

Faculty board

## **Procedures for establishing courses and approving course syllabi in the first and second cycles at the Faculty of Social Sciences**

The present document describes the procedures for the establishment of courses and the approval of course syllabi at the Faculty of Social Sciences.

The decision-making process on a course comprises two decisions: the decision on establishment of 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 departmental boards (or equivalent board at a specialised centre) or, for certain study programmes, to a management group for study 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
- Changes to the graded assessments
- Substantial changes to the content
- Change of main field of study
- Change of cycle of study or depth of study relative to the degree requirements
- Changes to admission requirements

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

#### **Procedures for establishment of a course**

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<sup>1</sup> Delegation rules and working methods at the Faculty of Social Sciences

Before the faculty board's first meeting for the semester (September/February), an officer at the Faculty Office requests the courses on offer from the departments. The director of studies is responsible for sending in a list of the complete range of courses offered (both freestanding courses and degree programme courses) at the department over the forthcoming semester. The range is to have been decided by the departmental board. The faculty board is informed of the total range of courses offered at the faculty on the basis of a compilation of the departmental lists. The faculty list also shows which courses are new or have undergone changes requiring a new course code.

Courses that are new or have been assigned a new course code are approved by the faculty board on the basis of the compiled list together with 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 when the list of courses is sent in.

The courses offered in other admission rounds or that are not included in the list for other reasons are to be managed as necessary and as they arise.

## Approval of course syllabi

The faculty board has delegated decisions on the approval of course syllabi to the departmental boards or, for certain degree programmes, to a management group for degree 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. Departmental course syllabus committees build up a broad expertise at the departmental level, ensuring a process which is less dependent on individuals. Course syllabi are to be structured according to Lund University's application regulations for course and programme syllabi<sup>2</sup> and the faculty's templates for course syllabi<sup>3</sup>. The course syllabi are generated and approved in the course syllabus database UBAS.

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<sup>2</sup> [Lunds universitets tillämpningsföreskrifter för kurs- och utbildningsplaner, Dnr SU 2012/244](#)

<sup>3</sup> <https://www.sam.lu.se/anstalld/styrelse-och-forvaltning/fakultetens-kursplanegrupp>

- A proposal for a course syllabus is sent to the faculty-wide course syllabus committee (which also includes student representation) for further examination 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 departmental board. The use of the faculty-wide course syllabus committee is strongly recommended, but not compulsory.
- The decision on approval is taken by the departmental board or, in certain cases (programme-specific courses within the 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 two occasions, in June and in December. 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 due to shortcomings or suchlike.

If a department does not meet the quality requirements despite observations from the faculty-wide course syllabus committee, the faculty board can 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 for Students at Lund University<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. Normally, no revision are made to course syllabi during ongoing course sessions. Admitted students have the right to complete the course during the regular course session in accordance with the approved course syllabus valid at the time they started the course.

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

For courses offered only within degree 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>.

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<sup>4</sup> [List of rights for students at Lund University](#)

<sup>5</sup> <http://www.uka.se/download/18.305b44c9164124c6e2a1e/1529332955163/tillsyns-pm-faststallning-av-kurs-och-utbildningsplaner.pdf>

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