

STUDENT RIGHTS AND OBLIGATIONS AT MALMÖ UNIVERSITY

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MALMÖ UNIVERSITY

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INTRODUCTION

Malmö University wants active and committed students to help develop and ensure the quality of their education. In order for the cooperation between the university's personnel and students to work well - and in order to create good learning opportunities - clear rights and obligations for the students are required.

This document is based on various statutes - the Higher Education Ordinance, the Freedom of the Press Act and the Administrative Procedure Act, being examples of these which govern the university's activities. The university's highest governing body, the Board of Governors, makes the decisions concerning this document, and the regulations are to be followed by all personnel and students at the university. All departmental heads at the university are responsible for keeping personnel and students informed of this documentation and for ensuring the activities are run in accordance with the regulations.

Rights and obligations prescribed in this document apply to students studying in the first and second cycles. Supplementary regulations and information for students liable to pay tuition fees are found in a separate document.

APPLICATION AND FOLLOW-UP

Each faculty/department board can make decisions concerning supplementary regulations. These regulations may not restrict the rights laid out in this document nor expand on the obligations. Each faculty/department board is to develop procedures in consultation with the student union concerning how matters dealt with in this document are to be handled by the faculty/department. The Dean of Faculty (or equivalent) is responsible for ensuring that these procedures are observed.

Each faculty/department is responsible for ensuring that mechanisms are in place for a follow-up of this document and for the application of any supplementary regulations within the department. As a step in this follow-up process, representatives for the students, personnel and management are to meet at least once each year to evaluate how well the regulations have been implemented. In connection with this evaluation, the matters that have arisen during the year which are relevant to this document are to be compiled. A list of these matters and documentation of the evaluation are to be handed over to the Faculty Committee for Education once a year in connection with the university's annual report.

Students who feel that their rights and obligations as stated in this document have been ignored should in the first instance contact the relevant teacher in order to have the matter investigated. At each faculty, there is a student representative that the student can ask to participate in meetings with the University personnel. Any complaint from a student which cannot immediately be resolved in mutual understanding with the University is to be documented and entered into the register according to the prevalent regulations. Thereafter, the matter is to be handled as per the routines put in place by the faculty/department board.

STUDENT INFLUENCE

Having influence as a student is a very important part of higher education. For this reason, Malmö University has established a particular student influence policy. That the students can influence their studies and their study environment is a vital requirement for the programmes' development and quality.

PROGRAMME INFORMATION

Students at Malmö University are responsible for keeping themselves well-informed of their programme. Information regarding a student's programme may be transmitted through the Student Portal, student e-mail, course websites or teaching platforms such as It's Learning. Information may concern schedules or provide other information about the course.

Teachers are obligated to notify the students at the start of the course of how and when they may be contacted. Teachers are also obligated to answer promptly any questions from their students.

STUDY PLANS AND COURSE SYLLABI

Study plans and syllabi must be established when programmes are published for on-line applications. They must specify the educational goals of the course which students should reach as well as the method used to assess the students' achievements. In addition, obligatory attendance is to be mentioned in the syllabus and may only be required when attendance is a prerequisite to reaching the educational goals of the course.

SCHEDULE

The course schedule is to be available for students four weeks prior to the start of the course. Changes may only be made to the schedule if there are particular reasons to do so, for example, due to illness or to accident. All schedule changes are to be notified to the concerned students, preferably through the University's teaching platform (e.g. It's Learning).

COURSE LITERATURE

A list of obligatory course literature is to be set and published no later than two months prior to the start of the course. Recently published articles and other relevant works may be added as an exception.

ASSESSMENT AND GRADING

In all forms of education, the students' learning is to be assessed based on the educational goals of the course set in the syllabus and graded after each examination. The grading is to be carried out by the examiner appointed by the University.

ASSESSMENT OF STUDENTS' PERFORMANCE

Assessment of the students' performance is to be carried out through written, oral and/or practical examinations. The assessment is to be modelled in such a way as to assess the performance of each individual in relation to the set educational goals of the course. The syllabus is to clarify which assessment methods are used.

Exemption from the assessment methods stated in the syllabus may be granted in special circumstances. This applies to students with functional disabilities, who are to be informed of this possibility at the start of the course or programme. If required, the student is to submit an application for an individually adapted examination to the examiner. The person responsible for making decisions regarding exceptions is named in the delegation order at each respective faculty/department.

