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# Local System of Qualifications

**Kristianstad University**

Valid from 1 Jan 2019 until further notice

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# 1 Degree certificate

## **Provisions of the Higher Education Ordinance (HF)**

According to Chapter 6, Section 9 of HF, a student who fulfils the requirements for the award of a qualification shall, upon request, be provided with a certificate.

According to Chapter 6, Section 10, the higher education institution shall indicate

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, and
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 several languages may be included in the certificate.

In accordance with Chapter 6, Section 10 a of HF, a certificate shall be accompanied by a diploma supplement that describes the study programme and its place in the educational system, and in the case of a Higher Education Diploma in Vocational Education, a diploma supplement shall be provided which lists the qualified and relevant vocational expertise that formed the special entry requirements pursuant to Section 4 of the Ordinance on admission to programmes leading to the award of a Higher Education Diploma in Vocational Education (2010:2021) and the regulations issued in conjunction with that provision. The Swedish Council for Higher Education may issue more detailed specifications of the contents of a diploma supplement.

In accordance with Chapter 6, Section 11 of HF, 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 Chapter 1, Section 17 of the Higher Education Act (1992:1434)

## **Joint degree**

In accordance with Chapter 6, Section 11 a of HF, A higher education institution may take part in educational cooperation pursuant to Chapter 1, Section 17, second paragraph 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 natural person.

In accordance with Chapter 6, Section 11 b of HF, 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 paragraphs are fulfilled. Through 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, and
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 clearly indicate

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, and
8. other conditions required for the organisation of the programme.

In accordance with Chapter 6, Section 11 c of HF, 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, and
2. the agreement does not stipulate that the student shall also be admitted by the higher education institution.

In accordance with Chapter 6, Section 11d of HF, 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.

In accordance with Chapter 6, Section 11 e of HF, 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 or by an independent course provider is a designated component for the same qualification as that awarded by the higher education institution, and
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.

According to Chapter 6, Section 11 f of HF, 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 its award as the other higher education institution.

Decisions to reject a student's request to be issued with a degree certificate or a course certificate may be appealed to the Higher Education Appeals Board (Chapter 12, Section 2 of HF).

## **1.1 Local regulations**

### **1.1.1 General information**

All students must apply for a degree certificate in the way prescribed by the University.

The degree certificate is issued within two months of a complete application being received. If the application needs to be supplemented, or if special circumstances dictate, a longer processing time may be needed.

Issued degree certificates are not amended unless the University has made an error.

A new degree certificate may be issued if the holder's name or date of birth changes, or if special grounds exist, such as change of gender identity. A decision regarding special grounds for issuing a new degree certificate is made by the Vice-Chancellor. If the certificate holder needs a new copy of the certificate, they must submit a written application, addressed to Vice-Chancellor but 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 the person's current population registration certificate (personbevis) and a copy of the degree certificate must be appended to the application.

When a new degree certificate is issued due to special circumstances, the new certificate shall be issued with the original date.

Degree certificates issued in accordance with the ordinances from 2007 are bilingual in Swedish/English.

### **1.1.2 Contents**

Generally, only completed courses may be included in a qualification. In some cases, it may be determined that a part of a course can be included in a qualification. This is only possible when the module or course component is a clearly delimited part of the course and where it is clear that the intended learning outcomes for this part of the course/programme have been met through the module or course component in question. For example a module of a larger course may have also been available as a separate, freestanding course.

Courses with the same content (overlapping) may be included in a qualification up to the total number of credits remaining after deductions for the shared content.

A programme that qualifies a student for a general first cycle qualification comprising 180 credits or less may not include compulsory second cycle courses.

A first-cycle qualification may include elective second-cycle. For more information, see the relevant degree, point 2.1.2.

A second-cycle qualification may include first-cycle courses. For more information, see the relevant degree, points 3.1.1 and 3.1.2.

Courses that are included in a first-cycle qualification that forms part of the admission requirements for a second-cycle programme may not be included in the second cycle degree. Courses included in a professional qualification that can also be included in a second-cycle general qualification are exempted, but not if they have been included in a first-cycle general qualification. If the first-cycle qualification 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 qualification.

Degree certificates or course certificates shall specify 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.

The date of the award of the qualification is the same as the date of issue.

### **1.1.3 Multiple qualifications**

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

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

A student who fulfils the requirements for a general qualification 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.

A student who has taken additional courses which lead to a new qualification title or specialisation can be issued two or more degree certificates in the same main field on request.

### **1.1.4 Credit transfer**

Transfer of credits from previous studies/professional experience/study abroad is to be reported on the degree certificate in accordance with the credit transfer decision. Regulations regarding credit transfer can be found on the University's website.

