



JOINT FACULTIES
OF HUMANITIES
AND THEOLOGY

Guidelines for Special Area Studies Courses

Decision by the faculty board's working committee on 2023-01-11
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At the Joint Faculties of Humanities and Theology, existing guidelines are applied to Special Area Studies courses. The guidelines comprise faculty-specific decision-making processes, financial conditions and principles of allocation as well as guidance on the establishment, delivery and scheduling of courses.

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Background

In spring 1998, at the initiative of the Joint Faculties of Humanities and Theology's International Office, a project for developing courses in English was launched. The aim was to expand and strengthen the University's internationalisation drive and to encourage student exchange. With the help of SAS courses (Scandinavian Area Studies), the University was able to meet the conditions of reciprocity contained in agreements with partner universities abroad while at the same time providing the opportunity to give exchange students knowledge of Sweden and Scandinavia. The name was subsequently changed to Special Area Studies in order to include more subject areas, such as European Studies and global issues.

Lund University presents its profile to exchange students and partner universities in this way, which has a positive impact on relationships with partner universities.

Courses are being developed within the following areas:

- Swedish and Scandinavian Area Studies
- The European Dimension
- Regional Courses
- Contemporary Global Issues

While the courses were originally developed for exchange students, they have always been open to home students, providing a good internationalisation perspective. The international students are drawn from most of Lund University's faculties.

By developing these courses, the Joint Faculties of Humanities and Theology have been able to rouse interest in the faculties' subjects.

SAS courses are promoted by External Relations on the University's website, and on the Joint Faculties of Humanities and Theology's website.

<http://www.lunduniversity.lu.se/international-admissions/exchange-study-abroad/exchange-studies/special-area-studies>

Financial conditions for SAS courses

Since 2018, following a discussion in the Vice-Chancellor's Management Council about a uniform and transparent funding model for the entire University, SAS courses are dealt with completely separately from other courses. The faculties that offer SAS courses receive an annual resource allocation based on full-time equivalent students (FTE) for SAS courses. The total brief for the Joint Faculties of Humanities and Theology is 158 FTE, and this funding is ringfenced from that of the ordinary course offer. SAS courses also receive a special quality enhancement payment of SEK 7,500 per FTE. The faculties' SAS briefs are followed-up annually, so the Joint Faculties of Humanities and Theology also follow up the departments' SAS briefs.

The current SAS brief per department is listed in the regular funding agreement targets in the annual resource allocation budget.

The departments do not "own" their SAS briefs, but if reallocation is to take place because of underproduction, these reallocations will in the first instance be within the department and in the second instance from one department to another. See the section below about the review of the course offer.

Decision-making process for FTE-briefs for SAS courses

Each year, the departments' FTE outcomes are followed up by the faculty management, who report to the Faculty Board. University management follows up the FTE outcome set against the faculties' complete brief.

The dean of undergraduate studies, faculty programme director and the International Office review each subject's FTE outcomes. If the subject does not fill its places, a discussion about developing the course or moving it within the department is initiated by the dean of undergraduate studies and the International Office. As a secondary option, a move between departments is carried out.

If the department has proposals to change the course offer, a dialogue is to be undertaken with the International Office and the dean of undergraduate studies.

A certain core offer of SAS courses is to be available and this strategic discussion is to take place between the dean of undergraduate studies, the faculty programme director and the Directors of Studies network. This core offer should include courses that build upon the original purpose of SAS courses, i.e. courses based on "Swedish and Scandinavian Area Studies," or in the second instance courses about Europe and global issues. There may be other strategic considerations such as strong research areas and specialisations.

Starting in 2023, a review of the courses offered will take place every three years, with the courses updated where necessary. The faculty programme director is responsible for initiating the review, which is conducted with the International Office, the dean of undergraduate studies and the Directors of Studies network. The review is discussed by the Study Programmes Board. If SAS briefs are moved between departments, this should be discussed in budget dialogues and decisions should be taken by the Faculty Board when the resource allocation budget is approved.

Establishment of SAS courses

New courses can be developed, based on the dialogue between the dean and the International Office about finances and course offer. The department is involved in a dialogue with the International Office about the content of the courses, their names and their position in the course offer. Through their board or equivalent, the department then decides to set up the course.

Course syllabi for SAS courses

The course content is to be such that it can be placed within the overarching themes described above.

Course syllabi for SAS courses follow the processes and principles as regulated by the Joint Faculties of Humanities and Theology's current *Instructions for course syllabi*, with certain specific requirements:

- Course codes are listed as SASH01 until all numbers (up to 99) are used. A new series is then listed as SASB01 and so on.
- The course title is to be listed without a subject prefix and the English title stated in the fields for both the Swedish and English titles.
- Entry requirements are normally to be listed as general entry requirements, or as a maximum of 30 credits of academic study.
- Grading scale is to be A-E (U).
- The language of instruction is to be English.

Course syllabi are written in Swedish and the Faculty Office is responsible for ensuring that they are translated into English after approval.

Course instances for SAS courses

The basic principle is that SAS courses are to be accessible to all students at Lund University (they cannot be earmarked for specific international exchange students under formal agreements).

Courses are to be offered on campus and advertised as campus courses, with the teaching form 'Normal.'

The pace and duration of the courses are entered after consultation with the International Office who prepare an overarching schedule ahead of each semester (see below).

The course is to be marked "Suitable for exchange students" so that it is transferred to SoleMove.

The departments decide whether the courses are to be advertised in the international round of admissions for courses (IKVTxx and IKHTxx)

Course planning and timetabling

As far as possible, the offer of SAS courses at the Joint Faculties of Humanities and Theology is to be coordinated so that the courses are evenly spread throughout the year. The International

Office is responsible for coordinating an overview of the schedule so that the courses can be allotted different times during the semester and the offer is spread over the autumn and spring semesters. The International Office plans an overarching schedule regarding the period of study (dates), the pace of study and teaching days one year before the course runs.

A draft schedule and a request for planning numbers is sent by the Joint Faculties' International Office to the department/division no later than the end of September for the following autumn semester and by the end of April for the following spring semester. The final scheduling and booking of premises is done by the schedulers at the Centre for Languages and Literature and the LUX building at the same time as all scheduling takes place, but SAS courses are prioritised, based on the planning carried out.

Scheduling follows certain specific requirements:

- The courses must comprise at least 30 hours of teaching (e.g. lectures, seminars, supervision).
- No teaching sessions are to be scheduled on “squeeze days” (weekdays that fall between a public holiday and weekend) or during Easter Week.
- Teaching and assessment are to be completed during the autumn semester before the Christmas break, to avoid exchange students having to return to Lund solely to sit an exam.
- The examination is to be included in the time period stated in the schedule.
- It is preferable for teaching to be conducted at the same time and in the same premises throughout the semester.