If a student is at risk for failing a practicum placement (VFU)/internship, the relevant teacher is to promptly notify the student in writing that he/she may receive a fail grade.

REASSESSMENT AND JUSTIFICATION OF GRADES

At the request of a student, the examiner is required to provide a written justification of the grade given.

In addition, the examiner is required to reassess a grade if the student makes such a request. Should the examiner then find the original grade to be incorrect, the grade is to be changed. Even without such a request from a student, the examiner may change a grade if he or she discovers that the grade was incorrectly assessed. In both cases, the examiner is not allowed to lower a grade, except in the event of misleading behaviour on the part of the student. Any decision which has obvious errors due to typos, miscalculations or similar may be corrected in accordance with the regulations in the Administrative Procedure Act.

RE-EXAMINATION

A student who has passed a course or part thereof may not take a re-examination in order to obtain a higher grade.

Exceptions to this rule are only allowed for natural science/technical access programmes and the Bachelor of Science in Engineering Programme. Such cases are to be stated in the syllabus in question.

NEW EXAMINER AND SUPERVISOR

A student who has twice failed the same examination by the same examiner may, in accordance with the Higher Education Ordinance, have a different examiner appointed, unless there are particular reasons preventing such an appointment.

A student who has failed a VFU/internship is entitled to change supervisor and examiner, unless there are particular reasons preventing such an exchange.

Changing supervisor and/or examiner is done at the request of the student and under the circumstances mentioned above.

EXAMINATION

Examinations for the assessment of student performance are to be arranged in accordance with the following:

- a regular examination session
- a re-examination within 35 working days of the first examination. In the event that the first examination session occurs during the second half of May or in June however, the re-examination may take place in August.
- an additional re-examination, no later than just prior to the beginning of the following term.

The University may only decide to limit the number of re-examinations if an unlimited right would lead to an unreasonable waste of resources. If the number of examination sessions for a certain course is to be limited, there are to be two opportunities to retake the examination in addition to the three sessions mentioned above, so that the student is offered at least five examination sessions in total.

If a course ceases to be available or has undergone any major changes, the students are to be offered two opportunities to retake the examination during the year following the change for re-examination, based on the syllabus which applied at registration.

If a programme includes VFU/internship, there may be particular rules regarding the number of occasions for re-examination. These rules are to be clearly stated in the study plan/syllabus in question. At least two occasions are to be offered for VFU/internship or the equivalent.

A student who wishes to retake an examination after the completion of a course is obliged to retrieve information from the student administrator about how the course information in question is transmitted. If the course information is transmitted through the course website or teaching platform, it is the student's obligation to obtain authorization from the study administrator to access said course website or teaching platform.

SPECIAL REGULATION FOR SUPERVISED WRITTEN EXAMINATIONS

The document "Regulations for the Conduct of Written Examinations, Instructions for Invigilators and other Directives Relating to Written Examinations" specifies the regulations that apply in supervised written examinations.

WRITTEN EXAMINATION AT A DIFFERENT LOCATION

If there are special reasons, e.g. of a medical or social nature, a student may have the possibility to take a written examination at a different location. A written application including substantiation of the special reason is to be submitted to the examiner. It is the responsibility of the student in question to arrange for an examination location, invigilator and contact person at an institution, school or similar.

EXAMINATION RESULTS AND RECAPITULATION

Students are to be notified of the results of an exam as soon as possible: no later than fifteen working days after the examination session and ten working days before re-examination. An oral and/or written review of the examination is to be carried out no later than ten days prior to re-examination.

In accordance with the National Archives' decision, all written examinations are to be filed or returned to the student. Once the examination has been corrected and the results have been posted, the answers given to the written assignments become public documents. The return of written examinations may only happen once the examination results have been registered in the University's study administration system: Ladok. Examination results or copies thereof are to be kept by the University for two years.

PREVIOUS EXAMINATIONS

Students are entitled to view previously-used examination papers/assignments. These are to be kept by the University and made available at the unit/department responsible for the examination. The examination forms/assignments are public documents and may never be classified.