### **1.1.5 Studies abroad**

If studies conducted abroad are to be included in a qualification, the original certificate(s) must be produced when applying for the qualification. These documents shall clearly state 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 shall be translated into Swedish or English by an authorised translator. Exemptions are made from this if the credits have already been transferred in accordance with point 1.1.4.

Credits from exchange studies are transferred by the relevant School in accordance with point 1.1.4.

### **1.1.6 Diploma Supplement**

Diploma Supplements (DS) are only issued for qualifications completed after 1 January 2003.

### **1.1.7 Rejections and appeals**

Rejection decisions shall include instructions on how to appeal.

Appeals must be made in writing. It must be submitted to the Higher Education Appeals Board but sent to Kristianstad University, Registrar, 291 88 Kristianstad. Kristianstad University must have received the appeal within three weeks from the day when the appellant received the decision through Kristianstad University. Furthermore, the student must state which decision is being appealed and which change is requested.

## **1.2 Transitional rules for qualifications**

*In accordance with HF Entry into effect and transitional provisions (only points concerning qualifications are included here)*

### **SFS 2006:1053**

4. The older provisions shall be applied 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. Each credit awarded prior to 1 July 2007 to indicate the scope of undergraduate or postgraduate studies is the equivalent of one and a half credits in the new provisions.
  7. The scope of a qualification that, in accordance with items 4 and 5, is awarded before the end of June 2007 as laid down in Annex 2 (System of Qualifications) shall have its credits specified according to the older provisions. The diploma issued for a qualification referred to in item 5 shall also indicate the corresponding scope 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 according to the new provisions, those who have completed corresponding studies or a corresponding qualification in undergraduate programmes will also fulfil the requirements for the
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qualification

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

13. Item 4 of the transitional provisions in the Act (2006:173) on Amendment of the Higher Education Act (1992:1434) stipulates 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 provisions of Chapter 6, Section 10, first paragraph, stipulating that the certificate shall state the cycle in which a qualification is awarded, shall not apply to qualifications awarded pursuant to earlier provisions.

#### *SFS 2007:129*

4. Those who started a course or study programme leading to a teaching qualification pursuant to the earlier provisions before 1 July 2007, and those admitted to such a programme before but allowed to defer the programme until after that date, are entitled to complete their studies and obtain a teaching qualification pursuant to the earlier provisions, though not later than the end of June 2023. (SFS 2016:958)

#### *SFS 2010:541*

2. Those who started a course or study programme leading to a teaching or special needs teaching qualification pursuant to the earlier provisions before 1 July 2011, and those admitted to such a programme before but allowed to defer the programme until after that date, are entitled to complete their studies and obtain a teaching or special needs qualification pursuant to the earlier provisions, though not later than the end of June 2018 for special needs teaching qualifications and June 2023 for teaching qualifications. (SFS 2016:958)

#### *SFS 2013:1118*

2. The older provisions shall be applied to the award of a Bachelor of Arts in Pre-School Education, a Higher Education Diploma in Vocational Education or a Bachelor/Master of Arts/Science in Primary Education, in Secondary Education or in Upper Secondary Education after 31 January 2013, if the studies that the degree certificate concerns were completed in their entirety before this date and the student has requested the award of such a qualification pursuant to the older provisions. This applies until the end of 2021.

3. Those who prior to 31 January 2013 have begun a programme leading to the award of a Bachelor of Arts in Pre-School Education, a Higher Education Diploma in Vocational Education or a Bachelor/Master of Arts/Science in Primary Education, in Secondary Education or in Upper Secondary Education pursuant to the earlier provisions, and those who have been admitted to a programme of this kind but granted deferment of their studies until some later date, are entitled to complete the programme for the award of a qualification pursuant to the earlier provisions although no later than by the end of June 2021.

#### *SFS 2017:893*

2. Those who started a course or study programme leading to a Degree of Master of Arts/Science before 2 July 2018 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 December 2024.





#### *SFS 2017:1111*

2. The wording of the older provisions shall apply to special needs teaching and special educational needs qualifications awarded before 3 July 2018, if the studies which the degree certificate refers to have been completed in their entirety before this date. This applies until the end of June 2025.

3. Those who started a course or study programme leading to a special needs teaching or special educational needs qualification pursuant to the earlier provisions before 3 July 2018, and those admitted to such a programme before but allowed to defer the programme until after that date, are entitled to complete their studies and obtain a special needs teaching or special educational needs qualification pursuant to the earlier provisions, though not later than the end of June 2025.

#### *SFS 2018:1135*

2. These regulations are first applied to studies undertaken and dental hygienist qualifications awarded after the end of June 2019.

3. Older provisions still apply to studies which are being undertaken and dental hygienist qualifications awarded before 1 July 2019.

