



DECISION

Registration number
STYR 2018/854

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Appendix 1 to the Instructions for
course syllabi in the first and second
cycles at the Faculty of Science

Checklist on procedure for courses in the first and second cycles at the Faculty of Science

This is a summarising description of the procedure for the initiation, approval and establishment of a course syllabus in the Lubas course syllabus database, which is referred to as UBAS in this document. For technical help, please consult the [Lubas manual – course syllabi](#) or click the *Help button* in UBAS.

1. When initiating a new course syllabus or revising an existing one, it is important that the department uses the *Instructions for course syllabi in the first and second cycles at the Faculty of Science (STYR 2018/854)*, as they clarify the rules that apply to the design of course syllabi.
2. It is also important that all those involved in producing the course syllabus *use the template for course syllabi at an early stage* and that approved formulations in Swedish and English are used to construct the course syllabus.
3. All course syllabi are approved and established in UBAS. The departments can have different working methods for how they produce a course syllabus before the course syllabus review process begins. In some cases, an individual teaching staff member or a teaching team work on a draft outside the system that is then entered in UBAS by the director of studies or another appointed person. In other cases, the department uses UBAS to generate a first draft of the course syllabus.

Level - Draft

4. In the first UBAS level, called “draft”, individual teaching staff members/other departmental staff have authority to work on the syllabus. The director of studies is also authorised to work in the second level, called “preliminary”.
5. If a teaching staff member or a director of studies wishes to generate a completely *new course syllabus*, they must use the “course syllabi” tab and select “new” in the menu line.
6. If a teaching staff member or director of studies wishes to *revise an already established course syllabus* or generate a *draft based on information from an already established course syllabus*, they must instead select “search” and enter the existing course code. They then select either “revise” or “create new” with the content from the existing course syllabus.

Please note that you must select at this stage whether the *English translation* of the earlier course syllabus is to be kept.

7. The faculty recommends the *removal* of the earlier translation if the department plans to make major changes, so as to avoid extra work. Instead, the new course syllabus is to be sent for translation via Convertus once it has been established. The department is responsible for ensuring that course syllabi are translated into English (either directly in UBAS before final establishment, or subsequently through Convertus) and entered in UBAS.
8. To save a draft of a course syllabus requires entering a proposed course code, a proposed course title and the department concerned (under Details for Ladok).
9. The idea is that teaching staff can work on their course syllabi at the draft level and then send them on to the “preliminary” status. Once the course syllabus goes to “preliminary” status, the director of studies for the relevant department receives an automatically generated email notification. It is also possible for the director of studies to take responsibility for the entire process by entering all course syllabi in UBAS (most common). Once the draft is ready, it is to be saved and moved up to “preliminary” which requires all the basic information, details for Ladok, entry requirements and details of approval to be entered. Under details of approval, the decision-maker is to be entered as “*Study Programmes Board of the Faculty of Science*” and the semester from which the course syllabus is to apply must be specified.

Level - Preliminary

10. To work on the course syllabus at the “preliminary” stage requires the authority of a “reviewer”. The idea is that the director of studies/equivalent has this authority and reviews the course syllabus at the “preliminary” stage. Authority is applied for through Lucat.
11. Once the director of studies has reviewed it, the course syllabus is to be approved by the first and second-cycle programmes board/departmental board/equivalent before it is sent to the faculty office for approval.
12. When the course syllabus is at the “preliminary” stage, it is also possible to order a course code from Ladok. This enables the course to be entered in Ladok before the course syllabus has been established.
13. Once the department has approved the course syllabus, the director of studies sends it to the faculty office by saving it and moving it up to the third level, known as “reviewed”. In the dialogue box that appears, the director of studies is to enter the date of approval by the department and e.g. whether the course syllabus replaces another course, has a shadow course code at LTH, which semester the course syllabus is to apply from and any other relevant information.
14. Remember to either upload a required reading list or enter ISBN numbers for literature directly under the “reading list” section in UBAS before the course syllabus is sent to the faculty office. The required reading list, established together with the new course syllabus, is to specify at least the compulsory reading for the course. After establishment of the course syllabus with its reading list, decisions on any revisions to the required reading list are delegated to the department. Any revisions must be completed at the latest 8 weeks before the start of the course.

Level – Checked

15. Working on the course syllabus when it has “checked” status requires the authority of an “approving officer”, held only by the course syllabus reviewer at the faculty office.
16. The course syllabus is now reviewed (checked) by the faculty’s course syllabus reviewer for a maximum of five working days. Any questions and comments are sent to the director of studies by email. At the same time, the course syllabus is moved back to “preliminary” status to enable the director of studies to revise the course syllabus according to the comments received.

Please note that if the department has an English translation of the course syllabus (retrievable by selecting “English” in the bottom menu row) any changes must be entered in that version as well.

17. The director of studies is responsible for addressing any comments promptly and then sending the course syllabus back to the “checked” stage.
18. The faculty’s course syllabus reviewer then sends the course syllabus on a consultation round to a sister department and to the Lund University Science Students’ Union (LUNA), which normally have seven days to submit any feedback. If the matter needs to be processed rapidly, this is to be communicated. Any feedback is collected by the faculty office’s course syllabus reviewer who sends it on to the director of studies concerned via email to be addressed and, at the same time, the course syllabus is sent back to the “preliminary” stage.
19. The director of studies is responsible for addressing the consultation round feedback within five working days at most and subsequently sending the course syllabus back to the “checked” stage.

Please note that if the department has an English translation of the course syllabus (select “English” in the bottom menu line) any changes must be entered in that version as well.

20. The review process is now complete and the course syllabus is prepared for establishment.

Level – Approved and established

21. When the course syllabus with any corrections has been approved, it is moved up to the “approved” status by the faculty office’s course syllabus reviewer within five working days. The director of studies and others associated with the course syllabus receive an email notification that it is ready for establishment.
22. When the pro dean has finally established the course syllabus, it is moved up to “established” status by the course syllabus reviewer within five working days. The person who generated the course syllabus in UBAS receives an automatic email notification that the course syllabus has been established. When the course syllabus is established, the faculty’s course syllabus reviewer is responsible for sending exam codes/modules to Ladok, ensuring the required reading list is established and the course syllabus is sent for translation via Convertus if no English version is entered in the system.
23. Course syllabi that have been established are reported and checked at the next Study Programmes Board meeting.

Further points to consider:

- A course syllabus is to be established in time for the course session to be created before announcement on antagning.se/universityadmission.se. See the heading “Timeframes” on pages 3 and 4 of the instructions for more information on applicable deadlines.
- Assessed components (tests) in first and second-cycle courses are to be worth a maximum of 7.5 credits, with the exception of assessed components in degree projects, projects and internships. If a tested component exceeds 7.5 credits, the department is to send a justification for this when raising the course syllabus to the “reviewed” level.
- The assessed components described in the course syllabus are to reflect the assessed modules entered in the system. For example, if the course syllabus specifies a written exam and laboratory exercises, the titles of the assessed modules are to be the same.