



## **Local degree qualification regulations Kristianstad University 2014**

### **1 Courses, programmes and education**

#### **1.1 Courses and course syllabi**

##### **Higher Education Ordinance regulations**

Pursuant to the Higher Education Ordinance (1993:100; HEO) Chapter 6 Section 2, the scope of a course is to be stated in credits, with full-time study over a normal academic year of 40 weeks corresponding to 60 credits.

Pursuant to Chapter 6 Section 13 HEO, all first- and second-cycle study is to be offered in the form of courses. Courses may be combined to create study programmes.

Pursuant to Chapter 6 Section 14 HEO, all courses are to have a course syllabus.

Pursuant to Chapter 6 Section 15 HEO, the following are to be indicated in the syllabus:

1. the cycle in which the course is given
2. the number of credits
3. objectives
4. specific entry requirements
5. how student performance is assessed
6. other regulations required

Pursuant to Chapter 6 Section 20 HEO, a student who has successfully completed a course shall receive a course certificate from the higher education institution on request. If the course certificate is awarded for studies at more than one higher education institution, the certificate shall be issued by the institution at which the student completed the course. This does not apply, however, if the higher education institutions concerned have specifically agreed otherwise.

##### **Local regulations**

Course syllabi are adopted by the Health and Society Programmes Board or the Learning and Environment Programmes Board.

Course syllabi are to follow the templates and instructions decided by the programmes boards.

Course syllabi are also to include the date from which the syllabus or an amendment to it is valid and any transitional rules required.

Course certificates for courses not included in a programme are issued by the relevant school.

## **1.2 Programmes and programme syllabi**

### **Higher Education Ordinance regulations**

Pursuant to Chapter 6 Section 16 HEO, a study programme shall have a programme syllabus. Section 14 lays down that course syllabi are required for the courses included in the programme.

Pursuant to Chapter 6 Section 17 HEO, the following are to be indicated in the programme syllabus:

1. the courses that the study programme comprises
2. specific entry requirements
3. other regulations required

### **Local regulations**

Programme syllabi are adopted by the Health and Society Programmes Board or the Learning and Environment Programmes Board.

Programme syllabi are also to include the date from which the syllabus or an amendment to it is valid and any transitional rules required. Programme syllabi are to follow the templates and instructions decided by the programmes boards.

A study programme comprises courses that together lead to the degree and the degree outcomes indicated in the programme syllabus.

## **1.3 Main field**

### **Local regulations**

General Bachelor's and one-year Master's degrees are issued in a single main field.

The main field may correspond to a traditional academic discipline or it may be interdisciplinary or multi-disciplinary.

The main field is decided by the Health and Society Programmes Board or the Learning and Environment Programmes Board.

There is a list of main fields established at Kristianstad University.

## **1.4 Grades**

### **Higher Education Ordinance regulations**

Pursuant to Chapter 6 Section 18 HEO, a grade shall be awarded on completion of a course, unless otherwise provided by the higher education institution. The higher education institution may determine which grading system is to be used.

The grade shall be determined by a teacher specifically nominated by the higher education institution (the examiner).

**Local regulations**

For courses and programmes, the grades applied are Fail, Pass and Pass with Distinction, or Fail, 3(Three), 4(Four) and 5(Five).

Exemptions can be granted from the applicable grading system at Kristianstad University by the Health and Society Programmes Board or the Learning and Environment Programmes Board in accordance with special guidelines.

**1.5 Number of examinations, etc.****Higher Education Ordinance regulations**

Pursuant to Chapter 6 Section 21 HEO, if a higher education institution limits the number of sessions in which a student may take an examination in order to complete a course or part of a course, the number of sessions laid down shall be at least five. If satisfactory completion of a course or part of a course requires successful completion by the student of a placement or corresponding training, the number of prescribed periods of placement or corresponding training shall be at least two.

Pursuant to Chapter 6 Section 22 HEO, a student who has taken two examinations on a course or a part of a course without obtaining a pass grade is entitled to the nomination of another examiner, unless there are special reasons to the contrary.

**Local regulations**

Limits on the number of examination opportunities are to be decided by the relevant programmes board and indicated in the course syllabus. The programmes boards can delegate the right to take decisions on limits to the number of examination opportunities to the chair and the student representative.

