

Faculty Board

Management rules for the establishment, revision and discontinuation of study programmes at the Faculty of Social Sciences

Establishment of new study programmes

Pursuant to the rules of procedure for Lund University¹, the Education Board at Lund University decides on the establishment of new study programmes. The Faculty Board submits an application to the Education Board to establish a new study programme. Proposals for new study programmes are to be assessed in accordance with the 'Management rules for the establishment and discontinuation of study programmes at Lund University'². There are specific rules for the establishment of joint and double degree programmes.

Procedures:

1) Study programme proposal

A proposal for a new study programme usually comes from a department or group of departments.

An initial meeting must be held with the faculty management and officers at the faculty office concerning the proposed programme. In consultation with the faculty management, it is assessed whether the department/s can initiate the work to draw up a proposal for a study programme.

The study programme proposal is to be brief and account for the following:

Introduction:

- Name of the study programme in Swedish and English.
- Degree title in Swedish and English and possible main fields of study.
- When the programme is scheduled to commence for the first time as well as the number of FTEs once all semesters of the programme are underway.

Content:

- Description of the aim and contents of the study programme.

¹Rules of procedure for Lund University, STYR 2019/907

² Management rules for the establishment and discontinuation of study programmes at Lund University, Reg. STYR 2018/1724

- Presentation of the considerations that have been made with regard to the language of instruction and the student base.

Societal needs and labour market:

- Brief analysis of equivalent existing programmes in the area and how the new programme relates to these.
- Analysis of the labour market for people with the knowledge and expertise that the study programme aims to provide, including the sources the analysis was based on.

Finance:

- If several departments are to collaborate in the study programme, account for how this collaboration, including administrative support, is to be structured.
- Report on the financial scope for the study programme, including a report on available FTEs/redistribution of FTEs.
- Report on teaching capacity and talent management.

Support:

- Support from all relevant department boards or heads of department at all relevant departments.

External experts:

- Proposal for external experts in accordance with instructions in the management rules.

The proposal for a new study programme is presented to the working committee, which assesses if the documentation is sufficient to be submitted to the Faculty Board. If several departments plan on offering the study programme jointly, support from the heads of all departments is to be included in the programme proposal. Based on the programme proposal, the Faculty Board takes a decision on whether a full assessment is to be carried out. In connection with this, the department/s can apply for a maximum of SEK 100 000 for the validation process and for external expert fees.

The decision to establish a new study programme does not ordinarily include new resources for the department. The study programme must fit within existing financial frameworks.

2) Pre-application to the university-wide Education Board

In connection with a programme proposal being approved by the Faculty Board and an assessment being initiated, the faculty is to make a pre-application to the university-wide Education Board.

3) Assessment

If the Faculty Board decides that the establishment of a study programme is to be assessed, documentation is to be compiled in accordance with the university-wide management rules. The students' union is to be informed in good time to ensure the opportunity for student representation during the process. In connection with the

Faculty Board taking a decision that an assessment for establishment is to be carried out, external experts are to be appointed as assessors.

The documentation is to address the aspects included in the 'Management rules for the establishment and discontinuation of study programmes at Lund University'. During the process, support is provided by an officer at the Faculty Office. Preliminary course syllabi and a programme syllabus are to be sent to the faculty-wide course syllabus committee for reading. Officers at the Quality and Evaluation Office are also asked to comment on the documentation.

A group of external reviewers are to assess the proposed study programme based on the documentation. The assessors are appointed based on the instructions in the 'Management rules for the establishment and discontinuation of study programmes at Lund University'. Please note that none of the external experts are to be affiliated with the University.

The external experts are also to carry out a site visit. On the basis of the documentation and the visit they then write their report.

The departments pay and then invoice the faculty for the total amount of the validation, to a maximum of SEK 100 000.

4) The faculty's application to establish the study programme

Documentation and the external expert report are to be assessed by the Faculty Board. If the Faculty Board so decides, it makes an application to the university-wide Education Board to request the establishment of the study programme.

5) The university-wide Education Board takes a decision on the establishment

The application, together with the documentation, the external expert report and the faculty's comments, is submitted to the university-wide Education Board, which takes a decision on whether the study programme is to be established at Lund University.

6) Programme syllabus is approved

Following the Education Board's decision on the establishment, the programme syllabus can be approved by the Faculty Board.

Schedule

The study programme is to be established and the programme syllabus approved well in advance of calls for applications to the programme being issued. In addition, there must be sufficient time to market the programme nationally and in relevant cases, internationally. Prior to an establishment process, a schedule is drawn up in consultation with the Faculty Office.

Revising an existing study programme

For revisions of study programmes that affect the programme syllabus, but in which the changes are not such that a comprehensive establishment assessment is required, decisions are made at the faculty level.

Decisions on the establishment of a revised programme syllabus are taken by the Faculty Board. However, decisions on minor revisions to a programme syllabus are taken by the dean responsible for first and second cycle education, together with a student representative. Officers at the Faculty Office are contacted for changes to study programmes that involve revisions to the programme syllabus, and they assess whether the programme syllabus is to be approved by the dean or by the Faculty Board.

