



DECISION

Reg. no  
STYR 2024/611

Date 13 March 2024

The Education Board

## **Guidelines on qualifications and first and second-cycle courses and study programmes at Lund University**

General provisions relating to qualifications and courses and study programmes can be found in Chapter 1 of the Higher Education Act (1992:1434 and later revisions), Chapter 6 of the Higher Education Ordinance (1993:100 and later revisions) and Annex 2 to the Ordinance. In addition to the provisions laid out in Chapter 6 and Annex 2, the Higher Education Ordinance Chapter 12 Section 2 and the Ordinance's transitional provisions also contain information about appeals related to degrees. Based on these provisions, the University has decided the following rules, which apply to all first and second-cycle courses and study programmes at Lund University.

### **A Degrees and qualification titles**

The Higher Education Ordinance (Annex 2) lays down which qualifications may be awarded by a Swedish higher education institution. The Swedish Higher Education Authority's website lists which institutions have the right to award which qualifications. Among these can be found a list of the qualifications Lund University has the right to award.

The title of a qualification consists of a qualification type preceded and/or followed by, where relevant in the Swedish, a designation indicating the area of specialisation. The University decides which designations shall be used. The Ordinance also states that general qualifications and those in the fine, applied and performing arts, as well as certain professional qualifications, are to be awarded with a designated specialisation.

The Swedish Council for Higher Education (UHR) may, according to Annex 2 of the Higher Education Ordinance, issue regulations on the translation of qualifications into English.

The University decides on the translation of the designated specialisation. The University shall notify the Swedish Council for Higher Education of the designations it has decided shall be used for each qualification in Swedish, as well as their translation into English.

Furthermore, the Association of Swedish Higher Education Institutions (SUHF) issues recommendations for the use of designated specialisations for degree titles and their translations. These recommendations are to be followed, unless there are special reasons to do otherwise.

### **Professional qualifications**

#### Local rules:

- A.1 The Vice-Chancellor decides which professional qualifications can be awarded by the University.
- A.2 The Higher Education Ordinance states that for certain professional qualifications, the specialisation must be stated in the degree certificate. The faculty board responsible for the professional qualification decides on its designated specialisation.
- A.3 In cases where the Higher Education Ordinance does not prescribe that there must be a designated specialisation, the faculty board decides if the qualification will be awarded with a specialisation. Qualification requirements for a qualification with a designated specialisation must be clearly stated in the programme syllabus.
- A.4 A professional qualification's designated specialisation is to be given after the type of qualification, where relevant.

### **General degree**

Bachelor's and Master's (60 or 120 credits) degrees are to be awarded with a designated specialisation, as decided by the University. Students are to specialise in the degree's main field

of study. An independent project (degree project) is to be completed within the degree's main field of study (Annex 2 of the Higher Education Ordinance).

Local rules:

- A.5 The Vice-Chancellor decides which qualification type is to be used. These are laid out in a specific appendix to this decision.
- A.6 The Vice-Chancellor decides in consultation with the responsible faculty board if the designated specialisation is given as part of the qualification type or after it, or both. Designated specialisations given after the qualification type are normally only to be used for degrees tied to a study programme. The Education Board determines, where applicable, the designated specialisations given after the qualification type for general degrees linked to a study programme.
- A.7 The faculty board decides what may be designated as a main field of study for each degree within its area. For study programmes that cannot be tied to a specific faculty, the Vice-Chancellor will make the decision.
- A.8 The faculty board lays out the learning outcomes and how they are to be achieved for every combination of qualification type and main field of study.
- a. The programme syllabus contains a description of the degrees that can be awarded after the completion of the study programme.
  - b. For degrees that are not connected to a study programme, a specific degree description with course requirements shall be established.
  - c. A degree description for a first-cycle qualification may not contain requirements for the completion of any second-cycle courses.
  - d. A degree description for a Master's degree (60 or 120 credits) must contain a requirement that at least 75% of the credits are to be obtained from second-cycle courses.

- A.9 The Higher Education Diploma is established in conjunction with a decision about study programmes and is reserved for professional programmes only.

The Higher Education Diploma is awarded with a designated specialisation given after the qualification type.

### **Fine, applied and performing arts degrees**

Qualifications in the fine, applied and performing arts are awarded with a designated specialisation, within which the student must complete an independent project (the Higher Education Ordinance, Annex 2).

