



Rules for Programme Syllabuses at First- and Second-Cycle Level

Decision maker	Vice-Chancellor
Responsible Body	Educational Affairs
Date of decision	20/06/2024
Period of validity	To be scrutinised for relevance/revised no later than 2027.
Summary	This document applies to all programme syllabuses at first- and second-cycle level. Any necessary adaptation of existing programme syllabuses will be done at the next ordinary revision of these.

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Introduction

Chapter 6 Section 16 of the Higher Education Ordinance (1993:100), hereinafter called HF, states that a study programme must have a programme syllabus. According to Section 17 of the same chapter, the programme syllabus must state the courses included in the study programme, specific entry requirements and other necessary regulations. *Rules for Programme Syllabuses at First- and Second-Cycle Level* is the local governing document that regulates how programme syllabuses at first- and second-cycle level are formulated at the University of Gothenburg.

Rules for Programme Syllabuses at First- and Second-Cycle Level applies to all programmes at first and second cycle level at the University of Gothenburg. The rules shall, together with the University's other governing documents, contribute to providing good conditions for studies at the University. Decision mandates that are mentioned in the rules are further regulated by *Delegation of Authority Policy* and *Rules of Procedure at the University of Gothenburg*.

General rules

1. Every study programme must have a programme syllabus. The programme syllabus that has been established must be found in the University's study documentation system.
2. A programme syllabus must be established in Swedish. If the programme is taught in English, the programme syllabus must be translated into English. In a situation where there is a version of a programme syllabus in English that could be interpreted in a different way from the Swedish language version, the programme syllabus in Swedish takes precedence.
3. The necessary regulations that apply to a programme must be stated in the programme syllabus. If the studies may involve staying at another location, if the study programme contains elements that could lead to costs for students or if any other circumstances exist that could be assumed to have not insignificant effects for the student, this must be stated as other regulations in the programme syllabus.
4. The programme syllabus must state that the University follows up and evaluates the programme in accordance with the Policy for Quality Assurance and Continuous Quality Improvement of Education at the University of Gothenburg.

Basic information about the programme

5. Every programme must have a name in Swedish and English. Both names must appear in the heading of the programme syllabus.
6. A programme syllabus must state the scope of the programme in credits.
7. Every study programme must have a programme code. The code must be stated in the programme syllabus.
8. The programme syllabus must state whether the programme is given at first-cycle or second-cycle level. For a programme where the degree is at a different level than the admission, both the level of admission and the level of degree must be stated.
9. The programme syllabus must also state which department (or equivalent) is responsible for the programme.
10. If several departments, faculties, higher education institutions or equivalent participate to a significant extent on a programme, the programme syllabus must state which these are. The distribution of responsibility for implementation of the programme must also be stated.

Establishment and revision

11. A programme syllabus must state the date on which the Faculty Board decided to establish the programme

syllabus.

12. The semester from which the programme syllabus is valid must be stated in the programme syllabus. The semester from which the programme syllabus applies is the semester when the programme starts. When the programme syllabus is revised, the semester must be updated to indicate the semester from which the programme has the revised programme syllabus as its basis.
13. A programme syllabus must state the date on which the programme syllabus enters into force (effective date). The effective date may not be later than the date on which the programme opens for applications. When a programme syllabus is revised, the effective date must be updated to indicate the date on which the revised programme syllabus enters into force.
14. A programme syllabus must be established and available to students no later than the date on which the programme opens for applications at antagning.se/universityadmissions.se.
15. If a programme syllabus has been revised, this must be indicated in the syllabus, together with a reference to the earlier decision on establishing the programme syllabus. The Dean decides whether transitional provisions are needed.
16. The following changes to a programme may not be made within the scope of revising a programme syllabus. To make such changes, a new programme must be introduced by establishing a new programme syllabus with a new programme code.
 - Changing the programme name
 - Changing the scope of the programme (total number of credits)
 - Changing the education cycle level
 - Changing entry requirements, if the change is not a formality
 - Removing existing main field of study
 - Extensive changes of outcomes
 - Extensive changes of content

