



## **Regulations for first and second cycle education at Karlstad University**

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## Regulations for first and second cycle education at Karlstad University

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# **Regulations for first and second cycle education at Karlstad University**

## **Chapter 1: Preliminary provisions**

### **Section 1 Area of application**

These regulations pertain to employees and students involved in first cycle (Bachelor's level) and second cycle (Master's level) education at Karlstad University.

### **Section 2 Purpose**

These regulations and instructions aim to clarify the rights and responsibilities that students and employees have in the educational process. The regulations shall promote quality education and quality handling of cases within the University as well as ensuring the rule of law.

Karlstad University is responsible for making these regulations easily accessible to students.

### **Section 3 Legal status of the regulations**

These regulations refer to laws and ordinances. As a public authority, Karlstad University, its employees and its students are obliged to follow parliamentary and governmental statutes. This is noted in Chapter 1, Sec. 1 of the constitution.

These regulations constitute a policy document stipulated by the vice-chancellor and pertain to staff as well as students.

Attachment 1 of this document provides supplementary information to students on where to turn if they believe that any aspect of the regulations has been violated. The information should be regarded as general recommendations and instructions for those concerned.

Attachment 2 of this document provides rules for written examinations that pertain to students.

### **Section 4 Revision of the document/regulations**

This document shall be reviewed annually. Any necessary revisions shall be made in consultation with staff and student representatives at Karlstad University. Feedback and comments on the contents of this document can be reported to the legal officers of the Strategic Support Services.

## **Chapter 2: The University's general responsibilities**

### **Section 1 Prohibition on discrimination**

According to the Discrimination Act, Karlstad University is responsible for pursuing goal-oriented efforts that actively promote students' equal rights irrespective of their ethnicity, religion or other beliefs, gender, sexual orientation, functional disability, age or gender identity.

Karlstad University takes a zero-tolerance approach to discrimination, harassment, victimisation and reprisals.

All staff members shall contribute to a work and study environment that is inclusive, characterised by respect and encouragement and based on the government's core values.

All staff members should be familiar with, and participate in, the University's efforts to prevent and counteract discrimination, harassment and other forms of abusive treatment. The framework for participation and efforts is presented in *Action programme, guidelines and procedures to combat discrimination, harassment and other victimisation*.

A student who feels harassed can start by contacting a teacher or the head of department. Students can also turn to the person responsible for student equity issues at the Office for Student Affairs, or to staff at the Student Health Services, or to a representative of the Student Union. If a member of staff at Karlstad University suspects or becomes aware that a student has been harassed or may have been harassed, the University is obligated to take immediate action by initiating an investigation, which shall be carried out in a factual and unbiased fashion with observance of the rule of law, even if no formal report has been filed. If the matter cannot be handled immediately at the respective department, it shall be forwarded to the student equity officer at the Office for Student Affairs or to the Student Health Services.

## **Section 2 Access to information**

As a government authority, Karlstad University shall treat students in a professional manner and in a manner that is consistent with laws and ordinances that regulate the operations of public administration. Hence, issues such as the handling of admissions and examination shall be carried out according to the provisions of the Administrative Procedure Act (2017:900). This means that the University shall adhere to the general public service obligation outlined in Sect. 6 and 7 of the Administrative Procedure Act. The public service obligation requires the University to:

- provide information, guidance, advice and other forms of support to students on issues that pertain to first and second cycle education to the extent appropriate to the nature of the question, the need of the student, and the operations of the government agency. Current work situation and resource availability may be taken into consideration.
- receive visitors, take telephone calls and video calls. If there are specific hours for this, these shall be made known to the public.
- Take the measures required regarding accessibility to receiving and registering public documents and requests for public documents kept at the University.

Further, according to Sect. 8 and 9 of the Administrative Procedure Act regarding handling of matters such as admissions and examination, the following pertain:

- each matter shall be handled as simply, speedily, and cost-effectively as possible without neglecting the rule of law.
- employees shall consider the possibility of obtaining information from other authorities.
- representatives of the University shall use comprehensible language.

- Karlstad University shall also in other ways facilitate the individual student's contact with the University.

According to Sect. 13 of the Administrative Procedure Act, an interpreter shall be called on, if such a service would facilitate communication, when the University deals with an individual who has limited Swedish proficiency, is seriously hearing or speaking impaired, or has any other disability.

Processing of a matter shall be in writing. Public authorities may, however, decide that a matter is wholly or partly dealt with orally, unless this is inappropriate.

The official language is Swedish. However, information shall be provided in English so that international students can participate in university activities and operations.

## **Chapter 3: Student responsibilities**

### **Section 1 General responsibilities**

Students admitted to education at Karlstad University are obligated to pay attention to and comply with the following rules. The purpose of the rules includes that everyone at the University should feel safe and secure, on campus as well as in our digital environments. By complying with the rules, we create a good work and study environment as well as conditions for an open and inclusive university.

Karlstad University takes a zero-tolerance approach to discrimination, harassment, victimisation and reprisals.

All students shall contribute to a work and study environment that is inclusive and characterised by respect for one another.

All students should be familiar with the University's efforts to prevent and counteract discrimination, harassment and other forms of abusive treatment. The framework for participation and efforts is presented in *Action programme, guidelines and procedures to combat discrimination, harassment and other victimisation*.

