

Study administration regulations

for first and second cycle education at
Halmstad University

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1. Programme syllabi

Programme syllabi in accordance with chapter 6, section 16–17 of the Higher Education Ordinance (HEO) (SFS 1993:100) are to be provided for all study programmes offered at Halmstad University.

Programme syllabi are to be designed in accordance with the guidelines approved by the Research and Education Board, and programme syllabi are to be approved by the Research and Education Board.

Programme syllabi are to be available to applicants one (1) month before the end of the application period.

2. Course syllabi

Course syllabi in accordance with chapter 6, section 14–15 of HEO are to be approved by the Research and Education Board. Course syllabi are to be designed in accordance with the guidelines approved by the Research and Education Board

A course should be worth a minimum of seven and a half (7.5) credits. If there are special grounds, the vice-chancellor, following a proposal, may decide on a lower number of credits for a course. Courses conducted within the framework of contract education or contracted courses should be worth a minimum of one and a half (1.5) credits.

Course syllabi, including a preliminary reading list for freestanding courses, are to be available at the latest one (1) month before the end of the application period.

Definitive reading lists for both freestanding and programme courses are to be approved at the latest on 15 May for the coming autumn semester's courses and on 15 November for the coming spring semester.

Course syllabi are to clearly state how course evaluations are to be carried out, compiled and reported back to the students by examiners.

At Halmstad University, one of the following grading systems and grading scales may be used:

1. Fail or Pass.
2. Fail, Pass or Pass with Distinction.
3. Fail, three (3), four (4) or five (5).
4. Seven-grade, criterion-referenced grading scale (A, B, C, D, E, F, FX)
5. Fail, Pass, Pass with Credit, Pass with Distinction

Regarding courses for international students, the seven-grade, criterion-referenced grading scale (A, B, C, D, E, F, FX) should be used.

3. Eligibility to participate in courses

Only those who are admitted to, and enrolled on a course at, Halmstad University are entitled to attend the teaching sessions, take the associated examinations and be eligible to gain credits within the course.

4. Examiners

Grades are to be given for completed courses. The person who determines the grade is called the examiner in accordance with chapter 6, section 18 of HEO. On a course, there may be, in addition to the examiner, teaching staff involved in examination who may be responsible for work related to formulating and assessing examination assignments. However, the examiner is the person in charge of the course's examinations and determining grades, both of the various assessed components and of the completed course. The examiner is responsible for registering the grades in Ladok.

At Halmstad University, examiners are appointed by the School Advisory Boards. A person appointed as examiner is to be an employed, qualified teaching staff member with a degree at least one level higher than the course in question and who has expertise in teaching and learning in higher education.¹

5. Timetables

The timetable is to be finalised at the latest four weeks before the start of the course, which is defined as the date the module/course starts. Compulsory components are to be clearly indicated in the timetable and stated in the syllabus. The students are to be informed at the start of the course about when examinations will take place.

Student representatives are to be given the opportunity to catch up on compulsory course components that coincide with meetings of Halmstad University's decision-making and advisory bodies. The student is to inform the teaching staff member in charge in advance.

5.1 Academic quarter

In timetabling, teaching is to start fifteen (15) minutes past the hour and finish on the hour. This does not apply to oral and written examinations/retakes.

¹ Expertise in teaching and learning in higher education can be demonstrated by 15 credits in teaching and learning in higher education training or by the teaching staff member being able to demonstrate in some other way knowledge, skills and approach corresponding to the recommendations of the Association of Swedish Higher Education Institution (SUHF) dated 17 November 2005: See appendix 1 to Rules of Procedure – Appointment rules for teaching staff, doctoral students, teaching assistants and assistants at Halmstad University.

6. Approved leave from studies and non-completion of studies

6.1 Approved leave from studies

If there are special grounds, a student may be allowed to continue their studies after a period of leave. Special grounds may be social, medical or other special circumstances such as caring for a sick child, military service or civil defence service or student union assignments (The Swedish Council for Higher Education's regulations, UHRFS 2016:1, section 4). Before the period of leave, an application is to be made using the form for that purpose, at the earliest three (3) weeks after a course or programme has started. Before the University makes a decision on approved leave from studies, the student should have talked to the study adviser or director of studies. If an application is not submitted for approved leave from studies and there is no registration for the next semester, the leave is considered as non-completion of studies. In the case of leave from studies without leave being approved, the student can resume studies subject to the availability of places.