A student who has passed an exam on a course or part of a course may not re-take the exam to obtain a higher grade.

A student who has failed an exam on a course or part of a course has the right to have a new examiner appointed, unless there are special reasons to the contrary. A request shall be made to the head of the relevant school.

**2 Degree certificates****Higher Education Ordinance regulations**

Pursuant to Chapter 6 Section 9 HEO, a student who fulfils the requirements for the award of a qualification shall, upon request, be provided with a certificate by the higher education institution.

Pursuant to Chapter 6 Section 10 HEO, the higher education institution shall indicate on the certificate:

- 1 the title of the qualification
- 2 the cycle in which it was awarded
- 3 if the qualification forms part of a joint degree as laid down in Section 17 of Chapter 1 of the Higher Education Act (1992:1434)
- 4 the first and second-cycle courses taken for award of the qualification
- 5 at which higher education institution the courses laid down in item 4 or corresponding third-cycle courses and programmes have been completed

A translation of the title of the qualification to one or more languages may be included on the certificate.

Pursuant to Chapter 6 Section 10 a HEO, a certificate shall be accompanied by a diploma supplement that describes the study programme and its place in the educational system. The Swedish Council for Higher Education may issue more detailed specifications of the contents of a diploma supplement.

Pursuant to Chapter 6 Section 11 HEO, if a certificate is awarded for a study programme undertaken at more than one higher education institution, it shall be awarded by the institution at which it was completed by the student. This does not apply, however, if the higher education institutions involved have reached some other agreement or the higher education institutions shall jointly issue a joint degree pursuant to Section 17 of Chapter 1 of the Higher Education Act.

### **Joint degrees**

Pursuant to Chapter 6 Section 11a HEO, a higher education institution may take part in educational cooperation pursuant to the second paragraph of Section 17 of Chapter 1 of the Higher Education Act only if this cooperation is based on a written agreement. An agreement of this kind may only be entered into by a higher education institution listed in the annex to the Higher Education Act with

- 1 another higher education institution subject to the Higher Education Act,
- 2 an independent course provider entitled to award a qualification pursuant to the Act Concerning Authority to Award Certain Qualifications (1993:792), or
- 3 a higher education institution outside Sweden that is not a physical individual.

Pursuant to Chapter 6 Section 11b HEO, a higher education institution referred to in Section 11a may enter into an agreement as provided in the same paragraph only if the conditions stipulated in the second and third paragraph below are fulfilled.

In the agreement the higher education institution shall ensure that:

- 1 every component of the programme is arranged by one of the higher education institutions party to the educational cooperation
- 2 the components of the programme arranged by an institution other than the higher education institution itself shall also be based on an academic or artistic footing and on proven experience and shall be organised so that the programme maintains a high standard

The agreement shall indicate clearly:

- 1 which component of the programme the higher education institution shall organise
- 2 which component of the programme another higher education institution shall organise
- 3 to which higher education institution or institutions organising components of the programme an applicant to the programme is to be admitted
- 4 that the higher education institution may admit applicants only to the component of the programme arranged by the higher education institution
- 5 when a student who has been admitted to a component of the programme by another higher education institution shall be considered to be a student pursuant to Section 11c

- 6 that students shall be able to transfer credits for a successfully completed component of a programme at another higher education institution to the programme at the higher education institution without special review
- 7 what qualification the programme can lead to at each of the higher education institutions
- 8 other conditions required for the organisation of the programme.

Pursuant to Chapter 6 Section 11c HEO, a student who has been admitted at another higher education institution to a component of the programme subject to an agreement of the kind stipulated in Section 11a shall be considered to be a student admitted to a higher education institution party to such an agreement when he or she is pursuing studies within the framework of the programme at that higher education institution. This applies only if:

- 1 the other higher education institution organises the component of the programme to which it has admitted the student
- 2 the agreement does not stipulate that the student shall also be admitted by the higher education institution

Pursuant to Chapter 6 Section 11d HEO, credits for a component of a programme subject to an agreement of the kind laid down in Section 11a successfully completed by a student at another higher education institution shall be transferred to a programme at a higher education institution party to the agreement without special review.

