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## **Local System of Qualifications Kristianstad University**

Valid from 1 January 2023 until further notice

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# 1. Degree certificate

## 1.1 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)

### 1.1.1 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 11 a 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 11 c,
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 11 a 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 11 d of HF, credits for a component of a programme subject to an agreement of the kind laid down in Section 11 a 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 11 a 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 11 a 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).

## **1.2 Local regulations**

### **1.2.1 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.

### **1.2.2 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.

### **1.2.3 Multiple qualifications**

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.

#### **1.2.4 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.

#### **1.2.5 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 1.2.4.

Credits from exchange studies are transferred by the relevant School in accordance with point 1.2.4.

#### **1.2.6 Diploma Supplement**

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

#### **1.2.7 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.

### **1.3 Transitional rules for qualifications**

*Kristianstad University follows the Higher Education Ordinance's entry into effect and transitional provisions (1993:100)*

#### **1.3.1 Local regulations**

A student at Kristianstad University who started an education before 1 July 2007 according to the older regulations are entitled to have the degree certificate issued according to the older regulations if the education was completed no later than 30 June 2015. An application for a degree certificate can be made after the date specified in the current transitional provisions according to the head of administration decision, reg no 2014-1121-185.

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.

Degree designations for older teaching degrees with intake autumn semester 2001 - spring semester 2011, are regulated according to vice-chancellor's decision, reg no 090/11.

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 qualifications

### 2.1 General first-cycle qualifications

#### **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.

##### **Local regulations**

The main fields in a Degree of Bachelor are decided on by the faculty boards.

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.

#### **Local regulations**

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) are 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.

## **4. Third-Cycle Qualifications**

### **4.1 General qualifications**

#### **4.1.1 Degree of Licentiate 120 credits [Licentiatexamen]**

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

#### **Scope**

A Degree of Licentiate is awarded either after a third-cycle student has completed a study programme of at least 120 credits in a subject in which third-cycle teaching is offered, or after a third-cycle student has completed one part comprising at least 120 credits of a study programme intended to conclude with the award of a PhD, if a higher education institution decides that a Degree of Licentiate of this kind may be awarded at the institution.

### **Thesis**

For a Degree of Licentiate, the third-cycle student shall have been awarded a pass grade for a research thesis of at least 60 credits.

### **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 Licentiate with a defined specialisation.

#### **4.1.2 Degree of Doctor 240 credits [Doktorexamen]**

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

### **Scope**

A Degree of Doctor is awarded after the third-cycle student has completed a study programme of 240 credits in a subject in which third-cycle teaching is offered.

### **Research thesis (doctoral thesis)**

For the Degree of Doctor, the third-cycle student shall have been awarded a pass grade for a research thesis (doctoral thesis) of at least 120 credits.

### **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 Doctor with a defined specialisation.

## **4.2 Designations**

Designations for third-cycle qualifications at Kristianstad University.

Filosofie doktorexamen  
*Degree of Doctor of Philosophy*

Filosofie licentiatexamen  
*Degree of Licentiate of Philosophy*

## **4.3 Degree**

After completion of education with the grade PASSED, a Degree of Doctor is issued alternative a Degree of Licentiate in the postgraduate subject.

## **4.4 Promotion**

At the University's celebration day, doctoral students who have completed a licentiate thesis defence receive a diploma, while doctoral students who have completed a doctoral thesis defence are awarded a doctorate and receive a diploma and insignia.

## **4.5 List of degree subjects at third-circle qualifications**

### **Name of degree subjects**

Educational Practices  
Caring Science