



Research Programmes Board  
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## **Administrative procedure for establishment of course syllabi for third cycle courses at the Faculty of Science**

### **Background**

Lund University's regulations for third cycle education (STYR 2018/562) state that all courses offered in the third cycle of studies are to have a course syllabus. Furthermore, the course syllabus is to be approved in Swedish and, unless special circumstances apply, translated into English. Pursuant to the Faculty of Science's rules of procedure, the Research Programmes Board (NUF) is responsible for decisions on approval of course syllabi in the third cycle. Course syllabi in the third cycle are to be prepared and approved according to the present administrative procedure.

### **Timeframe for processing of course syllabi**

At the Faculty of Science, course syllabi are approved for research studies on two occasions per semester: one in mid-semester and one at the end (so as to have the course syllabus approved in time for the following semester). Course syllabi are to be registered with the faculty no later than four weeks in advance of the board meeting at which they are to be approved. In connection with the approval of its calendar of meetings, NUF is to define the two meetings at which syllabi will be tabled for approval during the forthcoming semester. These dates are to be announced on the faculty website together with other instructions concerning course syllabi.

### **The department's registration of course syllabi**

Course syllabi are to be formulated in compliance with the faculty's instructions. The template available for third cycle course syllabi is to be used. As a rule, the course syllabus is to have been approved and made available to potential participants when the course is advertised. Taking account of NUF

processing time, this requires good advance planning when establishing a new research studies course. Processing within the department is done according to its internal procedures (such as taking a position on whether a new course is to be established, its content, scope, etc.), but the director of third cycle studies ultimately presents the course syllabus to the faculty office for approval. In this respect, the director of studies is to ensure that the course content and learning outcomes comply with the department's intentions and that its design corresponds to the template. Templates for research studies courses, instructions on course syllabus design and content, and information on how to register the syllabus with the faculty are available on the faculty website.

The department should establish a procedure for setting up research studies courses, clarifying how to determine, within a particular subject, that a course should be established, as well as how to specify its content, scope, assessment, etc.

### Processing by the faculty office

Starting no later than four weeks before the board meeting, the board's policy officer prepares the syllabus received and reviews its compliance with formal design requirements. Any uncertainties are checked in dialogue with the director of studies concerned, after which the course syllabus is tabled at the board meeting for a decision. The board's policy officer is responsible for ensuring that the course is assigned a course code and established in Ladok. The board's policy officer is also responsible for registration of the course syllabus and for notifying the relevant director of studies that the course syllabus has been approved and entered in the faculty's register of course syllabi available in SharePoint.

### Decision

The present administrative procedure was approved by NUF on 31 January 2022 and enters into force on 10 March 2022.