

## RULES

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Vice-Chancellor

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# Lokal examensordning för Högskolan Dalarna

## Local System of Qualifications for Dalarna University

### Introduction

The local system of qualifications for Dalarna University is a consolidated document for national and local decisions regarding degrees. It is prepared in consultation with the Education and Research Board (UFN) and is decided by the Vice-Chancellor.

### National provisions

Reference to provisions regulating qualifications:

- The Higher Education Act (SFS) 1992:1434
- Higher Education Ordinance (SFS 1993:100)
- Ordinance (SFS 2011:689) on certain qualifications that provide qualified teacher status for teachers and pre-school teachers and on continuing professional development of teachers and educators at pre-schools that lead to qualifications in teacher or pre-school education
- Ordinance (SFS 2011:686) on supplementary teacher education leading to a Degree of Master of Arts/Science in Secondary Education
- UHR's regulations and general advice on the translation into English of Swedish qualifications (UHRFS 2019:6)
- SUHF's recommendations pertaining to Swedish names of prefixes and suffixes and their English translations (SUHF Rek 2010:2 Dnr 06-043)
- Ordinance (SFS 2021:1335) on education for teachers and preschool teachers

### Local provisions

The local system of qualifications at Dalarna University refers to qualifications at the first-, second-, and third-cycle levels according to SFS 1993:100 and describes the university's application of national regulations regarding degrees and annexes to these.

### Qualifications at Dalarna University

According to the Higher Education Ordinance, the Swedish Higher Education Authority (UKÄ) may decide at which institutions of higher education degrees may be awarded. Permission to award a degree may only be granted if the student's education meets the requirements laid down in the provisions of the ordinance. UKÄ may decide that a higher education institution is no longer permitted to award a degree.

General qualifications at first cycle and second cycle are awarded in the main fields of study and/or specialisations approved by the Vice-Chancellor, see Annex 1. A general qualification at first cycle and second cycle can be awarded after the student has completed the course requirements and meets the other criteria that are specified in the respective qualification descriptor in the Higher Education

Ordinance's system of qualifications. Within the framework of the qualification descriptors outlined in the Higher Education Ordinance, Dalarna University's local requirements for the specific qualification must also be met. The requirements for each general qualification are specified in the local qualification descriptor for each general qualification, which can be found on the university website.

General third-cycle qualifications are awarded in the subjects approved by the Vice-Chancellor, see Annex 2. For each subject, a degree of doctor and a degree of licentiate are awarded with the English designation of the Swedish prefix, which is stated in the subject's general syllabus.

The following general qualifications are awarded at Dalarna University:

| General qualifications         | Bachelor (first cycle) | Master (second cycle) | Doctorate (third cycle) |
|--------------------------------|------------------------|-----------------------|-------------------------|
| Higher Education Diploma       | x                      |                       |                         |
| Degree of Bachelor             | x                      |                       |                         |
| Degree of Master (60 credits)  |                        | x                     |                         |
| Degree of Master (120 credits) |                        | x                     |                         |
| Degree of Licentiate           |                        |                       | x                       |
| Degree of Doctor               |                        |                       | x                       |

A professional qualification at first cycle or second cycle can be awarded after the student has met the course requirements and meets the other requirements reported in the respective qualification descriptor in the Higher Education Ordinance's system of qualifications. Within the framework of the qualification descriptors in the Higher Education Ordinance, the local requirements set by Dalarna University for the specific qualification must also be met. The requirements for each professional qualification are stated in the respective programme syllabus/local qualification descriptor.

The following professional qualifications are awarded at Dalarna University:

| Professional qualification                                                                                                                           | First cycle | Second cycle |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|
| <i>Degree of Bachelor of Science in Engineering</i><br>(Högskoleingenjörsexamen) *                                                                   | x           |              |
| <i>Degree of Bachelor of Science in Nursing</i><br>(Sjuksköterskeexamen)                                                                             | x           |              |
| <i>Degree of Bachelor of Science in Social Work</i><br>(Socionomexamen)                                                                              | x           |              |
| <i>Postgraduate Diploma in Midwifery</i><br>(Barnmorskeexamen)                                                                                       |             | x            |
| <i>Postgraduate Diploma in Specialist Nursing –<br/>Dementia Care</i> (Specialistsjuksköterskeexamen med<br>inriktning mot demensvård)               |             | x            |
| <i>Postgraduate Diploma in Specialist Nursing –<br/>Primary Health Care</i> (Specialistsjuksköterskeexamen<br>med inriktning mot distriktssköterska) |             | x            |

