

DECISION

Reg. no  
STYR 2023/110

*Date*  
22 November 2018

Revised 2 February 2023

Faculty Board

## Procedures for Establishing and Approving First and Second-Cycle Course Syllabi

The present document describes the procedures for establishing courses and approving course syllabi at the Faculty of Social Sciences. The decision-making process for a course comprises two decisions: the decision on establishing the course and the decision on approval of the course syllabus. Pursuant to the faculty's Delegation Rules<sup>1</sup>, courses are established by the Faculty Board. The decision on approval of the course syllabus and reading list is delegated to the department boards (or equivalent board at a specialised centre) or, for certain programmes, to a management group for programmes.

### Establishing courses

#### Background

Courses that are new or have undergone changes that entail a new course code, are to be established by the Faculty Board. The changes in a course syllabus that give rise to a new course code are:

- changes to the course title
- changes to the number of credits
- changes to the grading scale

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<sup>1</sup> <https://www.sam.lu.se/internt/organisation-och-styrning/styrdokument-och-handlingsplaner>

- substantial changes to the content
- change of main field of study
- change of cycle or depth of study relative to the degree requirements
- changes to admission requirements.

Changes that are not included above may be introduced in the course syllabus without any change to the course code. In such cases, the department board takes the decision on the revised course syllabus without the course needing to be re-established.

### **Procedures for establishing a course**

Before one of the Faculty Board's meetings each semester (the March meeting for the forthcoming spring semester and the October meeting for the forthcoming autumn semester) an officer at the Faculty Office requests a list that states which forthcoming courses are new or have undergone changes requiring a new course code.

Courses that are new or need to have a new course code are established by the Faculty Board according to the basic information on the course and a description of the reason for its establishment/new course code. The basic information about the course is: course code, course title (in Swedish and English), number of credits, cycle, planned number of students, starting date, form of delivery (distance learning or on campus), language of instruction and, where applicable, which course it has replaced. At this stage, the course syllabus does not need to be completely finalised, but a brief description of the course, why it has been established or what changes have been implemented, and basic information on the course, are to be made available to the Faculty Board. The courses offered in other admission rounds are to be managed as necessary and as they arise.

## Approval of course syllabi

### Background

The Faculty Board has delegated decisions on the approval of course syllabi to the department boards or, for certain programmes, to a management group for programmes.

### Procedures for approval of course syllabi

- Each department is to have a course syllabus committee or equivalent, which manages and prepares course syllabi. The course syllabus committee is to include student representation or equivalent. The departments' course syllabus committees build up broad expertise at the department level, ensuring a process which is less dependent on individuals. Course syllabi are to be structured according to Lund University's Application Rules Regarding First and Second-Cycle Course Syllabi<sup>2</sup> and the faculty's template for course syllabi<sup>3</sup>. The course syllabi are generated and approved in the course syllabus database Lubas.
- A proposal for a course syllabus is sent to the faculty-wide course syllabus committee (which also includes student representation) for further review and support. If possible, the director of studies takes part in the committee meetings for a direct dialogue and feedback on the course syllabus. Thus, preparation of the course syllabus takes place first in the department's own course syllabus committee and subsequently in the faculty's course syllabus committee, before approval by the department board. The use of the faculty-wide course syllabus committee is strongly recommended.

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<sup>2</sup><https://www.medarbetarwebben.lu.se/sites/medarbetarwebben.lu.se/files/2021-11/tillampningsforeskrifter-gallande-kursplaner-for-grund-och-avancerad-niva.pdf>

<sup>3</sup><https://www.sam.lu.se/sites/sam.lu.se/internt/files/kursplanemall-samhallsvetenskapliga-fakulteten-2017-04-06.pdf>

- The decision on approval is taken by the department board or, in certain cases (programme-specific courses within department-wide programmes) by the management group for the programme.
- Spot checks are carried out by the faculty-wide course syllabus committee. The faculty-wide course syllabus committee follows up on the quality of the course syllabi through spot checks of approved course syllabi on an ongoing basis. Feedback is given in writing to the departments. The committee reviews both course syllabi that have been through the faculty-wide committee and ones that have not and, where appropriate, course syllabi that have been flagged up due to shortcomings or suchlike. If a department does not meet the quality requirements despite feedback from the faculty-wide course syllabus committee, the Faculty Board may decide to withdraw the delegation for approval of course syllabi (Delegation Rules and Working Methods for the Faculty of Social Sciences).

### **Deadlines to be observed**

According to the List of Rights – Lund University Student's Rights and Responsibilities<sup>4</sup>, course syllabi are to be approved at the latest one month before the application deadline, i.e. the day on which the course opens for applications. Admitted students have the right to complete the course during the regular course period in accordance with the approved course syllabus valid at the time they started the course.

It is important to start the work on course syllabi in a timely manner so as to allow sufficient time to complete all the stages of the decision-making process. The faculty-wide committee sets its meeting dates on an annual basis so that the departments can plan accordingly.

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<sup>4</sup><https://www.lu.se/sites/www.lu.se/files/2022-10/rattighetslistan-lunds-universitet-tillganglig.pdf>

For courses offered only within programmes, the course syllabus is to be finalised and approved at the latest 8 weeks before the start of the course, pursuant to the recommendations of the Swedish Higher Education Authority<sup>5</sup>.

Changes to courses sometimes also require revisions to a programme syllabus, which must take into account the deadline for approval of the programme syllabus before the programme opens for applications.

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<sup>5</sup><https://www.uka.se/download/18.61174c5e184895ab6f2217/1668759061098/tillsyns-pm-faststallning-av-kurs-och-utbildningsplaner.pdf>