During the approved leave from studies, the student has the right to register for, and sit, retakes.

6.2 Non-completion of studies

A report on non-completion of studies is to be submitted in writing either on the form for that purpose or via email to the Service Centre at the University. The person whose studies have been interrupted may resume studies only if a place is available in the University year/course in question.

7. Examinations

An examination is taken to mean the organised testing of a student's knowledge. The requirements that apply are to be clear to the student in advance and in good time before the examination. The examination is to be characterised by equal treatment, quality assurance and being legally secure, and be conducted in such a way as to exclude suspected conflict of interest.

7.1 Examination results

Examination results are to be entered in Ladok at the latest three (3) weeks after the examination date, but at the latest two (2) weeks before the retake.

Three weeks is always taken to mean at least fifteen (15) working days (the first working day is reckoned to be the first working day after the examination).

The results are announced in the student portal. The student is entitled to a review of the examination. The course director decides whether this will be orally or in writing.

The results of the full course are to be reported as soon as possible after teaching has concluded for those students who have completed all assessed components.

7.2 Lost examination papers

If documentation relating to an examination is lost, the Dean of School together with the teaching staff member and student involved are to take appropriate measures for a new assessment of study performance.

7.3 Interrupted exams due to unforeseen events

If an exam has to be interrupted due to a power failure, fire alarm etc. a new exam is to be held as soon as possible, and at the latest within three (3) weeks.

7.4 Alternative forms of examination

If there are special grounds, the examiner has the right to grant requests for a form of examination other than that stated in the syllabus.

7.5 Retakes

Retakes are to take place at the earliest two (2) weeks after the regular examination results have been announced. The conditions and grading scales for the regular examination also apply to a retake.

7.6 Retake to improve the grade

A retake of a passed exam to improve the grade is not permitted.

7.7 Collection of exam papers

Marked exam papers may be released when signed for by the student after presenting their ID two (2) days after the results have been announced and for two (2) years afterwards. After that time, the University has no further responsibility for archiving the examination.

7.8 Number of examination opportunities

After each regular exam there are two (2) further examination opportunities according to the current division of the academic year. If further opportunities are required, the student must be prepared to take the exam according to a syllabus that may be new or changed. This applies whether or not all three examination opportunities have been utilised. However, the examiner has the right to provide an extra examination opportunity if there are special reasons for this.

7.9 Change of examiners

A student who has taken two (2) tests in a course or part of a course without obtaining a grade of Pass is entitled to the nomination of another examiner, unless there are special reasons to the contrary (Higher Education Ordinance, chapter 6, section 22). The

application is to be submitted to the dean of the relevant school.

7.10 Written invigilated exams

In order to participate in a written exam/examination, the student is to register at the latest one (1) week before the exam. Registration for regular examinations is required even if the student is registered for the course. Registration is via the University's student portal.

Students who have not registered may participate if places are available, after registering with the invigilator in person on the exam date. Students must in this case present a registration certificate that shows they are registered for the course.

The exam paper is always to state the number of pages on the first page. The student is to note the number of submitted sheets/pages on the exam cover. In the case of a blank examination, the student is to note BLANK on the exam cover. The student is entitled to keep the question paper from the examination when the exam consists of separate papers for questions and answers, unless otherwise stated.

Teaching staff members in charge of the exam who are not present at the examination hall are to be contactable via telephone. If questions entail that the teaching staff member in charge provides supplementary information, the same information is to be given to all students.

Permission to take two exams at the same time must be in writing from the relevant examiners. No extra time is allowed. The application is to be submitted to the Service Centre at the latest two (2) weeks before the examination date.

Permission to take an exam at another location must be in writing from the exam administrator. An application for permission to take the examination at another location is to be submitted to the Service Centre at the latest two (2) weeks before the exam date.

For rules and writing material allowed in written invigilated exams, see appendix 1.

