



JOINT FACULTIES
OF HUMANITIES
AND THEOLOGY

Instructions for programme syllabi in the first and second cycles

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Introduction

The instructions for programme syllabi at the Faculties of Humanities and Theology were produced in compliance with the *Application regulations on programme syllabi for first and second cycle study programmes at Lund University* (Reg. no I G221 5146/2006).

Pursuant to the Rules of Procedure and Delegation for the Faculties of Humanities and Theology, the pro dean for first and second cycle education approves programme syllabi. Study programmes are established by the university-wide education board, after an establishment review. See the HT faculties' *Guidelines and management rules for the approval, revision and discontinuation of degree programmes in the first and second cycles* (reg. no STYR 2020/666). Once the programme is approved and established in Ladok, the programme syllabus is to be approved by the pro dean after preparation by an officer at the faculty office and a student representative.

Programme syllabi are managed in the university-wide Lubas module for programme syllabi: <https://lubas-uplan.lu.se/utbildningsplaner/index>. A user manual for the system is available in LU Box and can be accessed by clicking Help on the start page in the system.

The Lubas module for programme syllabi enables a syllabus outline to be produced also before the programme has been established in Ladok. A draft programme syllabus is to be produced as part of the documentation in the context of an establishment review of the programme.

Once a programme syllabus is approved, it may be revised in the system. For the decision-making process concerning revisions, please consult the *Guidelines and management rules for the approval, revision and discontinuation of degree programmes in the first and second cycles* (dnr STYR 2020/666).

Programme syllabi must have been approved before the application period for the programme opens.

For current admission timetable, see, <https://www.medarbetarwebben.lu.se/forska-och-utbilda/stod-till-utbildning/utbildningsadministration/antagning>

Instructions for entering programme syllabi in the Lubas module

Here are instructions about the information that must be included in a programme syllabus. The headings below follow the headings in the Lubas module for programme syllabi.

The basic details of the programme (title, programme code, cycle, scope in credits) can be entered when the draft is created. Once the programme is approved in Ladok, the boxes will be locked for editing.

In compliance with the Language Act, programme syllabi are always to be written in Swedish. Programme syllabi are to be translated into English. The translation is to be entered in the Lubas module for programme syllabi before the programme syllabus is approved. The LU Translation Service can be tasked with translating the free text sections of the programme syllabus. The programme's Swedish title is to be in Swedish and its English title is to be a translation. The Swedish concepts of "kandidatprogram" and "masterprogram" are to be formulated as Bachelor's Programme and Master's Programme respectively in English.

Specialisations

If the programme is to feature different specialisations, these are to be entered here with their Swedish and English titles. The specialisation code consists of four letters.

Approval details

Organisation responsible is the department/subject's Ladok department.

Decision to be entered by an officer at the HT faculty office after the education board's decision.

Admission semester to be entered by an officer at the HT faculty office after the education board's decision.

Programme description

This section describes the programme's main content, objective, progression and relationship to the labour market, employability and further studies. It also states the programme's specialisations, if any, subjects or focus areas. The programme's profile and its fundamental educational concept may also be described here.

Learning outcomes

The learning outcomes constitute the programme's qualitative targets. Each study programme leading to a degree must be developed in such a way that the compulsory courses combined contain the learning outcomes which progressively lead to the achievement of the national qualitative targets (and any local targets). The learning outcomes are to be formulated according to the qualitative targets in the Higher Education Ordinance and are to contain specifications within the framework of these targets. The learning outcomes are to be categorised in the same way as they are in the Higher Education Ordinance, in the relevant boxes in the system.

If a second cycle programme can lead to both a one-year and a two-year Master's degree, the learning outcomes for each level are to be formulated.

Course details

This section is to state which courses are included in the programme, which courses are compulsory, which are elective and, where applicable, the scope in credits for optional courses. If there are specialisations within the programme, the requirements for each specialisation are to be made clear.

This section is also to provide information on any internships included as part of the programme. A diagram of the programme structure can be included as an attachment in PDF format.

Degree

This section states the type of degree and main field of study, selected from drop-down menus. All degrees + main fields of study that are achievable within the framework of the programme must be included.

Admission requirements and selection method

Models for admission requirements and selection are entered in the system's drop-down menus by Lubas support, after preparation by an officer at the HT faculty office.

This section is to state the admission requirements and other conditions besides the general entry requirements that apply for admission to the programme. For programmes with specialisations, subjects or focus areas with different admission requirements, these are to be specified. Admission requirements describe the knowledge required to benefit from the programme. An admission requirement is not to contain any reference to precedence or allocation of study places – such issues are to be addressed in the selection process for the programme.

As a selection model, state which selection instruments are used, including the principles for calculating qualifications, and any allocation of study places if several selection groups are available.

See also *Admission rules for first and second cycle education at Lund University*.

Transition rules

Whenever a programme syllabus is revised, transition rules are to be formulated. They are to specify students' opportunities to complete their studies according to the previous version of the programme syllabus, and their opportunities to go over to the revised version of the syllabus.

When a programme is discontinued, the equivalent rules and the deadline for completion of a degree are to be included in the decision on discontinuation.

Further information

This section specifies the language of instruction for the programme. If some programme elements are given in languages other than the main language of instruction, this is to be specified.

If there are conditions for admission to a semester or course within the programme, they are to be specified here. A student who is following the programme according to the prescribed rate of completion normally has a guaranteed place on the relevant courses. If there are any limitations to the guarantee of a study place, they are to be specified here.

If the study programme includes elements that may entail costs for the student, this is to be specified in this section. In such cases, an alternative that is free of charge is to be offered. Free alternatives apply for example to international visits included in the course, but do not apply to travel costs in connection with internships included in the course (as the travel to an internship location corresponds to travel to the study location).

History

This section records the comments entered when the programme syllabus status has been raised or lowered.

User information

In this section, users can be linked to the programme syllabus. All employees can view programme syllabi and edit a programme syllabus in the "Draft" status. Higher levels of authorisation must be applied for in Lucat.

See also *User manual for Lubas*.