Students are obligated to use the University premises and equipment with care in accordance with *Lokalpolicy för Karlstads universitet* including attachments.

Students are also obligated to follow the University's general rules for IT security and the rules for processing personal data by students within the parameters of their education. These regulations include that students' use of the University's information systems and processing of personal data within the parameters of their education shall comply with applicable rules and procedures as well instructions from the teacher or supervisor.

Some activities and courses may have special rules for things such as the use of laboratory premises or premises for clinical training. Students must be informed of any such rules prior to gaining access to the premises.

Students are also obligated to take into account teachers' copyright to the teaching material and may only use the teaching material for private use. This means that no dissemination of

teaching materials is permitted unless the author has consented to this. This applies to distributed and/or displayed material as well as images, video and audio recordings. See also Chapter 5. Sect. 7.

### **Section 2 Actions in matters pertaining to disruption of ongoing teaching or examination**

A student who disrupts ongoing teaching or examination shall be asked to leave the classroom or the digital meeting room if the disruption continues after the teacher's reprimand. If the student continues to disrupt despite reprimand, the teacher may contact the University's head of security for assistance. In the event of a student disrupting teaching in a digital meeting room, the teacher can exclude the student from the meeting room. Disrupting teaching or examination includes taking photos during a lecture or recording a lecture without permission, bringing children or animals (with the exception of service or leader dogs) without permission, not following instructions during a mandatory course component, or having a mobile phone conversation during ongoing teaching.

### **Section 3 Disciplinary measures**

A student who does not comply with the rules at Karlstad University can be reported to the disciplinary board. Following an investigation, the disciplinary board may decide on disciplinary measures for the student. According to the Higher Education Ordinance (1993:100) Chap. 10, Sect. 1, disciplinary measures against students are taken when students:

- use unauthorised aids or in any other way attempt to deceive the examiner in an exam or in any other situation when student performance is assessed,
- disrupt or hinder teaching, examinations or any other activity related to the University,
- disrupt the library environment or any other special facility related to the University, or
- victimise another student or an employee at the University in violation of any of the grounds specified in the Discrimination Act (2008:567).

Further information is available in the University guidelines on disciplinary procedures.

## **Chapter 4: Admission to university studies**

### **Section 1 General admission information**

In the Higher Education Ordinance, Chap. 7, regulations on entry requirements to higher education are provided. Detailed rules for admissions to first and second cycle education at Karlstad University are outlined in the University's admission regulations. The admission regulations include information regarding application, qualifications and selection as well as how admission decisions are made and how to appeal a decision. Admission regulations are ratified by the university board and revised when required.

### **Section 2 Entry requirements**

The entry requirements for programmes or courses shall be regulated in programme/course syllabus. The faculty board or the teacher education board is responsible for programme and course syllabi.

Norwegian and Danish are on par with Swedish in terms of language requirements.

### **Section 3 Transfer of credits**

Students have the right, upon assessment, to transfer credits from another higher education institution in Sweden or abroad. The same applies to knowledge and skills acquired through other activities in and outside of the education system, so called prior learning.

The procedures for credit transfer are regulated in the Higher Education Ordinance, Chap. 6 Sect. 6–8, and in Karlstad University's local qualification ordinance.

### **Section 4 Registration and re-registration**

Students need to register for the course they have been admitted to and wish to study. Registration normally takes place the week before the start of the course. If a student does not register or registers late, they risk losing their place on the course. A student who has been registered for a course but for some reason has not completed it may re-register provided that the course is still available. The student must re-register within the specified registration period for the course the week before the course starts. In exceptional cases, students can re-registration after this period has ended. In such cases, the course coordinator decides on the right to re-registration.

Re-registering means having access to the web-based information relating to schedule, course material (i.e., compendia, lecture hand-outs) and other information related to teaching. The re-registered student also has the right, if circumstances permit, to attend some components and lectures and, as the case may be, receive individual supervision. The course coordinator decides on a student's right to attend.

Students shall be informed of any limitations in connection with the re-registration.

Early drop-out (within 3 weeks of the course start) does not allow for re-registration and the student has to re-apply for the course.

## **Chapter 5: Regular instruction**

### **Section 1 General**

The faculty board or the teacher education board is responsible for ensuring that the education offered is of high quality and that programme and course syllabi are approved.

### **Section 2 Programme and course syllabi**

Programme and course syllabi are regulations and thus binding for the University as well as for the students. The Higher Education Ordinance stipulates what must be included in such documents.

The Higher Education Ordinance, Chap. 6, Sect. 15, stipulates that a course syllabus shall include: the cycle (level) in which the course is given, the number of credits, learning outcomes, specific entry requirements, how student performance is assessed as well as other relevant regulations.

The Higher Education Ordinance, Chap. 6, Sect. 17, stipulates that a programme syllabus shall include: the courses included, specific entry requirements as well as other relevant regulations.



Programme and course syllabi which apply as of a particular semester must be approved and be available on the University website when the application period starts.

The programme or course syllabus shall clearly state as of which semester it applies. For programmes and courses offered in a language other than Swedish, a syllabus must be available in Swedish and translated into English when the application period starts, at the latest.

If a course contains several modules that are assessed through one or several different examination components, the number of credits of each module must be stated in the syllabus.

Limitations in the number of examination sessions and placement opportunities must be specified in the syllabi for the courses concerned.

