



RULES

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Rules for course and programme syllabuses at the first- and second-cycle levels

1 Introduction

UFN has the overall responsibility for the quality of course and programme syllabuses at Dalarna University. This document regulates the design of course and programme syllabuses and also describes the overall processes for their adoption, revision and discontinuation.

Course and programme syllabuses at the access level (*förutbildningsnivå*), first-cycle level and second-cycle level must be prepared by the Committee for Course and Programme Syllabuses, UKU.

UFN decides on UKU's meeting schedule following a proposal from the head of school, with the standard of two regular meetings per semester. These meetings must be announced in the preceding semester along with the deadline for the submission of proposals for course and programme syllabuses. If extra UKU meetings or faster processes are needed, there must be dialogue with Central Administration.

At the end of the document, you will find tables showing the areas of responsibility for preparation and decision-making. Course syllabuses are prepared and adopted according to Table 5. Programme syllabuses are prepared and adopted according to Table 6.

On the staff website (*medarbetarwebben*), templates and other material are available that supplement the rules.

2 From initiative to proposal for course and programme syllabuses

Before a new course or programme syllabus can be adopted, the programme must be formally established, according to the document titled *Regler för inrättande och nedläggning av ämnen och utbildningar*.

Rules for course and programme syllabuses at the first- and second-cycle levels

The development of a *new* syllabus for a course or programme is preceded by an assignment from the head of school, who ensures that the necessary resources are made available.

Proposals for a new syllabus are prepared by the teachers concerned under the guidance of the head

of subject or the person appointed by the head of subject, preferably the intended examiner, in consultation with the heads of subject who are responsible for the relevant main fields of study and the programme directors.

Proposals for a new syllabus for a programme leading to a general qualification, vocational education or two-year programme-specific degree are prepared by the teachers concerned under the guidance of the programme director or the person appointed by the head of school. Proposals for syllabuses for programmes leading to a general qualification are drafted in consultation with the heads of subject responsible for the relevant main fields of study and the courses that are to be included.

The work to develop proposals for course or programme syllabuses always includes consultation with the admissions and graduation offices.

Other offices contribute with advice and instructions according to Table 1.

Table 1. Central Administration areas of expertise.

Office	Area of expertise
Admission	Entry requirements.
Degree/qualification	Degree title, progression indicator (<i>fördjupningskod</i>), main field of study, overlap.
Ladok	Programme codes, pricing.
Language support	Translation.
Developer of Teaching and Learning in Higher Education	Formulation of outcomes and work with the constructive alignment of the programmes.

3 Content and design of course and programme syllabuses

3.1 Course syllabus

All education at the first- and second-cycle levels must be conducted in the form of courses. For each course, there must be a syllabus. The course syllabus is a legally binding document that is regulated by the Higher Education Ordinance and by governing documents adopted by Dalarna University.

At Dalarna University, a syllabus must include what is shown in Table 2. A more detailed description of each heading, as well as examples, can be found in *Handledning för KPW*.

Table 2. Content of course syllabuses.

Content headings	Comment
Course title	In both Swedish and English. Courses that include a degree project must be named in a certain way.
Number of credits	Number of credits, alternatively number of access credits (<i>förutbildningspoäng</i>).
Date	Provide the date of the decision, alternatively the date of the revision.