|                                                                                                                                   |   |   |
|-----------------------------------------------------------------------------------------------------------------------------------|---|---|
| <i>Postgraduate Diploma in Specialist Nursing – Elderly Care</i> (Specialistsjuksköterskeexamen med inriktning mot vård av äldre) |   | x |
| <i>Degree of Master of Arts in Primary Education – Pre-School and School Years 1-3</i> (Grundläraresexamen F-3)                   |   | x |
| <i>Degree of Master of Arts in Primary Education – School Years 4-6</i> (Grundläraresexamen 4-6)                                  |   | x |
| <i>Degree of Master of Arts/Science in Secondary Education</i> (Ämnesläraresexamen årskurs 7-9)                                   | x | x |
| <i>Degree of Master of Arts/Science in Upper Secondary Education</i> (Ämnesläraresexamen gymnasieskolan)                          | x | x |
| <i>Higher Education Diploma in Vocational Education</i> (Yrkesläraresexamen)                                                      | x |   |

- as well as the teaching degrees awarded pursuant to the Ordinance SFS 2011:686 and SFS 2011:689

\* A Degree of Bachelor of Science in Engineering (Högskoleingenjörsexamen) is awarded with or without an engineering field. If the engineering field is to be specified in the degree certificate, it must have been approved by Dalarna University. Current engineering fields are stated in the respective qualification descriptors on the university website.

## Application for qualifications

According to Chapter 6, Section 9 of the Higher Education Ordinance, a student who fulfils the requirements for the award of a qualification must, upon request, be provided with a certificate. Certificates are issued at the higher education institution where the student completed the last course unless the higher education institutions concerned agree otherwise.

Applications for certificates are made in Ladok for students and in Ladok for former students. There is also a form available on the university website.

If courses taken at other higher education institutions are to be included in the degree, the university may request that the student submit course syllabuses and reading lists for these. If supplementary information is not received in time, an assessment is made based on the documentation received.

The student must be notified of a decision on the matter within two months of a complete application being received by the authority. For students who are suspended as a result of disciplinary action, the application will be processed after the suspension period has ended.

Rejection of a degree application, as well as a decision not to include a certain course in the degree certificate, can be appealed. See Appeal.

## Transfer of credit

Credit transfer of other education/prior learning/foreign education is reported in the certificate in accordance with the decision on credit transfer. Rules on credit transfer are available on the university website.

If courses taken in another country are to be included in a degree, original documents must be presented in connection with the application for the degree. These must clearly state where and when the courses were completed and the scope, level, grades, and grading scale. In those cases where the documents are not in English, they must be translated into Swedish or English by an authorised

translator.

If a decision on credit transfer is made before the studies for the degree have been completed – and therefore does not relate to the other courses in the degree – an assessment of content overlap will be made at the time the degree is being issued.

## Diploma

Courses that are to be included in a degree must be at a level that is equivalent to levels in Swedish higher education and must be at a minimum of first cycle.

For Dalarna University to issue a degree certificate, at least one course that is to be included in the degree must have been completed at Dalarna University.

Dalarna University's degree certificate is issued in Swedish with an English translation.

Courses that are to be included in a degree must, as a rule, have been completed in their entirety. In some instances, modules in uncompleted courses may be credited towards a qualification. However, the module must be graded as a pass and must be clearly definable in terms of the subject.

If the content of a course overlaps with the content of another course, then both cannot be included in the same degree. Courses at the second cycle can be included in a first-cycle qualification.

For a course that is included in a qualifying degree (*behörighetsgivande examen*) at first cycle to be included in a qualification at second cycle, a special assessment must be made. Courses in a teaching degree at the first cycle may be included in a teaching degree at the second cycle, and vice versa.

A third-cycle degree cannot include courses that were included in the fulfilment of the entry requirements for the programme. Credit transfer from previous studies, for example, courses from a Master's programme, is dealt with on a case-by-case basis following an application from the student.

A vocational degree at the second cycle at Dalarna University comprises at least 30 credits at the second cycle.

A degree awarded at Dalarna University must include a degree project of at least 7.5 credits.