Any revisions of approved programme and course syllabi shall be made in such good time that the requirements set out in the fourth paragraph are met. However, the following information about a course may not be changed: Course code, title, credits, education cycle, progressive specialisation and grading scale. A main field of study can be added but not removed. The Office for Student Affairs must be notified of any changes in entry requirements.

### **Section 3 Schedule and reading lists**

Reading lists for new courses are approved and published at the same time as the syllabus. Revision of the reading list shall be approved and published six weeks at the latest before the start of course. A course schedule shall be made available on the website as soon as possible, and no later than two weeks before the start of the course. Course schedules shall be made known per ten-week periods of study. Mandatory components must be scheduled and noted as such.

The academic year shall be planned in two semesters of twenty weeks each, as well as a summer period of ten weeks.

### **Section 4 Study instructions**

Written study instructions, such as study guides, must conform to programme and course syllabi and schedules, and are thus subordinated these documents. It must be clearly stated whether the course is given as a distance learning course or an on-campus course. In the case of distance learning courses, it must be stated whether they include on-campus meetings and to what extent.

### **Section 5 Study pace and period**

All scheduled teaching activities shall be provided in the weeks during which the course is advertised.

When the application period has started, the study period, pace of study, type of instruction or location may not be changed.

### **Section 6 Language of instruction**

If a course is announced for application as being taught in Swedish or English, it shall be taught in English unless only Swedish-speaking students apply. The language of instruction may not be changed once the application period has started.

“Swedish and English” as language of instruction means that courses contain both languages and that proficiency in Swedish is a requirement.

It is primarily the language of instruction used in the course that applies to the examination sessions. Students may use Swedish in examination answers unless the examination concerns language proficiency or terminology in another language. Students who speak Danish or Norwegian may use their first language in examinations held in Swedish if it is not inappropriate, for example, due to the risk of misunderstandings or if the examination concerns Swedish language proficiency or terminology.

### **Section 7 Photos or recordings of teaching sessions**

As a general rule, it is prohibited for students to record or photograph any form of teaching activities at Karlstad University.

However, the teacher does have the option of allowing photos being taken, for example, photos of a slide presentation or a whiteboard during the teaching session. Recording may also be permitted by the teacher when this is called for by the teaching situation, for example, during individual lessons in music or during ensemble play. The teacher also determines what conditions apply to the recording or taking of photos, for example, that only audio recording is allowed. The teacher must take into account the personal integrity of the students in their assessment before permitting photos or recordings. If the students are expected to participate actively throughout the teaching session through questions and interaction, this speaks against allowing photos and recordings.

For privacy reasons, the teacher must also ensure there is room for the students to ask questions and interact outside the recording during a certain part of the teaching session.

The teacher is responsible for enforcing the prohibition in teaching situations and for any violations being addressed.

Students in need of study support may be granted the right to record teaching sessions, following a decision by the student support coordinator.

### **Section 8 Support to students with disabilities**

The University has a special responsibility to facilitate for students with disabilities during their studies. Students can apply for study support with the University’s study support coordinator at the Office for Student Affairs. It is the student’s responsibility to contact the coordinator to apply for study support.

## **Chapter 6: Examination**

### **Section 1 General information and definitions**

Examinations can be conducted in different ways, provided that all applicable legal requirements are met.

Examinations held on campus or online always require students verifying their identity by presenting a valid photo ID. Valid photo ID includes passport, driver’s licence (which in Sweden is equal to photo ID or national ID card), or an eID where the person’s social security

number, name, photo and the validity period are clearly displayed. Each course shall include at least one examination where the student verifies their identity using a photo ID.

As a general rule, written examinations shall be individual and anonymous, which means that the teacher marks and assesses all exam papers without knowing the names of the students.

Assessment is always made individually.

Each course that exclusively applies take-home examinations shall also include at least one mandatory examination seminar where the student orally presents their knowledge.

All mandatory written take-home assignments, including essays and degree projects, should normally be submitted via the digital plagiarism checker provided through the learning platform used by the University, or a separate plagiarism checker system.

The examination formats are specified in each course syllabus.

**Summative assessment:** Assessment of acquired knowledge and skills in relation to the learning outcomes and content of a course, and grading.

**Examination session:** The date set for examination of a course component.

**Examiner:** A teacher, employed at Karlstad University, appointed to decide on grades in a course.

**Examination components:** A course may include several components to be assessed. For example, the examination in a course may consist of an overall assessment of the student's performance in the mandatory components, an exam in the form of a written test at a specific date and place, a written report on a completed laboratory assignment, and an account of literature studies presented in seminar. Note that the above are only examples. Other examination formats may be used.

Each component must be documented, preferably in Ladok, so that it is clear which part the student has completed within a course.

**Supplementary examination:** Upon the examiner's approval, a student may be offered the option of a supplementary examination instead of a resit if the result is very close to the requirements for a Pass grade, as stipulated in the course syllabus. Shortcomings in the exam result can only be minor and must be possible to correct within a short amount of time in close connection to the first examination session.

**Resit:** A resit is an assessment opportunity after the first examination session for students registered on the course who have failed to obtain a Pass grade or who did not take the exam.

**Examination:** Umbrella term for three different examination formats concluding a course or module: written examination (examination with scheduled time and place), oral examination (individual oral examination with scheduled time and place), or take-home examination (written examination on scheduled time off-campus).