Pursuant to Chapter 6 Section 11e HEO, a higher education institution referred to in Section 11a may award a joint degree only if:

- 1 the student has completed a programme subject to an agreement pursuant to the same paragraph and also fulfilled the requirements for the award of a qualification at the higher education institution and at least one other higher education institution that has organised a component of 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 a higher education institution subject to the Higher Education Act (1992:1434) or by an independent course provider is a designated component for the same qualification as the higher education institution's
- 4 every qualification included in the joint degree awarded by a foreign higher education institution belongs to the same cycle as at the higher education institution

Pursuant to Chapter 6 Section 11f HEO, when a higher education institution as laid down in Section 11a awards a joint degree together with another higher education institution, it may use the same document for the degree certificate as the other higher education institution.

Appeals may be made to the Higher Education Appeals Board against a decision on rejection of a student's request to be issued with a degree certificate or a course certificate (Chapter 12 Section 2 HEO).

## **2.1 Local regulations**

### **2.1.1 General**

Degree certificates issued by the University are not altered unless an error has been made by the University.

The production of a new degree certificate with a different name or date of birth is permitted in special circumstances, such as a change of gender. Decisions on special circumstances for the issuing of a new degree certificate are taken by the Vice-Chancellor. If the holder of the certificate wishes to have a new certificate issued, he or she shall submit a written application, addressed to the Vice-Chancellor and sent to the Degree Office. The application shall include the special circumstances that give reason for a new certificate to be issued. A copy of a valid piece of identification and a copy of the degree certificate must be appended to the application.

When a new degree certificate is issued on the grounds of special circumstances, the new certificate shall be issued with the original date.

All students must apply for a degree certificate as directed by the University.

Degree certificates are issued within two months of receipt of a completed application. If the application is incomplete or there are special circumstances, processing time may be longer.

### **2.1.2 Content**

Only completed courses may be included in a degree.

Courses with shared course content (overlap) may be included in a degree up to the total number of credits remaining after deductions for the shared content.

A programme that leads to a general first-cycle degree comprising 180 credits or less may not include compulsory second-cycle courses.

A first-cycle degree may include elective courses from the second cycle. For more information, see the relevant degree, point 3.1.2.

A second-cycle degree may include first-cycle courses. For more information, see the relevant degree, points 4.1.1 and 4.1.2.

Courses that are included in a first-cycle degree that forms part of the entry requirements for a second-cycle degree may not be included in the second-cycle degree. If the first-cycle degree was issued in accordance with old regulations and comprises more credits than the minimum required, an individual assessment is to be carried out of what may be included in a second-cycle degree.

The degree or course certificate is to indicate courses passed, number of credits, grades, date of grading, date of issue and, where appropriate, prior learning or experience that has been accredited as part of the degree.

### *2.1.3 Multiple degrees*

A student who has taken a professional qualification and then takes further courses to qualify for a general degree is to receive the new degree with a reference included to the old qualification.

A student who fulfils the requirements for both a professional qualification and a general degree with the same course requirements can be issued with two degree certificates on request.

A student who fulfils the requirements for a general degree in more than one main field with the same or partially overlapping course requirements can be issued with two or more degree certificates on request.

### *2.1.4 Credit transfer*

Transfer of credits from previous studies/professional experience/study abroad is reported on the degree certificate in accordance with the decision on credit transfer. Regulations for credit transfer are available on the university website.

### *2.1.5 Study abroad*

If studies conducted abroad are to be included in a degree, the original certificate(s) must be produced when applying for the degree. These are to state clearly where and when the studies were conducted, their scope, level, the grades awarded and the grading scale used. If the documents are not in English they must be translated into Swedish or English by a certified translator. Exemptions are made from this if the credits have already been transferred in accordance with point 2.1.4.

Credits from exchange studies are transferred by the relevant school in accordance with point 2.1.4.

### *2.1.6 Diploma supplements*

A diploma supplement (DS) is only issued for degrees completed after 1 January 2003.

### *2.1.7 Refusals and appeals*

Instructions on how to appeal are to be appended to decisions on refusals.