Level of course	Access level (<i>förutbildningsnivå</i>), first-cycle or second-cycle level.
Learning outcomes	The learning outcomes must explain, in general terms, what students are expected to know after completing the course using clear formulations that reflect the level of the course. They must be well thought out and correspond with the course's content, scope and entry requirements. They must clearly differ from each other. If the plan is to teach the course in English, the university translator translates the learning outcomes after the syllabus has been adopted.
Course content	Provide a concise description. State whether the course is included in a general entry requirement or a specific entry requirement for the programme, such as a placement (VFU), which is specified by the number of credits unless the entire course constitutes the VFU and this is clear from its title.
Forms of assessment	Enter the forms of assessment in a bulleted list. To enable students to understand in advance what will apply in assessment in a course and thereby ensure legal certainty and fairness, it is important that the course syllabus clearly states which forms of assessment will be used. See <i>Regler för examination på grund- och avancerad nivå</i>
Grades	For the grading scale, see <i>Regler för examination på grundnivå och avancerad nivå</i> . The modules that are created for the course in KPW and that therefore appear in Ladok will be stated under this heading. Unless otherwise specified, a module is created for the entire course.
Entry requirements	State the entry requirements in Swedish and English. Specific entry requirements must be essential for a student to be able to benefit fully from the programme. See <i>Anvisningar för behörighetskrav i kurs- och utbildningsplaner</i>.
Main field(s) of study	If applicable, please specify. Courses that include a degree project can only be included in one (1) main field of study and/or one (1) professional qualification (<i>yrkesexamen</i>).
Progression indicator	Specify for those courses that are included in the main field of study according to SUHF recommendations. In the case of courses that are not included in the main field of study, the codes GXX (first cycle) and AXX (second cycle) are used. The chosen designation should normally correlate with the entry requirements for the course.
Course code	Generated when the syllabus is imported into <i>utbildningsdatabasen</i> . The course code is linked to the subject in which the course is given.
Subject	State which academic subject is responsible for the course.
Other information	State other provisions for the course, for example, compulsory attendance, limit to the number of examinations, special conditions for re-examination or any transitional rules.

The syllabus includes administrative information for, among other things, the field of study, overlap in cases where courses overlap in whole or in part with the content of another course, and directions regarding the information on www.antagning.se. The administrative information does not appear in the course syllabus; instead, it appears in an appendix and is adopted at the same time as the syllabus to which it belongs.

The course also has a course handbook. This provides more information about the course's learning outcomes related to content, learning activities, examinations, and grading and assessment criteria. The course guide is published in the learning platform no later than one week before the start of the course. The course handbook can be updated during the course if necessary. However, at the end of the course, a final version of the course handbook in file format must be published in the designated location in the learning platform for archiving. This aims to facilitate future work, such as applying for credit transfer.

3.2 Programme syllabus

All education at the undergraduate and graduate level is conducted as courses, which can be included in degree programmes. A degree programme can lead to a professional qualification and/or a general qualification. For each degree programme, there must be a syllabus. The programme syllabus must describe the programme content that leads to the achievement of the outcomes set out in the Higher Education Act and the Higher Education Ordinance, as well as any programme-specific (local) outcomes.

At Dalarna University, a programme syllabus must contain the information presented in Table 3.

Table 3. Content of programme syllabuses

Content headings	Comment
Title of programme	In both Swedish and English.
Number of credits	State the number of credits or the number of access credits (<i>förutbildningspoäng</i>).
Level	Access level (<i>förutbildningsnivå</i>), first-cycle or second-cycle level.
Programme code	Produced by Ladok.
Date	Enter the date of the decision, alternatively the date of the revision.
Objectives of the programme	State the objectives as given in the <i>Higher Education Act</i> for qualifications at the first-cycle or second-cycle levels, and the objectives set out in the <i>Higher Education Ordinance</i> for the general or professional qualification. State any <i>programme-specific (local) objectives</i> under these subheadings: • Knowledge and understanding • Competence and skills • Judgement and approach

Main structure	Describe the content and structure of the programme in concise and general terms. Clearly state the specialised study in the programme. Describe the gradual specialisation in the main field of study for a Bachelor's degree and the specialisation within the main field of study for a one-year (<i>magister</i>) and two-year (<i>master</i>) Master's degree. Also describe the opportunities for international mobility in the form of exchanges, placements (VFU) or blended mobility that can be accommodated within the programme.
Courses in the programme	List all the courses each semester in the intended order of study, with course name, level and scope (credits). State which courses are compulsory for the achievement of the qualitative targets (<i>examensmål</i>) for the specified degree. If the programme contains elective courses, state their name. State whether the programme allows for a certain number of credits from optional courses.
Degree awarded	Provide the full name of the degree that the programme leads to both in Swedish and in its English translation. Specify the technology/engineering field for the Bachelor of Science in Engineering Programme (<i>högskoleingenjörsprogram</i>). See <i>Lokal examensordning för Högskolan Dalarna</i> and current degree descriptions for titles and translations.
Entry requirements	In both Swedish and English. The specific entry requirements must be essential for a student to be able to benefit fully from the programme. <i>See Anvisningar för behörighetskrav i kurs- och utbildningsplaner.</i>
Summary in English	Provide any local programme outcomes in English, as well as any other important information.
Other information	State any programme-specific information, such as any requirements that must be met for the programme name to appear on the degree certificate, information about VFU or language of instruction.