**E-examination:** examination or test where the student must have access to their own computer or a computer provided by the University to be able to complete it.

An assessed and marked examination paper is a public document when finalised. If someone requests a copy of an assessed and marked examination, the University is obligated to provide a copy, unless it has been screened out/discarded. This applies to all examination formats.

## **Section 2 Examiner**

The examiner is, according to Chap. 6, Sect. 18 of the Higher Education Ordinance, a teacher specifically nominated by the University to determine a student's grade. At Karlstad University, such a decision shall normally be made on the suggestion by one or several teachers assessing the student's performance in relation to the learning outcomes of the course.

An examiner and a deputy examiner shall be appointed for each course. The deputy examiner steps in if the examiner is unavailable or indisposed. The examiner is responsible for ensuring that the examination is undertaken in a manner that guarantees that the learning outcomes of a course are assessed, that student performance is assessed equally and lawfully, that grade levels correspond to national subject standards and that the examination conforms to other applicable rules for examination at Karlstad University.

An examiner is obligated to be objective and unbiased in handling the assessment and grading. If there is a special circumstance jeopardising the trust in the examiner's impartiality, the examiner is considered to be biased and may not be involved in the grading. Lists of examiners shall be available.

An examiner may not simultaneously serve as supervisor for the student being graded on a paper or degree project.

According to the rules of procedure and delegation of authority at Karlstad University, an examiner of first cycle courses must have a PhD. Under special circumstances, the dean may allow exceptions. Normally, the examiner of second cycle courses (Master's level) must be a docent or a professor.

## **Section 3 Mandatory components**

As a key principle, participation in instruction is voluntary on the part of the student. Mandatory components are permitted if necessary to achieve intended course learning outcomes and will, thus, make up part of the examination in a particular course. Mandatory components may also be of a nature that requires active participation by the students in order for them to acquire the intended knowledge or skills. Mandatory components may also be justified on the grounds that it is unsuitable for students to partake in subsequent components unless they have acquired the knowledge and skills included in this component first, for example, in preparation for a practical placement. All mandatory components shall be specified in the course syllabus and be included in the schedule. If there is a change in date for a mandatory component, the students must be notified as soon as possible. The new date shall, if possible, be set in consultation with the students.

Taking attendance during mandatory components of the course shall take place in an orderly and lawful manner.

Students who are prevented from partaking in a mandatory component shall be offered new opportunities to complete the component in accordance with the rules on additional examination sessions in Sect. 18, unless there are practical or resource limitations, for example, that the component requires the presence of co-students. In such cases, the student shall be afforded a suitable alternative to the mandatory component. The student shall be provided an assignment which, upon completion, provides equivalent knowledge and is of corresponding scope. The examiner decides on the alternative assignment. Note that since the existence of a mandatory component is justified based on, for example, pedagogical or safety grounds, the opportunity to complete the component in an alternative way shall be offered only in exceptional cases. The possibility of alternatives for a mandatory component should be clearly specified in the course syllabus.

A student shall not be prevented from participating in an examination on the basis of having failed a previously mandatory component, unless this is stated in the syllabus.

A completed mandatory component that awards credits shall be documented in Ladok.

#### **Section 4 Examination date**

The examiner books the time and place for examination. The time for regular examinations and for submitting examination assignments shall be indicated in the course schedule for the study period in question.

Regular examinations may not be held on dates outside the course period.

A student who is a follower of a certain religious faith should inform the course coordinator at the start of the course in case an examination coincides with a religious celebration. On condition that the student has informed the course coordinator at the course start, the student has the right to take the examination close in time to the regular examination date. The University may request a certificate from the religious community in question, verifying that the examination date coincides with a religious celebration.

#### **Section 5 Obstacles to an examination**

If an examination cannot be carried out according to the course schedule, and if this is due to circumstances that can be attributed to the University, a new examination session shall be offered within a week.

If the circumstances cannot be attributed to the University but instead are due to extraordinary and unforeseen events, so called *force majeure*, a new examination session must be offered as soon as possible once the extraordinary circumstances have ended.

In case of unforeseen incidents during an on-campus examination, such as a fire, technical problems or unexpected illness, the examination is cancelled and the examiner informed. Students are to be offered a new examination date as soon as possible.

#### **Section 6 Conducting an examination**

The examiner and teacher in charge of an examination are responsible for ensuring that the examination is conducted in an orderly and legal manner. In this respect, students are to be treated fairly and cheating is to be prevented.

For off-campus e-examinations, there must be no digital monitoring during the examination.

The teacher shall be available during a certain time of the examination, in person or via telephone.

### **Section 7 Examination instructions**

The conditions of an examination shall be specified in clear instructions. Information about authorised aids shall be provided at the start of the module in question. It is the students' responsibility to inform themselves about authorised aids prior to examination.

In cases where course literature is allowed during an on-campus examination, this refers to printed books and not e-books, unless otherwise stated.

Particular attention shall be given to international students' need for information about authorised aids during an examination.

### **Section 8 Handling of examination papers**

Confidentiality pertains to assignments that are included in, or provide the basis for an examination up to the time of the examination session. Handling must therefore take place in such a way as to preserve confidentiality and maintain legal compliance.

