



Rules for Course 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 course syllabuses at first- and second-cycle level. Any necessary adaptation of existing course syllabuses will be done at the next ordinary revision of these.

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Introduction

Chapter 6 Section 14 of the Higher Education Ordinance (1993:100), hereinafter called HF, states that A course must have a course syllabus. According to Section 15 of the same chapter, the course syllabus must state the cycle in which the course is given, the number of credits, intended learning outcomes, specific entry requirements, forms of assessment and any other necessary regulations. *Rules for Course Syllabuses at First- and Second-Cycle Level* is the local governing document that regulates how course syllabuses at first- and second-cycle level are formulated at the University of Gothenburg.

Rules for Course Syllabuses at First- and Second-Cycle Level applies to all courses 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. Rules applying to literature lists may be found in the *Rules for Studies at First and Second-Cycle Level*. 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 course must have a course syllabus. The course syllabus that has been established must be found in the University's study documentation system.
2. A course syllabus must be established in Swedish. If the course is taught in English, the course syllabus must be translated into English. In a situation where there is a version of a course syllabus in English that could be interpreted in a different way from the Swedish language version, the course syllabus in Swedish takes precedence.
3. The necessary regulations that apply to a course must be stated in the course syllabus. If there is any further requirement for being able to take the course, such as an extract from the criminal records, if the course 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 course syllabus.

Basic information about the course

4. Every course must have a name in Swedish and English. Both names must appear in the heading of the course syllabus.
5. A course syllabus must state the scope of the course in credits.
6. Every course must have a course code. The code must be stated in the course syllabus. The main rule is that a single course should only have one unique course syllabus and one unique course code. An exemption from the main rule is to be made when a course is given as both ordinary education and contract education. In such cases, the course has two separate course syllabuses and course codes. An exemption from the main rule is also to be made when the entry requirements for a course are governed by both the Higher Education Ordinance and another regulation.
7. The course syllabus must state whether the course is given at first-cycle or second-cycle level.
8. The course syllabus must state which disciplinary domain(s) the course comprises. The percentage distribution must be stated.
9. The course syllabus must state the relevant subject group, in accordance with Statistics Sweden SCB:s subject groups.
10. The course syllabus must also state which department (or equivalent) is responsible for the course.
11. If several departments participate to a significant extent on a course, the course syllabus must state which departments these are.

Establishment and revision

12. A course syllabus must state the date on which the Head of Department
13. decided to establish the course syllabus.
14. The semester from which the course syllabus is valid must be stated in the course syllabus. The semester from which the course syllabus applies is the semester when the course starts. When the course syllabus is revised, the semester must be updated to indicate the semester from which the course has the revised course syllabus as its basis.
15. A course syllabus must state the date on which the course syllabus enters into force (effective date).
16. In a course syllabus for a course that is applied for via antagning.se/universityadmissions.se, the effective date must be no later than the date on which the course opens for applications.
17. In a course syllabus for a course that is not applied for via antagning.se/universityadmissions.se, the effective date must be no later than the date on which the decision on admission to the course is made.
18. In a course syllabus for a course that is applied for both via antagning.se/universityadmissions.se and via local admissions, the effective date for the course must be no later than the date on which the course opens for applications on antagning.se/universityadmissions.se.
19. When a course syllabus is revised, the effective date must be updated to indicate the date on which the revised course syllabus enters into force. If the entry requirements have been revised, admission decisions based on the new entry requirements cannot be made until the next round of admissions.
20. A course syllabus for a course that is applied for via antagning.se/universityadmissions.se, must be established and available to students no later than the date on which the course opens for applications.
21. If a course syllabus for a course that is applied for via antagning.se/universityadmissions.se needs to be revised, the revised course syllabus must be available to students in good time and in any case not later than eight weeks before the course starts. In special cases, the Head of Department may decide that a revision can be made later than this, but no later than two weeks before the course starts. Here, special cases means that it is not possible to conduct the course according to the course syllabus or similar exceptional circumstances.
22. A course syllabus for a course that is not applied for via antagning.se/universityadmissions.se must be established and available to students in good time and in any case not later than eight weeks before the course starts.
23. If a course syllabus for a course that is not applied for via antagning.se/universityadmissions.se needs to be revised, the revised course syllabus must be available to students in good time and in any case not later than eight weeks before the course starts. In special cases, the Head of Department may decide that a revision can be made later than this, but no later than two weeks before the course starts. Here, special cases means that it is not possible to conduct the course according to the course syllabus or similar exceptional circumstances.
24. A course syllabus for a course that is applied for both via antagning.se/universityadmissions.se and via local admissions must be established and available to students no later than the date on which the course opens for applications.
25. If a course syllabus for a course that is applied for both via antagning.se/universityadmissions.se and via local admissions needs to be revised, the revised course syllabus must be available to students in good time and in any case not later than eight weeks before the course starts. In special cases, the Head of Department may decide that a revision can be made later than this, but no later than two weeks before the course starts. Here, special cases means that it is not possible to conduct the course according to the course syllabus or similar exceptional circumstances.