SUPERVISER AND EXAMINER FOR DEGREE PROJECTS (DISSERTATIONS)

The supervisor and examiner for a degree project (dissertation) at Bachelor and Masters (1 and 2 years) degree level as well as for vocational qualifications are not to be one and the same person.

ERRORS BY THE UNIVERSITY

If a student is prevented from participating in an examination or cannot be awarded a degree due to an error made by the University, the University is to correct this error.

PUBLICATION OF DEGREE PROJECTS

Students are entitled to publicize passed degree projects online via the University's publication system.

PROGRAMME/COURSE EVALUATION

Students' participation in the evaluation of their education is very important in order to ensure the best conditions for learning and for the accomplishment of the goals of the programme/course.

Evaluations are to be carried out for all courses in accordance with the Higher Education Ordinance, and they should provide the students with an opportunity to share their experiences and opinions of the course. The University is responsible for the implementation of course evaluations. Students are always to be notified of the results of the evaluation.

The syllabus is to specify how the evaluation will be carried out. The evaluation at the end of a course is to be made in writing. Evaluations are also to be carried out throughout the course. These evaluations are to be based on the educational goals of the course and the realization of the same, but should also bring up any other subjects that might influence the student's learning. The results of a course evaluation as well as intended measures are to be documented and followed up on by the teacher responsible for the course. The results are to be readily available, e.g., on the course website, and provide feedback for the students.

The document "Quality Building: A Blueprint for the Course Evaluation Process" describes the course evaluation process at Malmö University.

In addition to the course evaluation, the course/programme is evaluated in a number of different ways. Many students are asked to participate in programme evaluations both during their time as students and afterwards in "alumni evaluations". The University believes that the students who actively participate in these evaluations are taking responsibility for their own education and learning and that the influence of the students is necessary to ensure educational quality.

ACCREDITATION

In accordance with the Higher Education Ordinance, any student at the University is entitled to apply for accreditation of earlier education or professional experience. The University is obliged to make an assessment of whether the earlier education or professional experience is equivalent to the programme to which accreditation has been requested. The application for accreditation is to be submitted to the faculty/department responsible for the programme.

The University's decision regarding accreditation may be appealed to the University's Board of Appeals.

COURSE CERTIFICATE

After passing a course, the student is entitled to obtain a course certificate within 10 working days of requesting one. The department or equivalent body responsible for the course is responsible for awarding such certificates.

DIPLOMA

The student is entitled to request a diploma from the University as long as the programme meets the diploma requirements in accordance with the System of Qualifications. It is the responsibility of the applicant to ensure that all original documents are available and that the application is complete.

If the diploma is to contain only courses taken at Malmö University, the student is to receive the diploma within 40 working days of submitting a complete application. If the diploma is to contain courses taken at a different university or abroad, the student is to receive the diploma within four months of submitting a complete application.

LOCATION OF PRACTICUM PLACEMENT/INTERNSHIP

VFU/internship may be carried out in a different location from the programme, and the students are to be informed of the VFU/internship in due time. Students have the possibility to apply for a particular placement if there are special reasons, e.g. of a medical or social nature. Any application for a particular placement due to special reasons is to be submitted in writing and must be accompanied with certification. Each faculty/department

is to have established guidelines for how to handle such matters and for the assessment of special reasons.

WORKING ENVIRONMENT

The working environment of students is to be the equivalent of that which is legally mandated for the University's employees. This means that Malmö University must have student safety officers who are entitled to the same training as other safety officers at the University. Students are entitled to the necessary resources for completion of their education, e.g. computers; various information media, such as library services and electronic media; as well as good places to study and break rooms. If possible, students should be able to access these resources outside of scheduled study hours.

Students are obligated to adhere to the regulations in force as well as to use the safety devices and other precautions necessary for the prevention of ill-health and accidents.

Malmö University strives to create a working environment that supports students' learning and promotes their physical and mental health. No student is to be subjected to unfair treatment, insult or discrimination that undermines the integrity of the student during his/her university studies.

STUDY AND CAREER ADVICE

In accordance with the Higher Education Ordinance, the students are entitled to study and career advice during their education. This kind of support is provided centrally at the University by the study and career advisers and/or the teacher responsible for the course/programme as well as by study advisers at each respective faculty/department.