### **Section 9 Submitting examination papers**

Examination papers such as essays, memorandums and similar written assignments shall be submitted within the time period and in the manner stipulated by the examiner in order to be valid for assessment. The examiner may make exceptions if special circumstances arise, such as an unforeseen emergency situation. In such cases, the examination is processed as if it was submitted in time and with the same grade levels as for other students.

Submitting examination papers shall take place in a manner that guarantees legal compliance for both the teacher and the student.

Information on how alternative handling of the submission should take place in the case of unforeseen events is communicated to the student before the examination. This could include technical support contact and when technical support should be contacted in order for the examination to be considered submitted in time.

Examples of legally compliant submission of written assignments are:

- via email, using the plagiarism checker provided by the University
- via the learning platform provided by the University
- via a physical receiver within a limited time period
- via a locked mailbox (as opposed to a pigeonhole)

### **Section 10 Grading scale**

One of the grades Pass with Distinction, Pass or Fail shall be awarded. In addition, the vice-chancellor has decided that the grading scale 5, 4, 3 and Fail can be used in the engineering programmes at Karlstad University (Dnr C2007/62) and the grading scale AB, Ba, B and Fail in the University's law programme (C2017/202).

The vice-chancellor may grant exemption from the three-grade scale. The process for handling such exemptions is outlined in *Handläggningsordning för ansökan om undantag från tregradig betygsskala*.

The grading scale shall be specified in the syllabus.

### **Section 11 Grading decision**

In the Higher Education Ordinance, Chap. 1, Sec. 4, grading decisions are exempted from the legal requirement to provide grounds for a decision under the Administrative Procedure Act. However, a student should be provided some form of feedback, for example, problem-solving suggestions, review of the examination or other clarification on how the learning outcomes could have been fulfilled. Feedback may be provided individually or in groups.

### **Section 12 Time and place for announcing examination results**

Students shall be notified of how and when examination results will be announced. Students have the right to obtain examination results within fifteen workdays from the examination date, but no later than two weeks before a resit. Exceptions to this rule can be made in case of an unforeseen large number of students taking the examination or illness, and shall be made known to the students. Decision regarding exceptions is made by the examiner.

### **Section 13 Return of examination papers**

Assessed and marked examination papers are returned electronically via MyKau, the learning platform for e-examinations, or if this is not possible, via the Welcome Centre.

Papers that have not been collected by the student are kept for two years from the date of grading.

### **Section 14 Correction and reassessment**

Grading decisions cannot be appealed. However, a student who feels that an examination has not been correctly graded can apply for a grade reassessment with the examiner. If an examiner finds that a grading decision is obviously incorrect due to changed circumstances or for some other reason, they must change the decision if this can be done quickly and easily and does not mean lowering the grade (Chap. 6 Sect. 24, Higher Education Ordinance).

The law does not provide a specific time limit for the reassessment of a grade. However, the Administrative Procedure Act stipulates that reassessment is possible provided it can be done quickly and easily. Since the University maintains the right to discard marked examination papers two years after the date on which the original grading decision was made, the two-year limit is normally a natural ultimate limit for a reassessment decision.

To ensure that a correct reassessment can be made, it is necessary for students who wish their grade to be reconsidered to apply as soon as possible.

The examiner may decide on correction of typographical errors, miscalculations or similar oversights that pertains to grades (Sect. 36, Administrative Procedure Act). The student is to be informed of such corrections (Chap. 6, Sect. 23, Higher Education Ordinance).

Request for reassessment or correction must be made in writing, using the appropriate form.

### **Section 15 Reporting of examination results**

The faculties are responsible for reporting examination results in Ladok within five workdays after the grade is awarded.

**Section 16 Completed course components**

Completed examination components shall be documented in Ladok and are valid as long as the same syllabus pertains to the course, and for at least one year after the examination. Exceptions to the possibility of using examination components according to the above must be stated in the syllabus.

**Section 17 Lost examination data**

If some form of examination assignment that has been handed in to university staff is lost, and it can be proven that this is not caused by the student him- or herself, the student shall immediately be offered a new examination date, preferably within one week.

**Section 18 Additional examination opportunities**

The number of times that a student may take an examination in order to attain satisfactory results in a course or part of a course can be limited if an unlimited right to resit an examination would lead to unreasonable waste of resources. Any limit to the number of examinations, and the reason for this limit, shall be specified in the syllabus and the number of occasions must be at least five. If passing a course or part of a course requires the student successfully completing a placement or corresponding training, the number of periods of placement or corresponding training must be at least two (Chap. 6, Sect. 21, Higher Education Ordinance). In cases where there is a limit to available periods of practical placement, the student may apply for an extra examination.

An examination opportunity is forfeited if a student has formally received a Fail grade in the assessment. If a student participated in the examination but failed to produce anything that can be assessed, for instance by submitting blank sheets, the student will receive a Fail on the examination and it will count as an examination opportunity forfeited.

A student is considered to have participated in an examination if he or she has begun taking an on-campus examination, participated in a placement introduction or if he or she in some other way is considered to have begun taking an examination.

A student shall be offered another examination session no later than two months after the first examination session. Exceptions to this rule can be made if there are special circumstances, or when it is not possible due to the end of the semester. In addition to the regular examination session, at least two examination opportunities shall be offered the student within one year of the first examination session. The date to resit an examination shall be announced at least two months in advance. Examinations requiring that the student completes a practical placement period are, as far as possible, held in the next course instance, but within one year at the latest.