One (1) course with excess credits can be included in the degree certificate without the excess credits being included in the total sum of credits for the degree.

The degree titles used, as well as their translation into English, are stated in the respective local qualification descriptor.

If a student has taken freestanding courses corresponding to a programme without being admitted to it, a degree certificate according to the programme syllabus can still be issued.

In all degree certificates issued at Dalarna University, the following must be stated:

- name and Swedish personal identity number or other identification number registered in Ladok where a Swedish personal identity number is lacking
- the title of the qualification
- the date of the decision (date of the qualification)
- the level of the qualification
- the name of the university where the courses, or equivalent part of a third-cycle programme, were completed

In addition, the following must be given for qualifications at the first cycle and second cycle:

- possible main field of study and/or any specialisation
- the scope of the courses in credits, grades, and dates of grades and, where applicable, previous education or elements that have been transferred as part of the degree. No grade is given in connection with credit transfer

In addition, the following must be stated for degrees at the doctoral (third-cycle) level:

- third-cycle subject area
- the scope of the courses in credits and the date of pass in the course and, where applicable, previous education or elements that have been transferred as part of a degree
- title of thesis/dissertation

Starting 1 January 2024, all degree certificates will be issued digitally. Those who have received a digital degree certificate can retrieve their certificate at any time by logging in to Ladok for students or Ladok for former students. The holder of a paper diploma may obtain an archive copy on request. Degree certificates issued on paper will not be reissued in digital form.

A degree certificate can be altered in the event of a change in gender identity or a change in personal identity number, for example, for students who did not have a Swedish personal identity number when the degree certificate was issued but obtained a number at a later date.

## Diploma supplement

The Diploma Supplement has been included with all degrees awarded since 1 January 2003. It is not issued retroactively for degrees from before 1 January 2003.

A supplement is issued with a Higher Education Diploma in Vocational Education. This specifies which qualified and relevant professional skills form the basis for the specific entry requirements in accordance with the regulations of the Swedish Council for Higher Education on annexes to the Higher Education Diploma in Vocational Education (UHRFS 2013:5).

## Main field of study

The degree learning outcomes for a general qualification at the first cycle and second cycle are achieved through the main field of study and, where applicable, through programme specialisations leading to a Higher Education Diploma.

The main field of study and/or specialisation must have been approved by Dalarna University, see Annex 1.

Each course in the main field of study at the first-cycle and second-cycle levels at Dalarna University has a code that indicates the course's place in the progressive specialisation in the main field of study.

These are as follows:

|     |                                                                                                                                                      |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------|
| G1N | first cycle, has only upper-secondary level entry requirements                                                                                       |
| G1F | first cycle, has less than 60 credits in first-cycle course/s as entry requirements                                                                  |
| G1E | first cycle, contains specially designed degree project for Higher Education Diploma                                                                 |
| G2F | first cycle, has at least 60 credits in first-cycle course/s as entry requirements                                                                   |
| G2E | first cycle, has at least 60 credits in first-cycle course/s as entry requirements, contains degree project for Bachelor of Arts/Bachelor of Science |
| A1N | second cycle, has only first-cycle course/s as entry requirements                                                                                    |

|     |                                                                                          |
|-----|------------------------------------------------------------------------------------------|
| A1F | second cycle, has second-cycle course/s as entry requirements                            |
| A1E | second cycle, contains degree project for Master of Arts/Master of Science (60 credits)  |
| A2E | second cycle, contains degree project for Master of Arts/Master of Science (120 credits) |

Courses outside the main field of study at the first-cycle level at Dalarna University are coded GXX.

Courses outside the main field of study at the second-cycle level at Dalarna University are coded AXX.

### Translation of the Swedish prefixes and suffixes (*förled* and *efterled*)

At Dalarna University, degrees at the first cycle (bachelor) and second cycle (master) are awarded with one of the Swedish prefixes *ekonomie*, *filosofie*, *politices* or *teknologie* that translate to, respectively: "... of Science in Business and Economics", "... of Arts", "of Political Science", and "... of Science", depending on the main field of study. A Higher Education Diploma is awarded without one of these. A Bachelor's degree without a Swedish prefix may be awarded in a technically classified main field of study in cases where the requirements for the prefix *teknologie* are not met.

At Dalarna University, the Swedish prefixes *filosofie* and *teknologie* are used for third-cycle degrees, depending on the third-cycle subject area.