Appeals must be made in writing. They are to be addressed to the Higher Education Appeals Board (Överklagandenämnden för högskolan) but sent to Kristianstad University, Registrar, 291 88 Kristianstad within three weeks of receipt of the decision by the student. In addition, the student must state what decision he or she is appealing and what change he or she is requesting.

## **2.2 Transitional rules for degrees**

*In accordance with HEO Entry into effect and transitional provisions (2006:1053, only points concerning degrees are included here)*

4. The earlier provisions are to apply to qualifications awarded after the end of June 2007, if all studies for the award of the qualification were completed in their entirety before that date.

5. Those who started a course or study programme leading to a qualification pursuant to the earlier provisions in Annex 2 (The System of Qualifications) before 1 July 2007 and those admitted to such a programme before that date but allowed to defer the programme until after that date are entitled to complete their studies and obtain a qualification pursuant to the earlier provisions, though not later than the end of June 2015.

6. One credit awarded prior to 1 July 2007 to indicate the extent of undergraduate or postgraduate studies is the equivalent of one and a half credits pursuant to the new provisions.

7. The extent of a qualification that may pursuant to items 4 & 5 be awarded before the end of June 2007 as laid down in Annex 2 (Qualification Ordinance) shall be indicated in credits according to the earlier provisions. The diploma issued for a qualification referred to in item 5 shall also indicate the corresponding extent of the qualification in higher education credits according to the new provisions.

9. If previous studies or a first-cycle qualification are required for the award of a second-cycle qualification pursuant to the new provisions, those who have corresponding studies or a corresponding qualification from undergraduate programmes will also fulfil the requirements for the qualification.

10. If a specific number of credits or a qualification from previous first- or second-cycle courses and study programmes are required for admission to second- or third-cycle courses and study programmes, those with corresponding credits or qualifications from undergraduate programmes will also be eligible.

13. It follows from item 4 of the transitional provisions in the Act (2006:173) on Amendment of the Higher Education Act (1992:1434) that decisions on entitlement to award qualifications made by the Government or the Swedish National Agency for Higher Education pursuant to earlier provisions continue to apply.

16. The provision in the first paragraph of Section 10 of Chapter 6 stipulating that the certificate is to state the cycle in which a qualification is awarded is not to apply with regard to qualifications awarded pursuant to earlier provisions.

### **Local regulations**

For those who have studied under both new and old regulations, the degree project must have been started after 1 July 2007 in order for a degree to be issued under the new regulations; the other degree requirements must also have been fulfilled.

For degrees under the old regulations, *Examensordning lokala föreskrifter* (Local degree regulations) applies (reg. No 711/311-01, amended 26 March 2007).

## **3 First-cycle degrees**

### **3.1 General diplomas and degrees in the first cycle**

#### *3.1.1 Higher education diplomas*

#### **Pursuant to the Higher Education Ordinance Degree Ordinance (Annex 2)**



### **Scope**

A higher education diploma is awarded after the student has completed the courses required to gain 120 credits with a defined specialisation determined by each higher education institution itself.

### **Independent project (degree project)**

A requirement for the award of a higher education diploma is completion by the student of an independent project (degree project) in the main field of study.

### **Miscellaneous**

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a higher education diploma with a defined specialisation.

### **Local regulations**

Higher education diplomas are issued in the main fields and specialisations established.

Main fields and specialisations for a higher education diploma are decided by the Health and Society Programmes Board or the Learning and Environment Programmes Board.

The requirements specified in the relevant programme syllabus or equivalent shall apply to specialisations in accordance with the above.

A higher education diploma is to include an independent project of at least 7.5 credits.

### *3.1.2 Bachelor of Arts/Science*

### **Pursuant to the Higher Education Ordinance Degree Ordinance (Annex 2)**

### **Scope**

A Degree of Bachelor of Arts/Science is awarded after the student has completed the courses required to gain 180 credits in a defined specialisation determined by each higher education institution itself, of which 90 credits are for progressively specialised study in the principal field (main field of study) of the programme.

### **Independent project (degree project)**

A requirement for the award of a degree of Bachelor of Arts/Science is completion by the student of an independent project (degree project) for at least 15 credits in the main field of study.

### **Miscellaneous**

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a degree of Bachelor of Arts/Science with a defined specialisation.