The faculties shall aim to distribute the above-mentioned examination sessions evenly during the autumn and the spring semester so that the student is able to take the examination and complete the course on time. This applies especially to courses where a Pass grade is required to be admitted to the next course in accordance with the study route of a degree programme.

When resitting an examination, the same grading criteria that applied to the regular examination shall apply.

The right to be assessed according to a former syllabus, for students who have begun their studies in a course according to the former syllabus, shall be permitted for one year from the



date that a revised syllabus takes effect. It is the responsibility of the student to notify the examiner at least three weeks prior to the examination opportunity that the student wishes to be assessed according to the former syllabus.

The possibility to be assessed according to the requirements of terminated courses are treated in Chap. 7, Sec. 2.

A student cannot undertake a new examination in order to get a higher grade than the Pass grade already awarded.

### **Section 19 New examiner/examining teacher**

A student who has failed a specific examination for a specific a course twice, or part of a course twice, has the right to, upon request and unless special reasons prevent it, have subsequent resits assessed by a different teacher. The right includes having a new examiner appointed. Such a request shall be made in writing to the head of department.

A special circumstance that speaks against a change of examiner may be that there is no other suitable examiner.

### **Section 20 Study support**

A student who fails or risks failing in his or her studies shall early on be offered study support. The type of support may vary with regard to each individual case. The faculties shall provide information about available study support (see also Chap. 5, Sec. 8.)

### **Section 21 Support during examinations to students with disabilities**

The University has a special responsibility to facilitate the situation for students with disabilities. The examiner decides on examination adjustments. The possibility of examination adjustments should be included in the course syllabus and applications are made by contacting the study support coordinator.

### **Section 22 Cheating**

Cheating is defined as a student attempting to deceive a teacher or another person in the examination. The copying of text, i.e., plagiarism (including self-plagiarism), unauthorised use of AI tools, as well as unreferenced quotations or references are defined as cheating.

Upon suspicion of cheating, a report shall be submitted to the vice-chancellor.

Upon suspicion of cheating, the teacher or examiner shall await the outcome of the disciplinary board's deliberation before assessing and grading the examination.

## **Chapter 7: Discontinuation of courses and degree programmes**

### **Section 1 Discontinuation of course**

Discontinuation of a course means that the syllabus ceases to be effective one year after the date of discontinuation. When the syllabus expires, its status as a legally binding document ends.

## **Section 2 Procedure for discontinuation of course**

The decision to discontinue a course is made in accordance with the current delegation of authority.

When a decision to discontinue a course is made, the following procedure comes into force:

- No students may be admitted to the course.
- No more course instances may be created for the course.
- A discontinuation examination shall be provided at student request on four occasions during the first academic year that the course is no longer offered. For courses including practical placement, two opportunities are offered during the same time period.
- Notify all students who are or have been registered on the course in the last three academic years when the course has been offered but who have yet to complete it, that the course will be discontinued and inform them about the procedures surrounding this process. A template of notification is available on Inslaget.

## **Section 3 Discontinuation of degree programme**

Discontinuation of a degree programme means that the programme syllabus ceases to be effective when the last admitted student (to semester 1) has had the opportunity to complete the programme during its nominal duration plus one year. Place guarantee only applies if a course/programme is offered. Note that there are specific rules pertaining to teacher education that supersede these rules.

A decision to discontinue a degree programme does not mean that programme courses are discontinued automatically. Any discontinuation of programme courses is made according to specific procedures.

## **Section 4 Procedure for discontinuation of degree programme**

The decision to discontinue a degree programme is made in accordance with the current delegation of authority.

When a decision to discontinue a programme is made, the following procedure comes into force:

- No students may be admitted to the programme.
- No more programme instances may be created for the programme.
- Which programme courses to discontinue must be considered. The discontinuation of programme courses must not affect the students' rights to complete the programme within its nominal duration plus one year.
- All students admitted to the programme from the date of the latest revised programme syllabus (but always at least three academic years) who have not fulfilled the requirements shall receive a letter of notification at their registered residence informing of the discontinuation and the subsequent procedures. A template of notification is available on Inslaget.

The programme coordinator, the study and career counsellor, the student representative and the faculty office concerned create a joint action plan.

## **Chapter 8: Fees and costs**

### **Section 1 Studies without fees**

Studies at Karlstad University are free of charge. However, there are exceptions, see Sec. 4. A student has the right to free information such as syllabi and schedules. A student shall have the possibility of retrieving verifiable certificates from My Kau.

### **Section 2 Course materials**

Compendia, copies or other materials that the University furnishes can only be sold at cost price, at the most.

### **Section 3 Other costs**

Components involving considerable costs for the students shall be minimised. However, costs of travelling to and from a practical placement or costs of travelling to a local study centre to take an examination may be added. If a course includes components that carry with them extra costs for the students, beyond the cost of course literature, this shall be specified in the syllabus. Each department shall make known the estimated extra costs before the course begins if these exceed SEK 200. If possible, an alternative component shall be offered. This shall also be stated in the syllabus, if applicable.

### **Section 4 Tuition fees**

Applicants and students who are not citizens of an EU country, an EES country or Switzerland, pay an application fee as well as tuition fee. Fees are established by the vice-chancellor.