The final part of the name of a qualification (Swedish *efterled*) states the specialisation or qualification a degree has. There is no requirement that the student must have been admitted to a particular programme for the student to obtain a degree with this; however, the courses included in the programme syllabus must be completed.

### Transitional provisions

Any transitional provisions are provided in the qualification descriptors for the qualification in question.

Since 2021-01-01, it has not been possible to issue degree certificates at Dalarna University according to the older provisions. The transitional provisions have applied to those who started a degree programme before 1 July 2007, when the older provisions were in place. (HDa 1.1 - 2019/1549)

Dalarna University can make a decision that a main field of study, and any associated right to a degree, will discontinue. Those who, before the date of discontinuation, meet the degree requirements for the main field of study (first or second cycle) have the right to obtain a degree with this main field of study upon request, even if the main field of study has been discontinued.

Dalarna University can decide to discontinue higher education programmes that lead to a degree that is specific to a higher education programme. A person who fulfils the requirements for a degree that is specific to a higher education programme before the date of discontinuation has the right to obtain this degree upon request, even after the date of discontinuation.

Dalarna University can make a decision to discontinue a Bachelor of Science in Engineering programme that leads to a degree in a certain engineering field. A person who before the date of discontinuation meets the requirements for a degree in a particular engineering field is entitled to obtain this degree upon request, even after that date.

Dalarna University can make a decision to discontinue a certain specialisation for a general qualification. A person who meets the requirements for a degree with a certain specialisation before the date of discontinuation is entitled to be awarded this degree upon request, even after the date of

discontinuation of the specialisation.

## Appeals

In accordance with the Higher Education Ordinance (Chapter 12, Section 2), decisions on degree certificates may be appealed to the Higher Education Appeals Board (ÖNH). If the decision adversely affects the student either in part or in full, then they must be informed that they can appeal the decision and that the appeal must be in writing. Appeals must be addressed to ÖNH but sent to Dalarna University. An appeal must have been received within three weeks from the date on which the appellant was notified of the decision.

The appeal must state which decision is being appealed and which amendment to the decision is being requested. The handling of appeals is regulated in accordance with the Regler för klagomål, omprövning och överklagan (Rules for Complaints, Review and Appeal) (HDa 1.2 - 2018/1383).

The Higher Education Appeals Board is an authority tasked with examining appeals against certain decisions made in the sector for higher education and the sector for qualified vocational education and training. The Higher Education Appeals Board is the final instance in these cases. This means that it will not be possible to appeal against the decision of the Board. For more information, see [www.onh.se](http://www.onh.se).

## Annex 1: Main fields of study at Dalarna University

| Main fields of study                                                  | Högskole | Kandidat | Magister | Master |
|-----------------------------------------------------------------------|----------|----------|----------|--------|
| African Studies (MA1, MA2)                                            |          |          | X        | X      |
| Arabic (HED, BA)                                                      | X        | X        |          |        |
| Assistive Technology (HED, BSc)                                       | X        | X        |          |        |
| Work Science (HED, BSc)                                               | X        | X        |          |        |
| Audiovisual Studies (MA1)                                             |          |          | X        |        |
| Moving Image Production (HED, BA)                                     | X        | X        |          |        |
| Data Analytics (MSc1, MSc2)                                           |          |          | X        | X      |
| Computer Engineering (HED, BSc)                                       | X        | X        |          |        |
| Computing (HED, BSc)                                                  | X        | X        |          |        |
| Energy Technology (MSc1)                                              |          |          | X        |        |
| English (HED, BA)                                                     | X        | X        |          |        |
| Literature in English (MA1)                                           |          |          | X        |        |
| French (HED, BA)                                                      | X        | X        | X        |        |
| Physiotherapy (MSc1)                                                  |          |          | X        |        |
| Business Administration and Management (HED, BScBE, BSc, MSCBE, MSc1) | X        | X        | X        |        |
| History (HED, BA)                                                     | X        | X        |          |        |
| Sport and Health Science (HED, BSc)                                   |          | X        |          |        |
| Industrial Engineering and Management (HED, BSc)                      | X        | X        |          |        |
| Information Systems (HED, BSc)                                        | X        | X        |          |        |
| Intercultural Literature Studies (MA1, MA2)                           |          |          | X        | X      |
| International Relations (BSc, PSc)                                    | X        | X        |          |        |
| Italian (HED, BA)                                                     | X        | X        |          |        |