HEALTH CARE AND STUDENT SOCIAL SUPPORT

The Higher Education Ordinance states that the University is to ensure the students having access to health care which promotes their physical and mental health as well as to social study support. The student healthcare at Malmö University is specially oriented towards preventative measures and functions as a supplement to general public healthcare.

The courses, groups, and other preventative activities conducted by Student Health Services are based to the greatest possible extent on the needs and wishes of students. Individual consultation is primarily of an exploratory and supportive character. The university chaplains are also included in the student health services network.

EDUCATIONAL SUPPORT FOR STUDENTS WITH DISABILITIES

If needed, a student with a functional disability is entitled to educational and administrative support, through contact with via the university's coordinator for students with disabilities, or alternatively a dyslexia educationalist. This support may consist of adapted examinations, audio books, especially equipped computer systems and mentor support. Students with reading difficulties are entitled to adapted literature.

DEFERRAL OF STUDIES FOR ACCEPTED STUDENTS AND ACADEMIC LEAVE

Under special circumstances, Malmö University may allow the student to defer matriculation to studies. The period of deferral may be no longer than 8 months unless there are particular reasons for granting a longer period of time. A student who has been granted a period of deferral is obligated to notify the University of when studies are to be resumed. The student is to give notice no later than 15 April or 15 October respectively of his/her wish to resume studies in the upcoming term.

A student may apply for a deferral of studies, which may be granted if there are particular reasons. A decision regarding academic leave is to be given for a set period of time, after which the student is entitled to resume participation in the programme.

In the regulations of the Swedish National Agency for Higher Education, it is stated that special reasons for deferral of studies or academic leave may entail social, medical, or other special circumstances, such as childcare or student union commitments, etc.

Students may appeal to the University's Board of Appeals against a decision to reject requests for deferral of studies or application for academic leave.

The respective application for a deferral of studies for accepted students and academic leave is to be submitted to the faculty/department responsible for the programme. The above-mentioned information is to be included in the decision for granted academic leave or deferral of matriculation to studies.

TERMINATION OF STUDIES

A student who does not intend to complete a programme is to notify the University of a termination of studies. The termination of studies is then registered in the University's study administration system Ladok. A student who has given notice of a termination of studies is only entitled to return to the programme if places are available.

FEES

A higher education programme is to be free of charge to any student who is a citizen of an EEA country or Switzerland (there is a list included in the Ordinance 2010:543 of other groups who are not charged). This does not, however, mean that studying in Sweden entails no costs for the students. Course literature, print-outs and personal equipment are a few examples of items paid for by the students themselves. Local travel is normally paid by the students as well. Compendia and other study material may be sold by the University at cost price. However, no fees may be charged for obligatory segments, such as extensive field study trips, unless an equivalent, cost-free alternative is offered.

If parts of the programme are to take place at a university other than Malmö University in accordance with the programme or course syllabus, Malmö University is responsible for any fees charged by the other university, while the students are responsible for the cost of transport and housing.

DISCIPLINARY MEASURES

In order to ensure that all students are provided with the same access to the same education and assessment of performance, the University has a number of disciplinary measures at its disposal.

In accordance with the Higher Education Ordinance, the University is entitled to implement disciplinary measures against students who:

1. attempt to use prohibited tools or other means of deception during examinations or when academic work is otherwise assessed,
2. disrupt or obstruct teaching, examinations or other activities within the framework of studies at the university,
3. disrupt activities in the library of the university or other separate establishments at the university,
4. subject another student or employee at the university to such harassment or sexual harassment as described in Chapter 1, Section 4 of the Discrimination Act.

Disciplinary measures must be taken no later than two years after the offence was committed. Disciplinary measures include warnings and suspensions. A suspension means that the student is prohibited from participating in instruction, exams or other activities within the framework of the study programme at the university. A decision of suspension may also relate to limiting access to certain premises at the University.

Both the Vice-chancellor and the Disciplinary Board at Malmö University may decide to issue a warning to a student. Any decision to suspend a student must be taken by the Disciplinary Board. A student is entitled to appeal against a warning issued by the Vice-chancellor to the Disciplinary Board. A student who has received a warning from the Vice-chancellor must be informed of this right. Decisions of the Disciplinary Board (warning or suspension) may be appealed to a general administrative court.