Purpose

17. A programme syllabus must include a description of the purpose of the programme.

Entry Requirements

18. For a study programme that begins at first-cycle level and is aimed at beginners, the general entry requirements and any specific entry requirements must be¹ stated in the programme syllabus.
19. For a study programme that begins at first-cycle level and is aimed at others than beginners, the specific entry requirements² in addition to the general entry requirements must be stated in the programme syllabus.
20. For a study programme at second-cycle level, the specific entry requirements³ in addition to the general entry requirements must be stated in the programme syllabus.

¹ Specific entry requirements must be stated in accordance with Chapter 7 Sections 8-11 of HF and the Admission Regulations for First- and Second-Cycle Courses and Study Programmes

² Specific entry requirements must be stated in accordance with Chapter 7 Section 25 of HF and the Admission Regulations for First- and Second-cycle Courses and Study Programmes

³ Specific entry requirements must be stated in accordance with Chapter 7 Sections 31 and 31a of HF and the Admission Regulations for First- and Second-Cycle Courses and Study Programmes

21. Selection for a programme⁴ is not to be written in the programme syllabus.

Degree and main field of study

22. The degree(s) that a programme leads to must be stated in the programme syllabus. The degree(s) must be named in the same way as in the System of Qualifications at the University of Gothenburg. The name(s) must be given in both Swedish and English.
23. If a programme leads to a degree in a main field of study, the main field of study must be stated in the programme syllabus. The main field of study must be named in the same way as in the System of Qualifications at the University of Gothenburg, including any specialisation within the main field of study. If a programme permits degrees in more than one main field of study, these must be stated. The name(s) must be given in both Swedish and English.

Outcomes

24. In a programme syllabus, the outcomes that apply for the qualification in question in HF⁵ must be stated, or alternatively a reference to the ordinance must be made.
25. If a programme has local outcomes in addition to the above, these must be stated in the programme syllabus.
26. For a study programme that leads to a degree giving qualification as a preschool or school teacher, the requirements that are given in the Ordinance (2021:1335) on education for teachers and preschool teachers must be stated in the programme syllabus. In such cases, the following wording must be included in the programme syllabus, with the degree in question as introduction: *Degrees for preschool teachers, primary/lower secondary school teachers, subject teachers and vocational teachers are regulated by the Higher Education Ordinance (1993:100) and the Ordinance (2021:1335) on education for teachers and preschool teachers.*

Content

27. A programme syllabus must state the programme's main content and arrangement in the form of a normal study route.
28. A programme syllabus must state any specialisations or subjects in the programme.
29. The courses that a programme includes must be stated in the programme syllabus. The syllabus must state which courses are mandatory and which are elective. The syllabus must also state which courses include the independent project (degree project).
30. If a programme includes placement or internship (VFU), this must also be stated in the programme syllabus. The scope of the VFU must be stated.

Guaranteed places

31. In the case of limited guaranteed places, the programme syllabus must indicate which elective courses this refers to.

Discontinuation

32. When it is no longer the intention to admit further students to a programme, the programme should be discontinued.

⁴ Regulated by the Admission Regulations for First- and Second-Cycle Courses and Study Programmes

⁵ Annex 2 to HF (System of qualifications)

33. When a programme is discontinued:

- The Faculty Board decides on discontinuation of the programme, after consultation with the University Board of Education (UN). The decision must show the date from which the programme is discontinued, how and when the students affected are to receive information about the decision, what information the students are to receive and for how long and in what way students will be able to complete the courses in the programme.
- The programme syllabus for the programme that is to be discontinued is revised. The programme syllabus must include a reference to the decision on discontinuation.

34. If one or more new programmes are introduced that partly or entirely correspond to a discontinued programme, the Faculty Board decides whether transitional provisions are needed.