7.11 Oral exams

For oral exams, the student is to inform the relevant teaching staff member at the latest one (1) week before the oral exam date if the student does not intend to attend. For oral exams, a further teaching staff member is to be present as assessor and take notes, as well as provide an assessment of the student's performance. Alternatively, the examination can be documented via media.

7.12 Group examinations

Group examinations are to be designed in such a way as to enable each student's performance to be assessed, as all students are to be given an individual grade. There is to be clear information for the students, in the instructions for the examination or in the study guide, concerning the forms of cooperation in the group, and that all the group members, despite possible division of the work, are responsible for the complete content of the examination. There is also to be information on the consequences of a student's inactivity in group work.

7.13 Take-home exams

For a take-home exam there are to be clear instructions regarding the procedure for receiving and submitting written take-home exams as well as corresponding times for retakes. The instructions are also to state the consequences that apply if the take-home exam is not submitted on time.

7.14 Cheating

All suspicions concerning attempts to cheat are to be reported to the vice-chancellor. The vice-chancellor is then responsible for the matter being investigated and that the student has the opportunity to make a statement about the report. This applies to all types of examination.

8. Degree projects and critical reviews

The supervisor and examiner are not to be the same person.

8.1 Supervision of degree projects

In first and second cycle studies, the student is entitled to supervision by a specially appointed supervisor. Supervision of degree projects is provided during a course and to the extent decided by each school. If the student needs further supervision after the end of the course, the Dean of School may decide on a further supervision period of one year. Thereafter, the student is to be graded on the degree project regardless of whether or not the project has been completed.

The student is to be given the opportunity to change supervisor if there are special grounds for this. The request, including a justification, is to be submitted in writing to the School, which is to process it promptly. A decision is taken by the Dean of School.

8.2 Critical reviews

Every degree project in first and second cycle studies is to be subject to a critical review at a final seminar. At the review, the thesis will be examined by appointed reviewers. For the degree project to be critically reviewed, the student is to submit the project in a completed form within the set timeframe.

8.3 Criteria for grading

The examiner and supervisor are to jointly state the criteria that apply for the execution and assessment of a degree project and inform the student regarding this.

In the case of a grade of Fail, the student is to be given the opportunity for a new assessment on a retake date or when the course is held again.

9. Placements and clinical training (VFU)

Students must be prepared to comply with the laws and values governing the organisation of the placement. The criteria or grounds for assessment to be used in assessing students' performance during the placement (VFU) are to be clarified for both the student and VFU instructor/supervisor in a study guide or similar. The VFU instructor/supervisor's report is to state how the student is meeting the assessment criteria.

9.1 Grade of Fail on placements in preschool education and teaching programmes

If the assessment of a student's performance during the VFU period is a grade of Fail, the student has the right to one (1) new VFU period. A grade of Fail is always to be followed by a guidance discussion involving the student, examiner and/or VFU manager.

9.2 Grade of Fail on clinical training in nursing and specialist nursing programmes

If the assessment of a student's performance during the VFU period is a grade of Fail, the student has the right to one (1) new VFU period.

Clinical training lasting three (3) weeks or more concludes with an assessment discussion. Each VFU period has at least one (1) three-party discussion. This discussion may be a mid-way assessment discussion or a final assessment discussion. A three-party discussion refers to a discussion that involves the student, supervisor/principal supervisor and teaching staff members from the higher education institution. If the result is a grade of Fail, the student's new VFU period is planned in consultation with Halmstad University and the organisation where the VFU is based.

A VFU period that concludes prematurely is registered with a grade of Fail (U) in Ladok.

9.3 The right to interrupt a student's VFU

In cases where a student shows gross incompetence and patient safety is at risk or a student risks harming pupils or staff, the VFU is to be interrupted prematurely and the student receives a grade of Fail for this course.

10. Learning support

If required, students with disabilities have the opportunity to receive learning support during their period of studies. Learning support is compensatory support to overcome the obstacles that disabilities entail and meet the requirements on the students to achieve learning outcomes that are the same as for other students. To receive learning support, the student is to confirm their disability with a doctor's certificate/speech therapist statement.