## **Chapter 9: Course evaluation**

### **Section 1 General**

Course evaluations are important tools in the University's quality assurance system and it is critical that both students and teachers participate in the efforts to promote quality. In order to maintain effectiveness, course evaluations shall regularly be handled in the appropriate forum with students represented. The University applies a joint course evaluation system with standardised questions and the opportunity to add course specific question.

### **Section 2 Conducting evaluations**

To make course evaluations meaningful, it is imperative that the evaluation provides a relevant basis for course improvement. The course evaluation shall be carried out during scheduled course time. The course evaluation shall not be undertaken in connection with an examination. It shall be possible to hand in the course evaluation anonymously.

According to the policy for student influence, the director of study is responsible for ensuring that course evaluations are summarised and for informing others of the results and any potential measures taken as a result of the course evaluation. This shall be done in connection with the introduction of a new course instance.

The dean is responsible for ensuring that course evaluation analyses are posted on the university website on the course web pages.

**Section 3 Filing**

The summaries of course evaluations shall be filed and kept in a database for course evaluations, functioning as a searchable archive. The raw data of the joint course evaluation system shall be kept in a database for two years. In case further written raw data exist, these shall be kept for at least two years by the respective subject, or, if appropriate, by the respective faculty.

**Chapter 10: Student influence****Section 1 General**

At Karlstad University, developing a well-functioning system for student influence is a central feature of the University's quality assurance. Active students who wish and are able to influence their study situation are seen as prerequisite for high quality in our courses and study programmes. Students shall be entitled to exert influence over the courses and study programmes at the University. The University shall endeavour to enable students to play an active role in the continued development of courses and study programmes (Chap. 1, Sect. 4a, Higher Education Act).

Student influence is organised by Karlstad Student Union.

## **Appendix 1 – Where can students turn with their questions?**

### **Section 1 General**

During a course of study, it may be necessary for a student to turn to staff at the University in order to solve a study-related problem. The organisation of the University is described on the university website. The University's document on procedures and delegation of authority also states under which laws and regulations first and second cycle education falls. Below is a brief description of useful contacts.

### **Section 2 Study-related issues**

If a student wishes to convey viewpoints about a degree programme, the student can turn to the programme coordinator of the respective programme or to the student representatives that serve on the respective programme committee or faculty board. If the question pertains to a particular course, a student can turn directly to the course coordinator.

Study-related problems between the teacher and a student in a programme or a course should be addressed firstly by those directly involved. Secondly, the course coordinator is contacted and thirdly, the programme coordinator. If the problem cannot be solved through these channels, the student shall turn to the director of studies.

If the problem remains unsolved, the student can turn to the Karlstad Student Union's student representative.

### **Section 3 Individual support and services**

The Office for Student Affairs provides support and services for students. This includes study and career counselling as well as study support for students with disabilities. Study and career counsellors do not give advance notice on admission.

The Welcome Centre, part of Campus Services, also provides support and guidance for students.

The faculty administrative officers can handle a great number of practical and administrative questions regarding programmes and courses.

If a student has a problem of a more private nature that affects their studies, the student can contact the University's student health services at the Office for Student Affairs and be referred to a counsellor, health pedagogue or a university chaplain.

### **Section 4 Other contacts**

A student who is unsure about where to turn with a certain issue, or who needs guidance or help with a study-related issue can contact the Welcome Centre or Karlstad Student Union.

## Appendix 2 - Rules for written examinations at Karlstad University

### 1. Introduction

A written examination is an invigilated examination. It can take place on university premises or elsewhere at the request of the University. Written examinations can be done on paper or as an e-examination. All written examinations are anonymous. The teacher marks all examination papers without knowing who sat the examination. Written examinations that are shorter than 45 minutes are not covered by this appendix.

These rules are part of the documents “Regulations for first and second cycle education” and “Guidelines for anonymous examination”.

### 2. Procedures for written examinations

#### 2.1 Before the examination

The syllabus includes information about the examination formats used in the course.

##### *Registering for examination*

Students shall **always** register for a written examination. Registration is made via My Kau. The registration period starts at the latest one month before the examination date and ends 14 days before the examination date. It may be possible to sit several examinations during the same examination session. To find out whether this is possible, students are advised to contact the examining teacher or an administrative officer (who in turn contacts the exam coordinator) when the registration is made.

Withdrawal must be registered via My Kau before the examination starts.

##### *Disabilities and special needs*

Students with disabilities who need study support during examinations (according to assessment by the University’s study support coordinator) shall apply for examination adjustments via My Kau at least 14 days before the examination. Students must also book already granted adjustments at least 14 days before the examination.

##### *Information before the examination*

The course coordinator or teacher informs the students well in advance of the examination about authorised aids, for example, calculator, tables and dictionaries. The same information on authorised aids shall be provided at the examination session.

The following information pertaining to the examination shall be given:

- name of the examination
- course code and examination or module code
- date and examination time
- the examining teacher’s name and telephone number and when she/he is available
- the course administrator’s contact details
- authorised aids
- in certain cases, grading scale

## **2.2 The examination**

Students shall arrive at the examination hall in good time and present a valid photo ID such as a passport, national ID card, Swedish driver's licence or eID where their social security number, name, picture and validity period are clearly stated. The examination hall opens in good time before the examination begins.