#### Local rules:

- A.10 The Education Board decides which qualifications in the fine, applied and performing arts can be awarded by Lund University.
- A.11 For qualifications in the fine, applied and performing arts, the designated specialisation is given after the qualification type. The faculty board responsible for the qualification decides on its designated specialisation.
- A.12 The faculty board decides what may be designated as a main field of study for each degree within its area. For study programmes that cannot be tied to a specific faculty, the Vice-Chancellor will make the decision.
- A.13 The faculty board lays out the learning outcomes and how they are to be achieved for every combination of qualification type and main field of study.
- a. The programme syllabus contains a description of the degrees that can be awarded after the completion of the study programme.
  - b. For degrees that are not connected to a study programme, a specific degree description with course requirements shall be established.
  - c. A degree description for a first-cycle qualification may not contain requirements for the completion of any second-cycle courses.

- d. A degree description for a Master's degree (60 or 120 credits) must contain a requirement that at least 75% of the credits are to be obtained from second-cycle courses.

### **Common provisions on degrees and degree titles**

#### Local rules:

- A.14 All decisions about qualification titles, including their English translations, are to be reported to Student Affairs.

### **B Degree certificates**

Pursuant to Chapter 6 Section 10 of the Higher Education Ordinance, a degree certificate shall indicate the title of the qualification and the cycle in which it was awarded. In addition, it shall indicate which courses were included in the qualification and at which higher education institution they have been approved. Lastly, it shall state if the qualification forms part of a joint degree.

#### **Local rules:**

- B.1 The Education Board decides the basic rules for how degree certificates shall be designed. Degree certificates for certain degrees, as well as the appendix "Diploma Supplement", are then established by the relevant faculty board.
- B.2 Degree certificates for general qualifications and qualifications in the fine, applied and performing arts shall contain details about the main field of study.
- B.3 The degree certificate shall provide an English translation of the information contained therein.
- B.4 Degree certificates shall state the date of issue (the date the certificate was finalised) and the date the degree was completed.

## **C Issuing of degrees**

### **Local rules:**

- C.1 The faculty board issues degrees and rejects students' requests to be issued a degree at first and second-cycle levels for study programmes given by the Faculty of Engineering, LTH, and the Faculty of Medicine.

Student Affairs issues degrees and rejects students' requests to be issued a degree at first and second-cycle levels for study programmes given by the School of Economics and Management, The Joint Faculties of Humanities and Theology, International Institute for Industrial Environmental Economics, the Faculty of Law, the Faculty of Fine and Performing Arts, the Faculty of Science and the Faculty of Social Sciences.

- C.2 Student Affairs issues degrees and rejects students' requests to be issued a degree for study programmes that cannot be tied to a single faculty.
- C.3 Joint degrees (according to Chapter 1 Section 17 of the Higher Education Act and Chapter 6 Section 11 of the Higher Education Ordinance) are issued by the Vice-Chancellor.
- C.4 A course that is part of a first-cycle degree comprising 180 credits cannot be used by the same student in a second-cycle general qualification or qualifications in the fine, applied and performing arts without special dispensation.
- C.4 Decisions on the crediting of previous studies or activities as part of a degree are made by the faculty board that issues the qualification.
- C.5 A degree consists of completed, whole courses. A completed module as part of an uncompleted course can be used towards a degree, however, if it is clearly defined in the course syllabus.
- C.6 Courses with the same (overlapping) content will be counted in the same degree, but only with the number of credits remaining after the overlapping content has been deducted.

## **D Joint degrees**

The University may award a joint degree together with another higher education institution, an independent course provider entitled to award a qualification or a higher education institution outside Sweden. The term joint degree refers to a qualification that may be awarded by the higher education institutions that have jointly organised courses and programmes that can lead to the award of the qualification (Chapter 1 Section 17 of the Higher Education Act).

These courses and programmes must be offered through educational cooperation between the institutions (Chapter 1 Section 17 of the Higher Education Act and related annex), and this cooperation must be based on a written agreement (Chapter 6 Section 11 a of the Higher Education Ordinance).

In cases of joint degrees, credits for a component of a programme completed by a student at another higher education institution shall be transferred to a programme at the University without special review (Chapter 6 Section 11 d of the Higher Education Ordinance).

The University may award a joint degree if 1) the student has completed a programme subject to an agreement and also fulfilled the requirements for the award of a qualification at the higher education institutions that organised the programme, 2) each higher education institution awarding a qualification included in the joint degree may confer the degree awarded by the higher education institution, 3) each qualification included in the joint degree and which is awarded by another higher education institution or by an independent course provider is a designated component for the same qualification as the University's, and 4) every qualification included in the joint degree awarded by a foreign higher education institution belongs to the same cycle as the University's degree (Chapter 6 Section 11 e of the Higher Education Ordinance).

