



LUND
UNIVERSITY

Faculty of Fine and Performing Arts

Information on courses and reporting of courses

COURSES AND COURSE SYLLABI

Courses at Lund University should have a course syllabus and a course code. This is mandatory according to Lund University regulations for third cycle studies.

All course syllabi are prepared and approved in accordance with the current delegation procedure at the faculty. Administrators for doctoral studies at the faculty office ensure that courses receive a course code and that the approved course syllabus is established in Ladok.

Templates (in Swedish) for course administration can be found at the faculty homepage, in the doctoral student handbook (Doktorandhandoken → Stöddokument)

Course syllabus

A course syllabus is to contain the following information:

1. Course details: course code, course title in Swedish and English, cycle and number of credits. It must be stated whether the course is compulsory or elective and which subject and which department it belongs to.
 2. Date of approval of the syllabus and from which date it applies
 3. Learning outcomes for the course
 4. Course content
 5. Forms of instruction
 6. Forms of assessment
 7. Language of instruction
 8. Grading scale (pass/fail)
 9. Prerequisites (if any)
 10. Literature and other teaching materials
 11. Forms for course evaluation
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COURSE REGISTRATION

At the start of the semester

At the beginning of each semester, the doctoral students must be registered for a course in order to show that they are still active as students. The doctoral students can do this themselves in Ladok on the course "Doctoral dissertation". FU administrator at the faculty can also do the registration for the doctoral students.

At the start of the course

The courses that have a syllabus are established in Ladok. In order to register a doctoral student for a course, the course needs to be provided with a course opportunity, ie the start and end date for the course within the current semester must be established. The subject director or course leader notifies the FU administrator at the faculty office which course and which dates are to be set up. Thereafter, the doctoral students can be registered for the course.

In Ladok, it can be stated whether the FU administrator is to complete the registration or whether the doctoral students are to register themselves. This is usually handled by the FU administrator, after notification from the course leader about which doctoral students will take the course at the specific occasion.

REPORTING OF COURSES

Courses and other assessed components in doctoral education are reported in Ladok. The certificates needed for the reporting are submitted to the administrator for doctoral studies at the Faculty Office.

The doctoral education is made up of two parts:

Part 1: Courses, seminars and other assessed components (compulsory and elective)

Part 2: Doctoral thesis (for music education) or doctoral project (for fine art; referred to as a documented artistic research project in the Higher Education Ordinance)

Part 1

The category *Courses* includes three different sources of credits that are reported in Ladok for research students: (1) Courses (2) Other assessed components (3) Credit transfer.

1. Courses

Courses are the elements described in the general syllabus, which are regularly recurring and in which more than one doctoral student participates.

Individual educational elements that only apply on one occasion and for one doctoral student are called *other assessed components*- and do not need to have a syllabus and course code (see point 2 below).

Documentation of courses

Once a doctoral student has completed a course, a course certificate shall be sent to the administrator of doctoral studies at the Faculty Office for reporting of the results in Ladok.

A *course certificate* from the course leader is to include the following information:

- Name of the doctoral student
- Course code and course title
- Date of completion of the course
- Name and title of course leader (who is to sign the certificate)

(Template in Swedish is available in Doktorandhandboken)

2. Other assessed components

Doctoral students can also receive credits for components that are not termed *courses*. These could include tailored assignments in the form of reading, art, films, theatrical productions, etc., participation in conferences or seminars, and project work that for various reasons does not form part of the final thesis or documented artistic research project.

Documentation of other assessed components

The supervisor sends documentation of the components that are to generate credits in Ladok to administrator of doctoral studies at the Faculty Office (these components are entered into Ladok as free text and do not require a syllabus or course code).

A *certificate of completion of an assessed component* is to include the following information:

- Name of the doctoral student
- Title of the conference/seminar/component in Swedish and English (if the event is in English, no Swedish title is needed).
Keep in mind that the title given is what will also appear in the degree certificate.
- Date of completion of the component
- Number of credits
- Signature of the supervisor

The supervisor makes an assessment of how many credits a component is to generate. It may be advantageous to delay reporting of this type of credits in order to group similar activities and report them as a total number of credits. In such cases, it is important that the components are documented clearly in the individual study plan.

(Template in Swedish is available in Doktorandhandboken)

3. Credit transfer from courses taken at other institutions

In cases where a doctoral student has taken courses at other universities the credits are to be reported as credit transfer. Usually, the doctoral student and supervisor have agreed that the doctoral student should take a certain course at another university and documented this in the individual study plan. But the doctoral student can also apply afterwards to have a course taken at another higher education institution credited within their doctoral studies. Such an application is submitted to the supervisor, who then certifies that the points will be credited.

Documentation of credit transfer from other courses

To report transferred credits, two certificates are required:

1. Certificate of completion of the course from the institution concerned The Certificate should include:
 - Name and personal identity number of the doctoral student
 - Title of the course in Swedish and English
 - Date of completion of the course
 - Examiner
2. Certificate from the examiner (usually the supervisor) that the credits from the course are to be included in the degree. This certificate is to contain:
 - Name of the doctoral student
 - Date of credit transfer
 - Number of credits (please note that the examiner can give a different number from that on the certificate from the other institution. For example, if a second-cycle course is worth 10 credits, the supervisor could decide that the course is worth 7.5 credits in the third cycle).

(Template in Swedish is available in Doktorandhandboken)

Part 2

Doctoral thesis/doctoral project

The 150–180 credits made up of the doctoral thesis/doctoral project are reported at the end of the programme following the defence of the thesis/project (as one block of credits). Components and sub-projects of the doctoral thesis/project are *not* to be reported in Ladok on an ongoing basis. If it is desirable to keep track of progress on the thesis using credits, this can be noted in the individual study plan, but it will not be reported separately in Ladok

Documentation of doctoral thesis/doctoral project

Once a doctoral student has defended his or her thesis/project, a number of documents are to be submitted for reporting:

1. Minutes of the examining committee are to be submitted to administrator of doctoral studies at the Faculty Office. These minutes form the basis for reporting of:
 - completion of the public defence
 - date of the public defence
 - title of the doctoral thesis/project
 - grade

The correct title of the thesis/doctoral project is to be clear from the minutes so that it can be reproduced correctly on the degree certificate. If the title of the thesis is not in English, an English translation of the title must also be specified in the documentation.

2. *All Courses Complete* is the final report that makes it possible for the Degree Office to issue a degree certificate. The documentation required for this is a statement from the main supervisor that all courses are completed and that the doctoral student is permitted to apply for a degree certificate (please note that the public defence can take place before an assessed component is completed in certain cases; the examining committee minutes do not therefore document the completion of the entire programme of study, only of the thesis/doctoral project).

With the statement for *All Courses Complete*, the main supervisor also attests that the doctoral student has completed all the components required to achieve the learning outcomes for the degree.

The documentation for *All Courses Complete* is submitted to the Ladok administrator at the Faculty Office.

(Template in Swedish is available in Doktorandhandboken)

3. The doctoral student has to apply for the degree certificate from the Degree Office. Information about how to apply and the application form can be found on the Lund University web page.