Learning support includes extended exam periods, an option to take written exams in a separate hall, alternative forms of examination, mentoring and note-taking support.

The support that an individual student is entitled to is normally stated in the document "Decision and recommendations on learning support" which is drawn up by the administrator for students with disabilities. This document also states what the administrator recommends, but the ultimate decision is taken by the examiner. The student is responsible for submitting the plan at the latest by the start of the course to the relevant director of studies/programme director and to the relevant teaching staff member/examiner. The form of examination i.e. the application of, or deviation from, what is stated in the syllabus, is decided by the examiner.

The application for support in written exams is to be submitted to the Service Centre at the latest two (2) weeks before the exam date in order for support to be guaranteed. The application is made using a form, which the student obtains from the administrator for students with disabilities.

11. Observance of study administration regulations

The present regulations are binding for employees at Halmstad University. It is the responsibility of the Dean of School to take measures if teaching staff do not observe the study administration regulations.

12. Appendices

12.1 Rules for written invigilated exams

- Valid ID (passport, driving licence etc.) is to be shown in order to sit the exam. The invigilator has an obligation to check identity.
- The student is to arrive in good time before the exam starts. Late arrivals cause disruption for other students and this must therefore be avoided. The invigilator has an obligation to note any latecomers. Students are not allowed to take part in the exam if they arrive later than thirty (30) minutes after the set starting time.
- Seating for the exam is assigned by the invigilator. Students are not allowed to choose their own seat.
- The invigilator's instructions are always to be followed without delay. If these are not followed, the invigilator may dismiss the student and make a note of this on the submitted exam paper.
- Students may not submit their exam papers, or for any other reason leave the examination hall, no sooner than forty (40) minutes after the exam has begun.
- Visits to the lavatory are first permitted after forty (40) minutes of the examination time. Only lavatories indicated by the invigilator may be used.
- Talking between students is forbidden in the examination hall and during visits to the lavatory.
- Smoking is not permitted in the examination hall. Breaks can only be accepted if there are invigilators who can accompany the student to the designated place.
- If cheating is suspected, the support aid is to be confiscated, if possible. However, this requires the consent of the student. If the student does not give their consent to hand over the aid, the invigilator is not permitted to confiscate anything or carry out a body search. A person taking an exam shall not be dismissed from, or forced to interrupt, the exam on the grounds of suspected cheating. The name and personal identity number and the course of events are to be noted by the invigilator and handed over to the examiner who in turn is to make a report to the vice-chancellor. A special investigation into what happened takes place after the exam.
- If the student refuses to show or hand over the aid and at the same time wants to remain and complete the written exam, the case of suspected cheating becomes a case of disruption. The invigilator determines if there is reason to dismiss a student on the grounds of disruptive behaviour. The invigilator is to note the name and personal identity number and report the course of events to the teaching staff member in charge, who passes on the matter to the vice-chancellor.

Writing material and authorised/unauthorised aids

- The student is duty bound to know which type of aids are allowed. Only such types of aid, which the examiner has permitted in advance, may be taken into the exam. Information on authorised aids in the exam is to be

stated in the course memorandum/study guide or equivalent and in the exam paper. The invigilator, examiner or teaching staff member in charge are allowed to check the aid. It is the examiner's duty to ensure that all invigilators are informed about authorised aids.

- Mobile telephones or other electronic equipment are not to be used without special permission.
- It is part of the invigilator's instructions to check that no unauthorised aids are available. The student has an obligation to show papers and any aids during the exam. The student/exam-taker may only take in to the examination hall the aids that are stated on the exam paper, and if desired, a packed lunch, which in this case is to be consumed on site. Bags, clothes or other bulky material are not to be taken in.
- Only distributed material such as exam papers may be used. Blank examinations are also to be handed in and be marked with the name of the student, otherwise the examiner cannot be sure that the exam paper has not been lost.
- International students may take in language dictionaries in book form. Language dictionaries are not to contain notes of any kind and are to be shown voluntarily to the invigilator immediately before the exam starts.
- The borrowing of authorised aids is only permissible if mediation is via the invigilator.