4. Those who started a course or study programme leading to a dental hygienist qualification pursuant to the earlier provisions before 1 July 2019, and those admitted to such a programme before but allowed to defer the programme until after that date, are entitled to complete their studies and obtain a dental hygienist qualification pursuant to the earlier provisions, though not later than the end of June 2023.

#### **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 qualification to be awarded under the new regulations; the other qualification requirements must also have been met.

Qualifications under the old regulations are regulated by "Examensordning lokala föreskrifter" (Local System of Qualifications) (ref. 711/311-01, amended 26 March 2007).

## **2 First-cycle qualification**

### **2.1 General first-cycle qualification**

#### ***2.1.1 Higher Education Diploma [Högskoleexamen]***

**As defined in the Higher Education Ordinance's Qualifications 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 the 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**

A Higher Education Diploma is awarded according to the set main fields and specialisations.

The main fields and specialisations offered in Higher Education Diplomas are decided by the faculty boards.

For the specialisations above, the requirements of each respective programme syllabus or equivalent apply.

Higher Education Diplomas shall comprise at least 60 credits of which 7.5 credits shall comprise part of a degree project within the main field.

### **2.1.2 Degree of Bachelor [Kandidatexamen]**

**As defined in the Higher Education Ordinance's Qualifications Ordinance (Annex 2)**

#### **Scope**

A Degree of Bachelor 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 studies 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 is the completion by the student of an independent project (degree project) of at least 15 credits in the main field of study.

#### **Miscellaneous**

Specific requirements determined by each higher education institution within the parameters of the requirements laid down in this qualification descriptor shall also apply for a Degree of Bachelor with a defined specialisation. The main fields in a Degree of Bachelor are decided on by the faculty boards.

A Degree of Bachelor shall include at least 30 credits of courses outside of the main field.

No more than 30 credits from second-cycle studies may be included in a Degree of Bachelor.

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

The requirements for a Degree of 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

## **2.2 First-cycle professional qualifications**

### **Local regulations**

Intended learning outcomes in addition to those found in the Higher Education Ordinance's Qualification Ordinance and course-specific requirements for certain professional qualifications are decided on by the faculty boards.

## **3. Second-cycle qualifications**

### **3.1 General second-cycle qualifications**

#### **3.1.1 Degree of Master (60 credits) [Magisterexamen]**

**As defined in the Higher Education Ordinance's Qualifications Ordinance (Annex 2)**

#### **Scope**

A Degree of Master (60 credits) is awarded after the student has completed the courses required to gain 60 credits in a defined specialisation determined by each higher education institution itself, of which 30 credits must be specialised studies in the principal field (main field of study) of the programme. The student must also have been awarded a Degree of Bachelor, or professional qualification of at least 180 credits or equivalent foreign qualification.

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 Chapter 7, Section 28, second paragraph of HF on the grounds that a degree certificate had not yet been issued.

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

The award of a Degree of Master (60 credits) requires the completion by the student of an independent project (degree project) of 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 (60 credits) with a defined specialisation.

The main fields in a Degree of Master (60 credits) are decided on by the faculty boards.

In a Degree of Master (60 credits), at least 45 credits must consist of second-cycle studies, of which at least 30 credits, including an independent project of 15 credits, must be from courses in the main field.

### **3.1.2 Degree of Master (120 credits) [Masterexamen]**

#### **As defined in the Higher Education Ordinance's Qualifications Ordinance (Annex 2)**

##### **Scope**

A Degree of Master (120 credits) is awarded after the student has completed the courses required to gain 120 credits in a defined specialisation determined by each higher education institution itself, of which 60 credits are for specialised studies in the principal field (main field of study) of the programme. The student must also have been awarded a Degree of Bachelor, or professional qualification of at least 180 credits or equivalent foreign qualification.

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 Chapter 7, Section 28, second paragraph of HF on the grounds that a degree certificate had not yet been issued.

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

The award of a Degree of Master (120 credits) requires the completion by the student of an independent project (degree project) of at least 30 credits in the main field of study. The independent work may comprise less than 30 credits, but must comprise at least 15 credits, if the student has already completed an independent work at a second-cycle level of at least 15 credits within the main field of the programme, or equivalent from a programme abroad.

##### **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 (120 credits) with a defined specialisation.

##### **Local regulations**

The main fields of a Degree of Master (120 credits) is decided by the faculty boards within areas that Kristianstad University has authorised to award Degrees of Master (120 credits).

In a Degree of Master (120 credits), at least 90 credits must consist of second-cycle studies, of which at least 60 credits, including an independent project of 30 credits or two independent projects of 15 credits each, must be comprised of courses in the main field.

### **3.2 Second-cycle professional qualifications**

##### **Local regulations**

Intended learning outcomes in addition to those found in the Higher Education Ordinance's Qualification Ordinance and course-specific requirements for certain professional qualifications are decided by the faculty boards.