When the University awards a joint degree together with another higher education institution, the University may issue the degree certificate together with the other higher education institution (Chapter 6 Section 11 f of the Higher Education Ordinance).

**Local rules:**

- D.1 The Vice-Chancellor signs all agreements related to study programmes that lead to joint degrees.
  - a. The agreement shall contain the information necessary for the issue and dispatch of the degree certificate.
- D.2 The programme syllabus for the joint degree is decided by the faculty board responsible for the study programme.
- D.3 Joint degrees do not need to be linked to the same main fields of study across the cooperating higher education institutions.

**Grading systems**

- D.4 For courses completed at Lund University, the University's grading system shall be used. These are laid out in a specific regulation.
- D.5 Translation between grading systems shall be avoided. A description of the grading system in the original language is included instead in the degree certificate, alongside a translation in English.
- D.6 No overall grade is given to the degree as a whole.

**Double degrees or multiple degrees**

- D.7 A double degree is an educational cooperation developed or provided jointly by two higher education institutions that leads to two degree certificates, one issued by each institution. When the cooperation encompasses more than two higher education institutions, the student will be awarded multiple degrees, one from each institution.
  - a. Education agreements that involve double or multiple degrees must be signed by the dean of the faculty that is entering into the educational cooperation.
  - b. Each higher education institution is responsible for ensuring that the degree requirements are met at their own institution.
  - c. Credit transfer is subject to special review.



- d. The educational cooperation must appear in the “Diploma Supplement” of the degree certificate.

## **E Appeal against decisions relating to course or degree certificates**

Pursuant to Chapter 12, Section 2, Point 7 of the Higher Education Ordinance, a student has the right to appeal to the Higher Education Appeals Board against a higher education institution’s decision to reject a student’s request to be issued a degree certificate or a course certificate.

### **Local rules:**

- E.1 The Education Board shall submit the University’s opinion in cases of appeal concerning course and degree certificates.

## **F Study programmes**

Chapter 6 Section 13 of the Higher Education Ordinance lays down that all first and second-cycle study programmes shall be offered in the form of courses. These may be combined to create study programmes. A study programme must be provided with a programme syllabus, which shall indicate which courses are included in the programme, specific entry requirements and any other necessary regulations (Chapter 6 Sections 16-17 of the Higher Education Ordinance).

### **Local rules:**

- F.1 Study programmes shall lead to a degree. Exceptions can be made for programmes that are covered by the Ordinance on higher education bridging programmes to supplement foreign qualifications (2008:1101).

When establishing study programmes, the Education Board also decides on the degree to be awarded upon completion of the programme.

- F.2 The board of the faculty to which the programme belongs decides on the programme syllabus. The programme syllabus must contain a list of required courses.

- F.3 The Education Board decides on the specific application of regulations relating to programme syllabi. These regulations contain instructions about the contents and structure that programme syllabi should follow.

## **G Courses**

Chapter 6 Section 13 of the Higher Education Ordinance lays down that all first and second-cycle study programmes shall be offered in the form of courses. A course must be provided with a course syllabus, which shall indicate the cycle in which the course is given, the number of credits, outcomes, specific entry requirements, how student performance is assessed and any other necessary regulations (Chapter 6 Sections 14-15 of the Higher Education Ordinance).

### **Local rules:**

- G.1 Course syllabi for courses given as part of a study programme are decided by the same faculty board that decides the programme syllabus. This is the case as long as there has been no other agreement made between the relevant faculty boards. Otherwise, course syllabi are decided by the faculty board of the faculty that organises the course.
- G.2 Courses that are offered as freestanding courses and that contain or consist of an independent project for a general degree are to be given a title that indicates this.
- G.3 For a degree project that is given as a freestanding course, upon completion of the course, the student must have achieved the outcomes specified for the degree in question. The outcomes may have been examined in the degree project course or in the courses that constitute the entry requirement for the degree project.
- G.4 The degree project is to be conducted at the end of the study programme. This should be regulated by means of entry requirements to the course. Normally, a Bachelor's degree project must be preceded by studies of at least 120 credits.

- G.5 Decisions on credit transfer for previous studies or activities to replace a course or part of a course are made by the faculty board responsible for the course.
- G.6 The Education Board decides on the specific application of regulations relating to course syllabi. These regulations contain instructions about the contents and structure that the syllabi are to follow.

## **H Assessment**

Pursuant to Chapter 6 Section 18 of the Higher Education Ordinance, unless otherwise stipulated by the higher education institution, a grade shall be awarded on completion of a course. The grade shall be determined by a member of the teaching staff specially nominated by the higher education institution (the examiner). Pursuant to Sections 16-17 of the Administrative Procedure Act (2017:900), a person with a conflict of interest, such as someone close to the affected student, is not permitted to act as examiner.