### **Local regulations**

The main field for a Bachelor's degree is decided by the Health and Society Programmes Board or the Learning and Environment Programmes Board.

In a Bachelor's degree, at least 30 credits are to comprise courses outside the main field.

A maximum of 30 credits from the second cycle may be included in a Bachelor's degree.

### **Bachelor of Science in Business and Economics**

The requirements for a Bachelor of Science in Business and Economics are:

90 credits in business administration

30 credits in another business or economics subject

15 credits in commercial law

15 credits in statistics/methodology

30 credits in elective courses

### **3.2 First-cycle professional qualifications**

#### **Local regulations**

Learning outcomes over and above those listed in the Qualifications Ordinance appended to the Higher Education Ordinance and requirements of specific courses set for certain professional qualifications are decided by the Health and Society Programmes Board or the Learning and Environment Programmes Board.

## **4. Second-cycle degrees**

### **4.1 General degrees in the second cycle**

#### **4.1.1 One-year Master's degrees (60 credits)**

#### **Pursuant to the Higher Education Ordinance Degree Ordinance (Annex 2)**

##### **Scope**

A degree of Master of Arts/Science (60 credits) is awarded after the student has completed the courses required to gain 60 credits with a defined specialisation determined by each higher education institution itself, of which at least 30 credits are for specialised study in the principal field (main field of study) of the study programme. In addition, the prior award of a Bachelor's degree, professional or vocational qualification of at least 180 credits or a corresponding qualification from abroad is required.

The requirement of the prior award of a qualification may be waived for a student admitted to the programme without the basic entry requirement in the form of a qualification. This does not, however, apply if a waiver was granted during admission pursuant to the second paragraph of Section 28 of the Chapter 7 of the Higher Education Ordinance on the grounds that the qualification had not yet been issued.

##### **Independent project (degree project)**

A requirement for the award of a degree of Master of Arts/Science (60 credits) is completion by the student of an independent project (degree project) for at least 15 credits in the main field of study.

**Miscellaneous**

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a degree of Master of Arts/Science with a defined specialisation.

**Local regulations**

The main field for a one-year Master's degree is decided by the Health and Society Programmes Board or the Learning and Environment Programmes Board.

In a one-year Master's degree, at least 45 credits are to be in the second cycle, of which at least 30 credits are to be from courses in the main field.

**4.1.2 Two-year Master's degrees (120 credits)****Pursuant to the Higher Education Ordinance Degree Ordinance (Annex 2)****Scope**

A degree of Master of Arts/Science (120 credits) is awarded after the student has completed the courses required to gain 120 credits with a defined specialisation determined by each higher education institution itself, of which at least 60 credits are for specialised study in the principal field (main field of study) of the study programme. In addition, the prior award of a Bachelor's degree, professional or vocational qualification of at least 180 credits or a corresponding qualification from abroad is required.

The requirement of the prior award of a qualification may be waived for a student admitted to the programme without the basic entry requirement in the form of a qualification. This does not, however, apply if a waiver was granted during admission pursuant to the second paragraph of Section 28 of the Chapter 7 of the Higher Education Ordinance on the grounds that the qualification had not yet been issued.

**Independent project (degree project)**

A requirement for the award of a degree of Master of Arts/Science (120 credits) is completion by the student of an independent project (degree project) for at least 30 credits in the main field of study. The degree project may comprise fewer than 30 credits, however no fewer than 15 credits, if the student has already completed an independent project in the second cycle for at least 15 credits in the main field of study or the equivalent from a programme of study outside Sweden.

**Miscellaneous**

Specific requirements determined by the each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a degree of Master of Arts/Science (120 credits) with a defined specialisation.

**Local regulations**

The main field for a two-year Master's degree is decided by the Health and Society Programmes Board or the Learning and Environment Programmes Board.

In a two-year Master's degree, at least 90 credits are to be in the second cycle, of which at least 60 credits are to be from courses in the main field.

## **4.2 *Second-cycle professional qualifications***

### **Local regulations**

Learning outcomes over and above those listed in the Qualifications Ordinance appended to the Higher Education Ordinance and requirements of specific courses set for certain professional qualifications are decided by the Health and Society Programmes Board or the Learning and Environment Programmes Board.