

DECISION

Reg. no
1 G7 91/2003

27 March 2003

Vice-Chancellor

Regulations on the management of study association courses etc. in Ladok

Pursuant to the current ordinance and regulations, credits from education undergone through a study association and equivalent education providers are only permitted to be transferred for those who are admitted to and attending higher education. This type of education is not covered by the ordinance on contract education at higher education institutions (SFS 2002:760).

The University took a decision on rules for this on 10 September 1997 (Reg. no 1 G7 10706/97). This decision also included the question of contract education. Since the latter has been addressed in later decisions, there is cause also to update the issue of study association courses, and to clarify the previous decision.

The University decides that no registration or reporting of grades on whole courses is to be done for study association courses and courses at EFL and equivalent education providers.

Under certain circumstances, credits from such studies can be transferred to a degree, or as exams/components within a certain course. The University decides on the guidelines below for such credit transfers:

- When the studies undergone correspond to an entire course:

The department is not permitted to issue a course certificate, and no registration or reporting in Ladok is to take place. Under certain circumstances, the student can have credits from the course transferred to a degree. To enable this to be assessed, the education provider is required to issue a **statement**, clearly specifying that the education undergone corresponds to a certain course and that the teaching was done according to the course syllabus approved for that course within the University. The statement is also to specify when the course syllabus was approved. The statement is not to be designed in such a way that it could be confused with a regular course certificate issued by Lund University.

- When the studies undergone correspond to exams/components within a course:

To enable this to be assessed, the education provider is required to issue a **statement**, clearly specifying that the education undergone corresponds to a part of a certain course and that the teaching was done according to the course syllabus approved for that course within the University. The statement is also to specify when the course syllabus was approved. The statement is not to be designed in such a way that it could be confused with a regular course certificate issued by Lund University.

Later on, the student can use this statement once admission and registration on the course have been completed. The credits transferred for the assessment are then entered into Ladok using the function intended for this purpose.

The present regulations apply as of 1 April 2003 and replace the rules for management of education undergone through a study association that were approved in the University's decision of 10

September 1997 (Reg. no 1 G7 10706/97). Student Affairs has the right to issue complementary regulations where necessary.

Regulations for the management of contract education are addressed in a separate decision (Reg. no 1 G7 90/2003).

The decision on this matter was taken by the undersigned vice-chancellor in the presence of the University director Peter Honeth. The rapporteur was division director Hans Persson. The head of Student Affairs, Kerstin Lindbom, also contributed to the processing of the matter.

Göran Bexell

Hans Persson, Student Affairs