26. If a course syllabus has been revised, this must be indicated in the course syllabus, together with a reference to the earlier decision on establishing the course syllabus. The Head of Department decides whether transitional provisions are needed. Transitional provisions will primarily be relevant if changes regarding examinations have been made in the revision.
27. The following changes to a course may not be made within the scope of revising a course syllabus. To make such changes, a new course must be introduced by establishing a new course syllabus with a new course code.
- Changing the name of the course
 - Changing the scope of the course (total number of credits)
 - Changing the education cycle level
 - Changing the specialised study level
 - Removing existing main field of study
 - Changing entry requirements, if the change is not a formality
 - Extensive changes of intended learning outcomes
 - Extensive changes of content
 - Changing the grading scale

Position

28. A course syllabus must state the course's main field(s) of study, as well as the specialised study level within the main field(s) of study according to the recommended levels of the Association of Swedish Higher Education Institutions (SUHF). If a course is not included in a main field of study, only its specialised study should appear.
29. A course syllabus must state which study programme(s) the course is included in, as well as if it is an independent course and/or is given as contract education.

Entry Requirements

30. For a course of education that begins at first-cycle level and is aimed at beginners, the general entry requirements and any specific entry requirements¹ must be stated in the course syllabus.
31. For a course of education 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 course syllabus.
32. For a course of education at second-cycle level, the specific entry requirements³ in addition to the general entry requirements must be stated in the course syllabus.
33. Selection for a course⁴ is not to be written in the course syllabus.

Content

34. The content of a course must be stated in the course 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

⁴ The grounds for selection are regulated by the Admission Regulations for First- and Second-Cycle Courses and Study Programmes

35. If a course is divided into modules, the course syllabus must state the name, content and scope in credits of each module, as well as its grading scale. The name of each module must appear in Swedish and English.

Forms of teaching

36. The main forms of teaching of a course must be stated in the course syllabus.

37. The language of instruction of a course must be stated in the course syllabus.

Objects/Intended learning outcomes

38. The intended learning outcomes of a course must be stated in the course syllabus.

39. If a course is divided into modules, the course syllabus must state the intended learning outcomes of each module.

40. Where relevant, the intended learning outcomes of a course should express progression in relation to earlier courses in a main field of study and/or study programme.

Forms of assessment/Examination formats

41. The course's forms of assessment of students' performance must be stated in the course syllabus. Mandatory elements and the number of examinations must be stated.

42. The form of assessment of each examination must be valid in relation to the intended learning outcomes in the course syllabus.

43. The main rule is that the number of examination sessions should not be restricted. If the number of examination sessions is restricted, this must be stated in the course syllabus. Any restriction of the number of examination sessions must be justified in the course syllabus. At least five examination sessions must be offered, except in the case of placement, internship (VFU) or equivalent, when at least two sessions must be offered.⁵

44. If supplementing an examination is permitted, this must be stated in the course syllabus.⁶

45. If a mandatory element can be replaced by an alternative assignment, this must be stated in the course syllabus.⁷

46. If an examiner, in consultation with the supervisor in question, is entitled to fail a student during the course of placement or internship (VFU), laboratory element or skills training element, this must be stated in the course syllabus.⁸

47. The four sentences below must be included in every course syllabus:

- If a student who has been failed twice for the same examination element wishes to change examiner before the next examination session, such a request is to be granted unless there are specific reasons to the contrary (Chapter 6 Section 22 HF).
- If a student has received a certificate of disability study support from the University of Gothenburg with a recommendation of adapted examination and/or adapted forms of assessment, an examiner may decide, if this is consistent with the course's intended learning outcomes and provided that no unreasonable resources would be needed, to grant the student adapted examination and/or adapted forms of assessment.

⁵ Restriction of examination sessions is also regulated by the Rules for Examination at First- and Second-Cycle Level

⁶ Supplementing is also regulated by the Rules for Examination at First- and Second-Cycle Level

⁷ Alternative assignments are also regulated by the Rules for Examination at First- and Second-Cycle Level

⁸ The right to fail a student during the course of an element is further regulated by the Rules for Examination at First- and Second-Cycle Level

- If a course has been discontinued or undergone major changes, the student must be offered at least two examination sessions in addition to ordinary examination sessions. These sessions are to be spread over a period of at least one year but no more than two years after the course has been discontinued/changed. The same applies to placement and internship (VFU) except that this is restricted to only one further examination session.
- If a student has been notified that they fulfil the requirements for being a student at Riksidrottsuniversitetet (RIU student), to combine elite sports activities with studies, the examiner is entitled to decide on adaptation of examinations if this is done in accordance with the Local Rules Regarding RIU Students at the University of Gothenburg.

Grades

48. A course syllabus must state which grading scale⁹ is applied for final grades for the course. Only one grading scale may be used for final grades for a course.
49. If different performances in a course are weighed up together to arrive at a grade for the entire course, the course syllabus must state how this weighing up is done.

Course evaluation

50. A course syllabus must state how course evaluation is done.¹⁰

Discontinuation

51. When it is no longer the intention to admit further students to a course, the course should be discontinued.
52. When a course is discontinued:
- The Head of Department decides on discontinuation of the course. The decision must show the date from which the course is discontinued and when the opportunity to be examined within the scope of the course ceases. The decision must show how many examination sessions are to be offered, in addition to ordinary examination sessions, and the time frame for these examinations (see rule 46 point 3). The decision must show how and when the students affected are to receive information about the decision, as well as what information the students are to receive.
 - The course syllabus for the course that is to be discontinued is revised. The course syllabus must include a reference to the decision on discontinuation.
53. If one or more new courses are introduced that partly or entirely correspond to a discontinued course, the Head of Department decides whether transitional provisions are needed.

⁹ According to the Rules of Procedure at the University of Gothenburg, the Vice-Chancellor decides on the grading system(s) that can be used and the Faculty Board decides on the application of the Vice-Chancellor's decision regarding the grading system(s) that can be used.

¹⁰ Course evaluation is regulated in the Rules for Studies at First- and Second-Cycle Level