The programme syllabus also includes administrative information regarding, among other things, the field of education for pricing and directions regarding the information on www.antagning.se. Central Administration assists in the work to structure and design this information. The administrative information appears in the appendix to the course syllabus (not in the course syllabus itself) and is adopted at the same time as the syllabus to which it belongs.

The programme includes a handbook. It provides more information on content and implementation. The programme handbook is published in the learning platform no later than one week before the programme starts. The programme handbook can, if necessary, be updated during the programme. However, by the end of the programme, a final version of the programme handbook in file format must be published in the designated place in the learning platform for archiving.

4 Supporting documentation

Before the final preparation of a course or programme syllabus at first- and second-cycle level, the documents listed in Table 4 must be submitted to UKU no later than *one week* before the UKU meeting. This requires that the author, well before the documentation is sent to UKU, has prepared the current course or programme syllabus and ensured that all interested parties have

had the opportunity to submit their views on it.

Table 4. Supporting documentation required for course and programme syllabus.

Course syllabus	Programme syllabus
<i>Relating to a course at the first-cycle or second-cycle level that is not included in the programme</i>	• <i>processprotokoll</i> • proposed programme syllabus • a current programme syllabus • all course syllabuses, decided or proposed, that are to be included in the programme • the intended order of the included courses • reading lists (preliminary) for the first half of the programme • matrix of existing and planned courses in the programme • brief description of how the courses help ensure qualitative targets (<i>examensmål</i>)
• <i>processprotokoll</i>, or equivalent • proposed course syllabus	
<i>Which refers to a course that is included in a programme</i>	
• <i>processprotokoll</i>, or equivalent • proposed syllabus • applicable programme syllabus • matrix of existing courses • a brief description of how the course helps ensure current qualitative targets (<i>examensmål</i>)	

5 Final preparation and adoption

Proposals for a course syllabus must be presented by the head of subject at the UKU meeting.

Proposals for a programme syllabus are presented at UKU by the programme director or the person appointed by the head of school.

UKU is thus responsible for the final step in the preparation and submits proposals for decisions regarding the course or programme syllabus.

If UKU considers that the proposed course or programme syllabus does not meet the requirements in terms of academic or administrative quality, the documentation, including any opinions, will be referred back to the head of subject. The head of subject then ensures that the current course or programme syllabus, after dealing with comments and opinions, is presented for a new decision. If a matter has been referred back twice, the chair of UKU may decide to refer the matter to UFN, which will determine whether the course or programme syllabus should be approved or referred back once more.

The course syllabus is adopted by a decision of UFN (or the person appointed by the board). The programme syllabus is adopted by a UFN decision. The benchmark is that all course and programme syllabuses at the first- and second-cycle levels must be adopted and published no later than *60 days* before the first day of registration for the course or programme in question.

6 Correction and revision of course or programme syllabuses

When working on changes to a course or programme syllabus, a distinction is made between *correction* and *revision*.

6.1 Correction of a course syllabus or programme syllabus

Corrections can be initiated by anyone involved with the course or programme syllabus. Correction refers to minor changes to the syllabus in the form of technical or linguistic corrections: for example, misspellings, unclear grammatical references or incorrect translation. After preparation by

the head of subject or the person appointed by the head of subject, a correction to the course syllabus can be made by the chair of UKU without changing the course code. After preparation by the programme director, or the person appointed by the head of school, correction of the programme syllabus can be made by the chair of UKU without changing the programme code.

6.2 Revision of a course syllabus or programme syllabus

A revision of a course or programme syllabus is made in the same way as the development of a new course or programme syllabus; see sections 2–5. In the case of revisions that do not involve significant changes, a shortened review process can be applied, without the requirement for preparation by UKU. An assessment of a shortened review process is made by Central Administration.

Revision of the syllabus leads to a new course code.