### **Local rules:**

#### Examiner

- H.1 A course examiner is chosen by the faculty board responsible for the course or study programme.
- H.2 Examination must be carried out in accordance with the procedures for assessing student performance as laid out in the course syllabus. An examiner can, however, after consultation with the University's Disability Support Services, decide to allow alternative forms of examination for a student with a long-term functional impairment if this is deemed necessary in order to ensure that the affected student may be assessed on equal terms with students without a functional impairment.

#### Grading scale

- H.3 Lund University grading scales for education are laid out in a specific regulation.

**I Specific transitional provisions relating to the discontinuation of courses or study programmes**

Local rules relating to the discontinuation of courses or study programmes are laid out in a specific appendix to this decision.

**J Decision-making powers**

- J.1 The right to sub-delegate decision-making powers is regulated by a decision on the allocation of decision-making powers at Lund University.

**K Entry into force**

- K.1 These guidelines enter into force on 15 April 2024 and replace the previous decision (Reg. no STYR 2021/768) by the Education Board 16 June 2021.



## APPENDIX TO DECISION

Reg. no  
SU 2010/60

Date 18 February 2010

Vice-Chancellor

## Appendix 1

### Qualification types for general degrees at Lund University

<b>Qualification type designation</b>	<b>Rules for the use of qualification type designations</b>
Filosofie (... of Arts/...of Science)	Can be used for general degrees in all subject areas of the University.
Ekonomie (... of Science in Business and Economics)	The main field of study must be within the School of Economics and Management. The Faculty Board of the School of Economics and Management shall decide on precise requirements.
Juris (...of Legal Science)	The main field of study must be within the Faculty of Law. This qualification type designation may not be used for a Bachelor's degree.
Medicine (...of Medical Science)	The main field of study must be within the Faculty of Medicine.
Naturvetenskaplig (...of Science)	The main field of study must be within the Faculty of Science.
Politices (...of Science in Politics and Economics)	The main field of study must be within the area of political science, human geography or economics. The faculty board for the social sciences shall decide on precise requirements.

<b>Qualification type designation</b>	<b>Rules for the use of qualification type designations</b>
Teknologie (...of Science)	The main field of study must be within the Faculty of Engineering (LTH).
Teologie (...of Arts in Theology)	The main field of study must be within the Faculty of Theology. This qualification type designation may be used for a Bachelor's degree only if the degree essentially corresponds to the previous professional qualification, which was called the Degree of Bachelor of Theology.



## APPENDIX TO DECISION

Reg. no  
STYR 2021/768

Date 16 June 2021

The Education Board

## Appendix 2

### Local rules for the discontinuation of courses or study programmes at Lund University

Specific transitional provisions relating to the discontinuation of courses or study programmes

#### Withdrawal of right to award a qualification

Pursuant to Chapter 1 Section 14 second and third paragraphs of the Higher Education Act, if the Swedish Higher Education Authority has decided that the University may no longer award a specific qualification, the University may award the qualification to students who have begun their studies at the University prior to the decision. This applies, however, only if their studies comprise a programme, course or component of a third-cycle programme that can lead to the award of a qualification subject to the decision.

#### *Local rules:*

- I. When programmes are discontinued, transitional provisions for the degree must be set out in the relevant course and programme syllabi.
- II. Students must be informed of the decision to discontinue a programme without undue delay. Applicants and others who intend to start the programme must also be informed without undue delay.

#### *Rules relating to the discontinuation of study programmes*

- III. Students who have started the programme prior the decision to discontinue it have the right to complete the programme and graduate for at least the prescribed (nominal) duration of the

programme. This also applies to students who have been granted a deferred start or approved leave with guaranteed admission.

- IV. Calculations of the nominal time should be based on when the last cohort of admitted programme students were in their first semester. Calculations of the timeframe for discontinuing the programme should also take into consideration students who have been granted a deferred start or approved leave with guaranteed admission.
- V. To the extent that the programme's courses are affected by the decision to discontinue, corresponding changes must also be made to the course syllabi.
- VI. If a programme is replaced by a new, similar programme, students admitted may be given the opportunity to transfer to the new programme, provided that the transfer does not put the students at a disadvantage.
- VII. When the decision on discontinuation is taken, the timeframe for discontinuation must also be decided.

*Rules relating to the discontinuation of freestanding courses*

- VIII. The University must offer examinations in accordance with the previous course content for at least one year after a major change in content in the course syllabus or course literature has come into effect. Exceptions to the deadline must be stated in the syllabus.