Minor revisions of programme syllabi - procedures

Minor revisions may, for example, include changes to course titles or other minor updates.

Procedure:

- 1) Proposal for a new programme syllabus together with a brief description of the changes as well as the justification for these are sent to an officer at the Faculty Office (revisions of programme syllabi are suitably carried out by creating a new version in the programme syllabi section in Lubas). The changes are to have the support of the Department Board and, in relevant cases, the management group for department-wide study programmes.
- 2) The programme syllabus is reviewed, when needed, by the faculty-wide course syllabus committee.
- 3) Decisions on the establishment of a new programme syllabus are taken by the dean responsible for first and second cycle education together with a student representative.

Major revisions of programme syllabi - procedures

Significant changes may concern, for example, changes to the contents or structure of a study programme or if a study programme is given a new or altered focus. New admission requirements are also considered to be major changes. If the changes are so comprehensive that they lead to it becoming a new study programme, a full assessment must be carried out.

Procedure:

- 1) A proposal for a new programme syllabus together with documentation is sent to an officer at the Faculty Office (revisions of programme syllabi are suitably carried out by creating a new version in the programme syllabi section in Lubas). The changes are to have the support of the Department Board and, in relevant cases, the management group for department-wide study programmes.

The documentation is to include a description of the proposed changes, a justification/background for these as well as the consequences these changes may have. The documentation is to describe how students in the existing version of the

study programme will be given the opportunity to complete their studies in accordance with a previous programme syllabus. It should also state how the students have participated in the work on the changes. In addition, the officer at the Faculty Office assesses each individual case, depending on what the change consists of and the aspects that need to be addressed in the documentation.

- 2) The programme syllabus is reviewed by the faculty-wide course syllabus committee.
- 3) The programme syllabus and the report are presented to the working committee by a representative from the relevant department or management group.
- 4) The Faculty Board takes a decision on the approval of a new programme syllabus based on the documentation and proposed programme syllabus.

Schedule

The programme syllabus is to be approved well in advance of calls for applications to the programme being issued. For major changes, there should also be sufficient time to market the programme nationally and, in relevant cases, internationally. Prior to the revision of a programme syllabus, a schedule is drawn up in consultation with an officer at the Faculty Office.

Discontinuation of a study programme

The Lund University management rules state that a study programme may be dormant. This means that the study programme is not currently admitting new students. Discontinuation of a study programme means that the study programme is permanently shut down. The decisions to discontinue either a study programme or a dormant study programme is to be preceded by an investigation in which the changed conditions and consequences are analysed.

Decision-making process and documentation

Decisions to discontinue a study programme are taken by the university-wide Education Board, while decisions to cease admitting new students to a study programme (a dormant study programme) are taken by the Faculty Board. In both cases, there is to be documentation drawn up according to the information below. Documentation is to be submitted to the Faculty Board in good time so that a decision can be taken prior to calls for application to the study programme.

Documentation:

- 1) A report on the changed conditions of the study programme.
- 2) An impact analysis (consequences for the relevant departments, current students and the faculty's and the University's total range of education)
- 3) Proposed transitional provisions, including a description of
 - how the education quality for the students already admitted to the study programme is to be ensured.
 - how it is to be ensured that students who have already commenced the study programme are informed about when courses included in the study programme are offered for the last time.
 - how those students who have been granted leave from their studies/deferred their start date are to be informed and either offered an individual study route or other solution, as well as how future applications for leave from studies from existing students are to be handled.

At the faculty, there are both study programmes administrated and run within an individual department and department-wide study programmes, which are run and led by a management group. In addition, there are a number of study programmes that are run within the Graduate School.

For study programmes that are run by an *individual department*, it is the Department Board that submits a proposal to the Faculty Board to make dormant/discontinue a study programme.

For *department-wide* study programmes, discussions on making dormant/discontinuing a study programme are a collective matter for the management group as well as for the relevant department boards. Formally, it is the relevant department boards that take decisions on submitting proposals to the Faculty Board to make dormant/discontinue a study programme. Documentation can be authored collectively by the department boards for proposals to make

dormant/discontinue a study programme. The management group is to be given the opportunity to provide a statement on the proposal.

For study programmes that are run within the *Graduate School*, it is formally the Graduate School Board that takes decisions on submitting proposals to the Faculty Board. Relevant department boards are to be given the opportunity to provide a statement on the documentation.

A study programme can be dormant for a maximum of three years, after which it is to be discontinued or reactivated. For reactivation, a report on the changed conditions and an impact analysis are to be carried out and a decision taken by the Faculty Board.

Schedule

A decision that a study programme is to be made dormant/discontinued is to be taken well in advance of calls for applications to the study programme. In each individual case, a schedule is drawn up in consultation with an officer at the Faculty Office.