Revision of the programme syllabus usually leads to a new programme code, but there may be exceptions. Contact Central Administration for information about what changes can be made without creating a new programme code.

7 Discontinuation of a course syllabus or programme syllabus

To end the university's commitments as regards the course or programme syllabus, the course or programme syllabus in question must be discontinued. Discontinuation means a decision that a course or programme is withdrawn from the university's listings of courses and programmes or that a process is initiated that leads to the termination of the course or programme syllabus.

7.1 Discontinuation of a course syllabus

Discontinuation of a course means that the course syllabus will no longer be in force one year after the date on which the decision to discontinue a course is made. When the syllabus is no longer in force, its status as a legally binding regulation ceases.

Discontinuation of a course can be initiated by UFN, the head of school or the head of subject, or equivalent, in consultation with the relevant programme directors and heads of subject responsible for the main fields of study concerned. Administrative documentation for preparation is compiled by the school's senior administrator (*institutionsadministratör*) with the support of *utbildningsadministrationen*. The matter is prepared by the head of subject or the person appointed by the head of subject, and is then presented at a UKU meeting. The decision to discontinue a course is made by UFN or a person appointed by the board.

7.2 Discontinuation of a programme syllabus

The discontinuation of a programme syllabus means that it is no longer in force after the final admitted student to the programme's first semester has had the opportunity to complete the programme within its nominal period of study, plus one year. This time can be extended for students who were granted approved leave from studies. When the programme syllabus is no longer in force, its status as a binding regulation expires.

The discontinuation of the programme syllabus can be initiated by UFN, the head of school, the programme director, or equivalent, and takes place in consultation with the heads of subject of the relevant subjects. Administrative documentation for preparation is compiled by the school's senior administrator with the support of the education administrator. The matter is prepared by the programme director or the person appointed by the head of school, and is then presented at a UKU meeting. The decision to discontinue the programme syllabus is made by UFN or a person appointed by the board.

8 Overview of areas of responsibility

Table 5. Overview of responsibilities – course syllabuses

Process part	Course syllabus
<i>Adoption of a new syllabus and revision of an existing syllabus</i>	
Initiatives	Assigned by the head of school.
Drafting	Relevant teachers under the guidance of the head of subject, or the person appointed by the subject coordinator, in consultation with the heads of subject, who are responsible for any relevant main field of study and any relevant programme director, as well as Central Administration.
Administrative officer	The head of subject or the person appointed by the head of subject.
Final preparation	UKU.
Decision	UFN or the person appointed by the board.
<i>Correction</i>	
Initiatives	Anyone involved with the course syllabus.
Drafting and presentation	The head of subject or the person appointed by the head of subject.
Implementation	UKU chairperson.
<i>Discontinuation</i>	
Initiatives	UFN, the head of school or the head of subject in consultation with the programme director and the heads of subject responsible for the main fields of study concerned.
Drafting of supporting documents	Senior administrator for the school with the support of <i>utbildnings-administrationen</i> .
Preparation	Head of subject, or the person appointed by the head of subject.
Administrative officer	Head of subject, or the person appointed by the head of subject.
Final preparation	UKU.
Decision	UFN, or the person appointed by the board.

Table 6. Overview of responsibilities – programme syllabuses

Process part	Programme syllabus
<i>Adoption of a new syllabus and revision of an existing syllabus</i>	
Initiatives	Assigned by the head of school.
Drafting	Relevant teachers under the guidance of the programme director, or the person appointed by the head of school, in consultation with the relevant subject coordinators and Central Administration.
Administrative officer	Programme director, or the person appointed by the head of school.
Final preparation	UKU.
Decision	UFN.
<i>Correction</i>	
Initiatives	Anyone involved with the syllabus.
Drafting and presentation	Programme director, or the person appointed by the head of school.
Implementation	UKU chairperson.
<i>Discontinuation</i>	
Initiatives	UFN, head of school or programme director in consultation with the subject coordinators for the included subjects.
Drafting of supporting documents	Senior administrator for the school with the support of <i>utbildningsadministrationen</i> .
Preparation	Programme director, or the person appointed by the head of school.
Presentation	Programme director, or the person appointed by the head of school.
Final preparation	UKU.
Decision	UFN, or the person appointed by the head of school.