

RULES FOR STUDIES AT FIRST- AND SECOND-CYCLE STUDIES

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Decision-maker	Vice-Chancellor
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Period of validity	From 19 November 2020 until further notice
Summary	<p>Together with other policy documents and Sweden's laws and ordinances pertaining to higher education, these Rules are intended to provide good conditions for your studies at the University.</p> <p>This is a revision of the previous University of Gothenburg local study rules (G2011/323).</p>

Introduction

These *Rules for studies at first- and second-cycle studies* apply to all courses and study programmes at first- and second-cycle levels at the University of Gothenburg.

The interpretation and application of these Rules is to be *student-centred*. Together with other policy documents at the University of Gothenburg, and Sweden's laws and ordinances pertaining to higher education, these Rules are intended to provide good conditions for studies at the University.

For the outcome to be positive, all education coordinators at all organisational levels along with the students and their representatives must unequivocally take responsibility for the interpretation and application of these Rules. This applies in particular where the Rules provide scope for a variety of solutions.

Where a conflict arises between different student interests, they must be weighed up against each other, for example the interests of an individual student versus the interests of the wider group of students, or educational benefits versus clarity and predictability.

1. Costs of studies

The University is to strive to minimise students' costs in connection with their studies.

2. Information to students

Information on course literature etc. should be accessible to students no later than eight weeks before the start of a course.

No later than two weeks before the start of a course, students are to have access to the information they need to be able to plan their studies. This information is to consist of the course syllabus and timetable, including the times for examinations and compulsory course components.

3. Semester dates

The autumn semester begins on the Monday that falls between 28 August and 3 September and lasts for 20 weeks.

The spring semester begins on the Monday that falls 20 weeks after the start of the autumn semester and lasts for 20 weeks.

The University Director decides on any deviations from these semester periods and the arrangements for these.

4. Timetabling and teaching

A course should not be timetabled on more than five days in the week.

Classes for courses taught during the day are to be scheduled between 08:00 and 17:00.

Classes for courses taught in the evenings are to be scheduled between 17:00 and 21:00.

Normal examination sessions are to be scheduled for times that are otherwise timetabled for the course unless there are special reasons for scheduling them at different times.

Regular breaks should be planned.

Changes in the timetable may only be made in connection with unforeseen events and the students are to be notified without delay.

5. Supervision of independent projects

Students are entitled to supervision for independent projects worth at least 15 credits.

Students are entitled to request a change in their supervisor. Any such request is to be submitted to the department or equivalent and is to be granted unless there are special reasons not to.

6. Course evaluation

The Swedish Higher Education Ordinance (1993:100), Chapter 1 Section 14, states that *Higher education institutions shall enable students who are participating in or have completed a course to express their experiences of and views on the course through a course evaluation to be organised by the higher education institution. The higher education institution shall collate the course evaluations and provide information about their results and any actions prompted by the course evaluations. The results shall be made available to the students.* Ordinance (2000:651).

A summative course evaluation is to be offered, where possible in written and anonymous form. A course evaluation should also be carried out after each module worth 7.5 credits. It should be possible for students to provide concrete suggestions for improvements in free text form.

In addition, various forms of dialogue and feedback with students or student representatives should be offered throughout the course and at the end of the course.

The summative course evaluation is to be summarised. Course evaluations from modules are to be summarised after the last module. Any suggestions for measures to improve the course and the reflections of the course coordinator are to be included in the summary.

The summary or a web link to the summary is to be sent to the group of students who have just completed the course within a reasonable timeframe after the end of the course.

Students registered for the next course instance are to be informed about the summary. The information must contain an account of any measures taken.

The summary with the account of any measures taken is to remain accessible to the students.

7. Complaints about deviations

This document is supplemented by the Procedure for handling complaints from students. The Procedure is published on the website of the University of Gothenburg at medarbetarportalen.gu.se/styrdokument/utbildning/ and on the Student Portal.