



RIGHTS AND RESPONSIBILITIES

Rules and regulations for studies at the University of Gothenburg

Ratified by the Vice Chancellor February 2010



UNIVERSITY OF GOTHENBURG

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INTRODUCTION

Quality in research and education is one of the most valuable assets of the university and one that must be cared for and developed at all times. The University of Gothenburg has as one of its goals to create complete environments in which education is developed along with progress in research and research is inspired by student commitment and interests. The goals of the education must be defined on the basis of qualitative requirements, and all parties involved must be well aware of the relevant framework.

One component in the quest for quality in education is “Rights and responsibilities – rules and regulations for studies at the University of Gothenburg” usually known as “Rules and Regulations”. It is in this document that students, teachers, directors of study, heads of department etc. will find their rights and responsibilities described. The aim of the present booklet is to be more precise and complement the general regulations found in the Higher Education Act (*Högskolelagen*) and the Higher Education Ordinance (*Högskoleförordningen*).

2010 is the tenth anniversary of Rules and Regulations. The first edition was ratified by the Board of the University on January 28, 2000. From contents of fairly general principles and rules, the booklet has developed into greater precision with each edition. This has been achieved by means of a continuous dialogue between teachers and students, chiefly within the Study Rules

Committee, whose task it is to supervise compliance with the rules. Experience gained in the Committee's work forms the basis of the present new edition.

The rationale behind Rules and Regulations is that it should function as a support in our day-to-day work. Its starting-point is that the University has a responsibility towards its students and staff and, correspondingly, that students and staff have a responsibility towards the University. We hope that Rules and Regulations will contribute to making our university a place of equality and to assisting us in reaching the goals defined in the University's formulated vision. The Study Rules Committee has the right of interpretation concerning the way the different rules are applied (see <http://www.rk.gu.se/juridik/studieregelskommitten>). Individual students can turn to their union or to the secretary of the Study Rules Committee (telephone 786 1092) in cases of non-compliance or of questions concerning interpretation or application.

For postgraduate studies, there is a complementary special document: "Rules and Regulations for Postgraduate Studies".



Pam Fredman
VICE-CHANCELLOR



Klara Gustafsson
CHAIRPERSON OF THE STUDENT
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ETHICS AND DEMOCRATIC VALUES

The activities carried out at the University should be characterized by mutual respect and consideration between those involved: students, teachers, researchers, administrative and technical support staff. The University's principles on ethics and democracy are based on the idea of equal value. No one must thus be treated differently from others as to academic opportunities at the University of Gothenburg on the basis of gender, transgender identity or expression, ethnic background, religious or other beliefs, physical or mental disability, sexual orientation, or age.

The University should strive to provide a good working environment for all students. Students should be given opportunities to influence their education. The education should be characterized by an open attitude to the students' experience and views. It is a prerequisite for this goal to be reached that students are offered membership on the University's consultatory and decision-making boards and that students are given information and knowledge of the University's activities.

The University of Gothenburg is obliged to inform its students about the rules in force at the University. The students, in their turn, have an obligation to take in the information and follow the rules laid down at the University.

DEFINITIONS

A student is anyone who has been admitted to and pursues studies at the University within the first cycle (undergraduate), second cycle (advanced) or third cycle (doctoral) levels of education.

An exchange student is any student from another university who through an agreement or other consent is pursuing studies at the University of Gothenburg on a short-term or long-term basis. The rules presented here also apply to exchange students.

A person who pursues studies at the University within the framework of contract education is not defined as a student and is not bound by the rules presented here.

A course is defined as a coherent unit for which a course syllabus has been ratified and for which there is a course code in the registration system Ladok.

Examination is defined as any occasion when an individual student's performance is measured against the intended learning outcomes of a course.

A term (semester) is a study period of 20 weeks. An academic year comprises two terms (semesters) and a week five working days.

Training placement is a part of the education pursued in the expected future working environment.

RULES

1. Fees, charges and costs

1.1. Education at the University is to be free of fees for students. In other respects, the University should endeavour to minimize students' costs in connection with their studies, including money to be spent on textbooks and the like.

1.2. The University is allowed to charge students for optional use of goods or services. The students themselves should then be given the right to choose whether to take advantage of such offers or not.

