



Faculty Office

Instructions for templates for third cycle courses

As far as possible, course syllabi are to be general in their design. Specific details such as the names of teaching staff and titles of particular required reading are not to be provided. Likewise, no dates or timetable details etc. are to be specified in the syllabus. This is to ensure that the course syllabus will not need revising when circumstances not affecting the core parts of the syllabus content change. The six first headings in the course syllabus must always be included. The last two, "Necessary prior knowledge" and "Further information" are to be used when required but may be left out completely.

Basic information

The basic information covers the course title in Swedish and English, the course level and number of credits, and is to be included in the course syllabus. A course code assigned according to a separate system is requisitioned by NUF when the syllabus is approved.

Learning outcomes

The learning outcomes for the course are divided into three categories: *knowledge and understanding*, *competence and skills* and *judgement and approach*. They are to be formulated according to the model using "active verbs" so as to clarify what the student is to be capable of, describe the knowledge content, and express in what way the student is to meet the learning outcome requirement (e.g. thoroughly, comprehensively, independently, critically, scientifically). A course is not required to have learning outcomes in all three categories.

Teaching

The course syllabus is to contain information on which forms of teaching actually occur on the course, and what work the participants will be expected to carry out. Examples of forms of teaching could be: *lectures, seminars, laboratory sessions, exercises, project work, workshops, excursions, study visits and fieldwork* etc. This section is also clearly to specify which course components are compulsory.

Course syllabi can also contain requirements for participants to complete a certain number of compulsory components, such as participation in seminars. Compulsory components are not graded on a scale, but must be completed for the examiner to grade the course as a whole. All compulsory components are to be clearly indicated. If, for example, the course includes seminars at which attendance is compulsory, their approximate number is to be specified.

Assessment

Stating that the assessment will be “written or oral” or that assessment is either made via “a seminar or a submitted written assignment” is not permitted; instead, it is to be clear which forms of assessment the course contains.

Grading

Under “Grading”, the syllabus is to specify what the student must achieve in order to pass. (For example, attendance at X out of Y course sessions, a pass grade on a written/oral exam, a pass grade on submitted assignments, etc.).

Language of instruction

The regulations for third cycle studies (STYR 2018/562) state that the course syllabus is to be approved in Swedish and, unless special circumstances apply, translated into English. Therefore, both the Swedish and English templates are to be completed. An English title is always to be provided, even on the course syllabus in Swedish.

Necessary prior knowledge

Here, the syllabus can specify any particular prior knowledge that is necessary in order to take the course.

Further information

This section can be used for any further relevant information needed. If the same course is also offered in the second cycle, this is to be mentioned here.

Appendix: Active verbs

The following is a glossary of verbs suitable for use in the formulation of learning outcomes in Swedish and English.

Kunskap och förståelse

- *Redogöra för*
- *Beskriva*
- *Namnge*
- *Förklara*
- *Återge*

Färdigheter och förmåga

- *Använda*
- *Skriva*
- *Tillämpa*
- *Felsöka*
- *Dokumentera*
- *Presentera*
- *Behärska*
- *Genomföra*
- *Diskutera*
- *Analysera*
- *Utföra*
- *Redovisa*
- *Demonstrera*

Värderingsförmåga och förhållningssätt

- *Utvärdera*
- *Värdera*
- *Bedöma*
- *Föreslå*
- *Argumentera*

Knowledge and understanding

- *Account for*
- *Describe*
- *Name*
- *Explain*
- *Reproduce*

Competence and skills

- *Use*
- *Write*
- *Apply*
- *Debug*
- *Document*
- *Present*
- *Master*
- *Implement*
- *Discuss*
- *Analyse*
- *Perform*
- *Report*
- *Demonstrate*

Judgement and approach

- *Evaluate*
- *Assess*
- *Review*
- *Propose*
- *Argue*

- *Tolka*
 - *Relatera*
 - *Visa insikt om*
 - *Kritiskt granska*
 - *Kritiskt diskutera*
- *Interpret*
 - *Relate*
 - *Demonstrate an understanding of*
 - *Critically review*
 - *Critically discuss*