|                                                  |   |   |   |   |
|--------------------------------------------------|---|---|---|---|
| Japanese (HED, BA)                               | X | X |   |   |
| Chinese (HED, BA)                                | X | X |   |   |
| Human Geography (HED, BSc, MSc1)                 | X | X | X |   |
| Comparative Literature (HED, BA)                 | X | X |   |   |
| Sound and Music Production (HED, BA)             | X | X |   |   |
|                                                  |   |   |   |   |
| Media Production (HED, BA)                       | X | X |   |   |
| Microdata Analysis (HED, BSc, MSc1, MSc2)        | X | X | X | X |
| Economics (HED, BscBE, BSc, MScBE, MSc1)         | X | X | X |   |
| Nursing (HED, BSc)                               | X | X | X |   |
| Educational Work (MSc1)                          |   |   | X |   |
| Human Resource Management (HED, BSc)             | X | X |   |   |
| Portuguese (HED, BA)                             | X | X |   |   |
| Religious Studies (HED, BA, MA1)                 | X | X | X |   |
| Russian (HED, BA)                                | X | X |   |   |
| Civil Planning and Construction (HED, BSc)       | X | X |   |   |
| Sexual, Reproductive and Perinatal Health (MSc1) |   |   | X |   |
| Social Work (HED, BSc, MSc1)                     | X | X | X |   |
| Sociology (HED, BSc)                             | X | X |   |   |
| Solar Energy Engineering (MSc1, MSc2)            |   |   | X | X |
| Spanish (HED, BA)                                | X | X |   |   |
| Political Science (HED, BSc, PSc, MSc1)          | X | X | X |   |
| Swedish (HED, BA)                                | X | X |   |   |
| Swedish as a Second Language (HED, BA, MA1)      | X | X | X |   |
| Applied English Linguistics (MA1)                |   |   | X |   |
| Tourism Studies (HED, BSc, MSc1, MA2)            | X | X | X | X |
| German (HED, BA, MA1)                            | X | X | X |   |
| Care Sciences (MSc1)                             |   |   | X |   |

**B**achelor's and Master's (60 credits and 120 credits) degrees are usually awarded with a translation of the Swedish prefix. A Bachelor's degree without a Swedish prefix (translated to the respective English designation) can be awarded to students who do not meet the requirement for 15 credits in mathematics for the Swedish prefix *teknologie*, which translates to the English designation "...of Science". After each main field of study, the corresponding degree designation generated by the field is indicated in parentheses along with its English translation.

HED = Higher Education Diploma  
BA = Degree of Bachelor of Arts  
BSc = Degree of Bachelor of Science

BScBE = Degree of Bachelor of Science in Business and Economics  
PSc = Degree of Bachelor of Science in Political Sciences  
MA1 = Degree of Master of Arts (60 credits)  
MSc1 = Degree of Master of Science (60 credits)  
MScBE = Degree of Master of Science (60 credits) in Business and Economics  
MA2 = Degree of Master of Arts (120 credits)  
MSc2 = Degree of Master of Science (120 credits)

## Annex 2 Third-cycle subject areas and subjects at Dalarna University

| Subject Area                                             | Subject                                             | Degree of Licentiate | Degree of Doctor | Decision            |
|----------------------------------------------------------|-----------------------------------------------------|----------------------|------------------|---------------------|
| Microdata Analysis                                       | -Microdata Analysis (F/ Ph.D.)                      | x                    | x                | UFN 2012-11-21      |
|                                                          | -Data Analytics (F/ Ph.D.)                          | x                    | x                | C 2024/1161         |
| Educational Work                                         | -Educational Work (F/Ph.D.)                         | x                    | x                | HDa 5.2.1-2017/1250 |
| Health and Welfare with Focus on Evidence-Based Practice | -Care Sciences (F/Ph.D.)                            | x                    | x                | HDa 5.2.1-2017/1249 |
| Resource-Efficient Built Environments                    | -Energy Systems in the Built Environment (T/ Ph.D.) | x                    | x                | C 2022/201          |

*The parentheses after each subject area specify which Swedish prefix it generates and the designation of the degree in English.*

F = Filosofie

T = Teknologie

Ph.D. = Degree of Doctor of Arts/Science