are to be given in both Swedish and English.

Please note that not all programmes that lead to a professional qualification necessarily contain a main field of study. However, an established main field of study is a prerequisite for a programme to also lead to a general qualification.

## **Learning outcomes**

The learning outcomes that apply to the relevant qualification in the Higher Education Ordinance (SFS 1993:100, System of Qualifications, Annex 2, or more precisely the Ordinance amending the Higher Education Ordinance) *may* be specified. Alternatively, a reference is to be made to the Ordinance. Any local/specific learning outcomes that apply to the programme in addition to the above *must* be specified and can be defined based on *Knowledge and understanding*, *Competence and skills*, and *Judgement and approach*, which can be formulated together or under separate headings.

If the learning outcomes are changed extensively, a new programme syllabus must be established.

## **Content and structure**

Describe the main content and structure of the programme in the form of a normal study route. The profile of the programme and its fundamental pedagogical idea may also be described here.

Specify any subject areas or specialisations in the programme under this heading or in an annex<sup>1</sup>.

Specify the courses that the programme contains along with which course are compulsory and which are electives. Also specify the courses that make up the main field of study, where applicable, and the course that contains the independent project (the latter applies whether the programme leads to a general qualification or a professional qualification). This may also be specified in an annex<sup>1</sup>.

Specify whether the programme contains a professional placement, its credits and specialisation.

If the content is changed extensively, a new programme syllabus with a new programme code must be established.

## **Guaranteed place**

Students that follow the programme at the prescribed rate of study have a guaranteed place in all courses in the study programme. A guaranteed place at the University of Gothenburg is either general or restricted.

A general guaranteed place means that a student admitted to the programme has a guaranteed place in all compulsory courses in the programme syllabus and in one or more of the courses that are specified as electives in the programme syllabus, provided that the student satisfies the entry requirements for the course(s).

A restricted guaranteed place means that it is not possible to guarantee the student a place in their first choice of elective courses.

Consequently, where relevant, specify the courses for which a restricted guaranteed place applies.

## **Transitional regulations**

Specify here any transitional regulations associated with revisions of the programme syllabus and, where applicable, any restrictions that may be in place during the transition between different versions.

## **Additional information**

State here any information that may not be evident from the above, for example, if:

- The studies may involve a stay at another location, in the field or at a field station
- Evening or weekend studies might be included and, if so, to what extent
- There are specific rules (for example for clothing and jewellery during professional placements or in labs) affecting the programme
- Additional documentation is required to be able to complete the programme, for example an extract from criminal records in cases where certain types of crime would prevent a student from taking the courses in the programme
- The programme contains elements which may entail costs for the student in addition to travel costs to the teaching locale (also applies to professional placements), for reading materials or for other

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<sup>1</sup> Whether the information is shown under headings in the programme syllabus or in an annex does not affect the decision-making procedure. The annex is to be seen as part of the programme syllabus. Consequently, the programme syllabus must be revised if the content of an annex needs to be changed.

teaching materials. In these cases, a free alternative must be offered. In addition, if costs that students can expect are to be clarified, for example for teaching materials, this should be done here.

Specify that follow-up and evaluation of the programme are in accordance with the current “Policy for quality assurance and continuous quality improvement of education at the University of Gothenburg”.