

## 12. Programme syllabus and programme date

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### 12.1 Programme syllabus

#### *National regulations*

The Higher Education Ordinance contains course and programme regulations:<sup>1</sup>

- “Courses may be combined to create study programmes.
- A study programme shall have a programme syllabus.
- The programme syllabus shall indicate the courses that the study programme comprises, specific entry requirements and other regulations required.”

#### *SLU rules*

SLU follows the recommendations for programme syllabuses issued by SUHF (the Association of Swedish Higher Education):<sup>2</sup>

Programme syllabuses must state:

- the courses included in the degree programme;
- the main structure of the degree programme;
- the prior knowledge requirements and other stipulations other than general entry requirements that apply in order to be admitted to the degree programme (specific entry requirements);
- when the programme syllabus or changes to it will apply and the necessary transitional regulations and rules.

The following applies to programme syllabuses for degree programmes at first-cycle and second-cycle level at SLU:

- **One** programme syllabus comprises **one** degree programme.
- **Prior knowledge** requirements (specific entry requirements) in order to be admitted to the programme must be listed.
- Degree programme **objectives** must be listed.
- The **content** and **structure** of the programme must be stated. The schematic overview must contain the programme courses and their level, specialisation, main field of study and scope. Professional programmes must state whether the courses are compulsory.
- The specific **requirements** needed in order to receive a certain **qualification** must be listed. They must be connected to the document [Lokal examensordning – regler för examina på grundnivå och avancerad nivå vid SLU](#) (SLU’s examination procedures for first cycle and second cycle level – only in Swedish), which contains internal qualification regulations.
- A preliminary programme syllabus must exist when establishing a **new degree programme**.
- Programme syllabuses for **new degree programmes** are approved by the SLU Board of Education.<sup>3</sup> See [Annex 2: Annual cycle for course and programme planning](#).

<sup>1</sup> Higher Education Ordinance (1993:100) Chapter 6, Section 13, 16–17.

<sup>2</sup> SUHF recommendation 2011:1 (dnr 10/118)

<sup>3</sup> The SLU Board’s delegation of authority.

- The Board of Education has delegated decisions regarding certain revision of existing programme syllabuses to the programme board in question. See [Who is responsible for what?](#) and [Annex 2: Annual cycle for course and programme planning](#).
- **Swedish** must be used by public authorities in Sweden. Therefore, programme syllabuses must be written in Swedish.<sup>4</sup> There must be an English translation to put into the course database.

#### *Headings in an SLU programme syllabus*

#### **Programme syllabus for the xx programme, xx credits**

#### *(Syllabus for the xxx Programme, xx credits)*

- The decision must contain the programme code, decision date, approving board, starting date, responsible programme board, ID number, etc.
- Prior knowledge and other entry requirements
- Objective
- Qualification
- Content and structure (schematic overview)
- Transitional provisions and other regulations
- Other information

#### *Who is responsible for what?*

- The Board of Education approves programme syllabuses.<sup>5</sup>
- The programme board decides on certain programme syllabus revisions.

The headings “Content and structure”, “Transitional provisions and other regulations” as well as “Other information” may be revised by the programme board in question, if the task has been delegated by the Board of Education.

#### *Instructions*

[Annex 2: Annual cycle for course and programme planning](#) includes, among other things, joint timeframes for planning and decisions on programme syllabuses. Also see the instructions for programme syllabuses under [Links](#) for more information.

#### *Developing a programme title*

In regard to programmes that lead to a professional qualification, the programme title is based on the qualification title (e.g. Forest Management – Bachelor’s programme).

Programmes that lead to a general qualification base their titles on a content concept with a last element that states the qualification type (e.g. Ethology and Animal Welfare – Bachelor's programme, Sustainable Food Systems – Master’s programme).

Official documents include the established and complete programme title the first time. In the rest of the text, a more flexible formulation can be used in uniform way (e.g. the Bachelor’s programme Ethology and Animal Welfare, the Master’s programme Sustainable Food Systems). Descriptive text should list the programme title in the programme language.

#### *Programme codes*

- The SLU Board approves a new programme → the Board of Education decides on a new programme syllabus → new programme code in Slukurs. See section [12.3 Propose a new degree programme](#).

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<sup>4</sup> Language Act (2009:600), Section 10.

<sup>5</sup> The SLU Board’s delegation of authority.

- The SLU Board cancels a programme → the programme code is stored in Slukurs. See section [12.4 Phase out a degree programme](#).
- The Board of Education decides on a new programme syllabus for an existing programme → new programme syllabus version → existing programme code is kept, but gets a new version addendum.
- The programme board decides on a new programme syllabus for an existing programme → new programme syllabus version → existing programme code is kept, but the course syllabus gets a new version addendum.

The faculty office or other unit that support the body that decides on the programme syllabus in question is responsible for submitting the approved syllabus for archiving.

### *Links*

[Instructions for programme syllabuses](#)

[Programme syllabus template – Swedish](#) (Word)

[Programme syllabus template – English](#) (Word)

[Lokal examensordning – regler för examina på grundnivå och avancerad nivå vid SLU](#) (SLU's examination procedures for first cycle and second cycle level – only in Swedish) includes teaching and research duties for SLU's main fields of study.

## 12.2 Programme date

### *Important concepts*

A programme date is a programme period and start date.

### *Policy*

Potential students must be provided with information in good time. Therefore, both the programme syllabus and programme date must be decided in good time before the application period begins.

### *SLU rules*

A decision of which degree programme will be available for the coming academic year must be made by **1 July**.

### *Who is responsible for what?*

The SLU Board annually decides on the range of degree programmes offered at first- and second-cycle level.<sup>6</sup>

### *Instructions*

[Annex 2: Annual cycle for course and programme planning](#) includes, among other things, joint timeframes for planning and decisions on range of programmes and courses offered.

### *Links*

Degree programmes on the SLU web:

- [First-cycle programmes](#)
- [Second-cycle programmes](#)

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<sup>6</sup> The SLU Board's delegation of authority.

## 12.3 Temporary freeze on admissions

### *SLU rules*

Any changes to the announced programme offering must be done before admission is carried out for the subsequent semester. Currently, decisions regarding the cancellation of a programme must be made not later than:

- 1 March for second-cycle programmes that are taught in English and start in the autumn semester;
- 1 June for other degree programmes that start in the autumn semester, and
- 15 November for other degree programmes that start in the spring semester.

### *Who is responsible for what?*

The vice-chancellor decides whether to cancel an announced degree programme.<sup>7</sup>

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<sup>7</sup> The SLU Board's delegation of authority.