When the examination is computer-based, students shall arrive at least 10 minutes before the examination starts to ensure that all technical devices are set up so the examination can start without disruption.

A student who has registered for the examination can arrive up to 45 minutes late. All late students are allowed in 45 minutes after the examination has begun. Students who arrive later than 10 minutes before an e-examination is about to start are also allowed in 45 minutes after the examination has begun.

Students can only leave the hall for visits to the toilet, and the time of their departure from and return to the hall shall be recorded by an invigilator.

Coats and bags may not be brought to the desk. Once the examination has started, no items may be taken out of bags or outdoor clothing without the presence of an invigilator. Mobile phones, tablets and smart watches and the like must be kept switched off in a bag, outdoor clothing or in a designated place.

For paper-based examinations, only the special cover sheet handed out before the examination begins and the answer sheets provided by the invigilator may be used, along with aids authorised by the examiner. The student is responsible for making sure that only authorised aids and materials are on the desk. The student must fill in all the requested details on the cover sheet and give their anonymity code, the number of tasks and provide consecutive pagination on each answer sheet.

During an e-examination, students use their own computer or a borrowed computer that they book via the examination coordinators. The student is responsible for making sure that only authorised aids and materials are on the desk.

The examining teacher shall be available for a certain part of the examination, personally or on the phone. Information on when the teacher is available shall be clearly announced at the examination. It is the teacher who has the mandate to extend or cancel the examination in the event of unforeseen events in consultation with the examination coordinators.

## **2.3 When time is up**

The earliest that examination papers can be turned in is 45 minutes after the examination start.

When time is up for a paper-based examination, the filled-in cover sheet and answer sheets are handed in to the invigilator. Even if a student has not answered the questions, they should still hand in a completed cover sheet. Students are required to show their photo ID and sign the attendance list when they hand in the papers.

For e-examinations, the invigilator assists each individual student in submitting their examination via a special password. The student must present a valid photo ID.

In the event of unforeseen technical problems that fall under the responsibility of Karlstad University, the student shall, if possible, be given an extension of time corresponding to the time lost due to the technical problem.

Once the student has submitted their examination, all items must be removed from the desk and the student shall then leave the room immediately. The university's stationery shall be handed in to the invigilator.

#### **2.4 Suspicion of cheating**

Cheating is defined as a student attempting to deceive a teacher or another person in the examination. The copying of text, in other words plagiarism (including self-plagiarism), as well as unreferenced quotations or references are defined as cheating. Receiving help from others in an electronic examination via technical support, is also cheating. If an invigilator suspects a student of cheating, the invigilator shall speak to student, retrieve possible evidence and immediately contact the teacher concerned. A student may not be asked to leave or be forced to terminate an examination on the basis of suspected cheating.

Upon suspicion of cheating, a report to the vice-chancellor shall immediately be made according to the instructions in the guidelines for disciplinary matters. If a student has been reported to the disciplinary board, the responsible teacher or examiner shall await the outcome of the disciplinary board's deliberation before assessing and awarding a grade. Students who are found cheating or attempting to deceive can be warned or expelled for a period of six months at the most.

#### **2.5. Disruptive behaviour**

A student who clearly disrupts or interferes with an examination can be required to immediately terminate the examination and leave the examination room. If needed, the chief security officer can be called on. The invigilator shall report the incident directly to the examination coordinator who contacts the examining teacher directly.

#### **2.6 Returning marked examination papers**

When the examination papers are marked, they are scanned at Karlstad University and returned to the students in digital form on My Kau, the learning platform or, if the electronic format is not possible, via the Welcome Centre. E-examination results are made available via the e-examination platform.

### **3. Fire alarm and similar disruption**

An alarm means that the hall must be evacuated and the examination is interrupted. The invigilator directs the students to the point of assembly and stays there until the fire department or the police gives instructions. A new examination is arranged as soon as possible.

### **4. Further rules for examination in another location for distance students**

The opportunity for distance students to sit examinations in another location can be offered if there are good reasons and the rule of law can be guaranteed. Examination in another location in Sweden and abroad is only permitted if the location has been approved by Karlstad University. The students must meet any extra costs incurred from the examination.

Examination in another location in Sweden is only arranged at study centres with which Karlstad University has an agreement, see [www.kau.se/tentamen](http://www.kau.se/tentamen) for a list of study centres.



Students should register for the exam through My Kau fourteen days before the examination date at the latest. Withdrawal must be registered via My Kau.

Students who have been admitted to a specific study location shall sit examinations where they are registered or on campus.

Students with disabilities who need study support during an examination in a different location (according to assessment by the university's study support coordinator) shall apply for examination adjustments via My Kau at least 14 days before the examination. Students must also book already granted adjustments at least 14 days before the examination.

In cases where the local study centre cannot offer study support, the student is offered to take the examination on campus with the support they have been granted.

Examination abroad is only arranged at a Swedish Embassy or a university with which Karlstad University has an exchange agreement. The student contacts an approved examination centre abroad to investigate examination possibilities and fills in the appropriate form and sends it to a subject administrator in connection with the registration for the examination no later than 4 weeks before the examination. The contact person must be able to communicate in Swedish or English.

The examination shall be taken at the time specified in the course schedule. Students taking an examination at a local study centre or abroad may be permitted to sit the examination at a different time provided that it meets the legal requirements.