1.3. If there are course modules that entail costs for the students, this has to be clearly stated in the syllabus. A charge-free alternative is to be offered.

2. Information to students

2.1. No later than two weeks before the deadline for application, a student should have access to the relevant programme plan and course syllabus. This rule does not affect the possibility of revision.

2.2. No later than six weeks before the start of a course, information is to be available to students about the name of the teacher in charge of the course and about the reading-list, including the number of pages to be studied.

2.3. No later than two weeks before the start of a course, the timetable is to be available to students. The document is to include information about
- modes of assessment

- compulsory parts, if any
- examination dates
- dates and times for substantial written tasks for submission, if any

2.4. No later than the beginning of a course, information about local rules affecting the students' working conditions is to be available on the departmental website or through other channels.

2.5. Only in cases of unforeseen events may a timetable be changed. The students affected should be informed without delay.

2.6. No later than two weeks before the beginning of a training period, the student concerned should be given details of the placement.

2.7. If a course contains compulsory parts other than examination, this must be clearly stated in the syllabus and justification provided.

2.8. A student who has been unable to attend obligatory parts is to be given an opportunity to take the obligatory module or other part as soon as possible.

3. Course literature and other study material

3.1. Literature and other study material for private use are to be paid for by the individual student.

3.2. The department has to provide, at cost price, such compulsory course literature that is not available on the

market. The same applies to other compulsory course material.

3.3. The department is to pay for the copying of students' submitted work, covering the number of copies required for departmental use.

3.4. The department is to help provide study material adapted to use by students with documented special needs.

4. Examination

4.1. When a student's performance is to be the basis for assessment, the examination has to be arranged in such a way that it is possible to discern individual performance. Even in the case of work done in groups, individual performance is to be assessed.

4.2. When the assessment for a course or a module consists of more examinations than one, each part is to be assessed separately. It must be stated clearly how the separate assessments are combined to make up the final grade.

4.3. In written examinations, test papers are to be anonymized before they are marked. The identity of the student is not to be available to the teacher marking the examination. The same rule should apply to take-home examination.

4.4. As far as possible the syllabus should state how many credits (hec) each examination involves.

4.5. Criteria for grades and assessment as well as other conditions related to examination are to be clearly specified in advance. The same rule applies to take-home exams and term papers.

4.6. In written examinations with point-based assessment, there is to be a specification as to the highest number of points each question can be awarded.

4.7. Students with a documented disability and therefore in need of an examination format which differs from that prescribed in the course syllabus must communicate their need to the teacher in charge of the course no later than four weeks in advance of the examination. The department is to make arrangements for a suitable form of examination.

4.8. In case a student's written exam paper has gone missing and the University has been found responsible for its disappearance, a new opportunity for examination is to be offered and arranged within one week. The same rule applies in case the University has given the wrong date or time for an examination and this mistake has prevented students from participating in the examination. Students thus affected have a right to demand to be assessed at a later date.

4.9. For other aspects of written examination there is a separate document, "Regler för tentamensskrivningar vid Göteborgs universitet". It is every student's responsibility to get acquainted with and follow the rules specified for each examination.

5. Number of examinations

5.1. The Faculty Board may decide that the number of examinations or training opportunities for a Pass grade should be limited. Such a limitation is to be specified in the syllabus and can only be based on a resource perspective.

5.2. If there is a decision concerning limitation of the number of examination or training opportunities, it must not entail that fewer than five examination opportunities are provided. For training, there are to be at least two opportunities.

5.3. Examination opportunities are to be provided at the end of a course and further opportunities within a maximum of another eight weeks. In addition, an examination opportunity should be provided during or in connection with the summer break for courses which finished during the past academic year.

5.4. In case a course has been discontinued or undergone major changes, students should be guaranteed, within a period of at least one year, at least three examination opportunities (including the regular opportunity) based on the previous format of the course.

6. Announcement of examination results and grades

6.1. Students are to be informed about their examination grades without undue delay, but no later than three weeks from the examination date.

6.2. In connection with the announcement of grades, students are to be given access to their marked exam papers.

6.3. Between the announcement of grades and a re-sit exam, there has to be an interval of at least two weeks

6.4. Examination grades may be posted on public notice boards within the University. In the information displayed concerning individual students' grades, codes should be used. Neither their names nor their ID-numbers, in full or in parts, may be shown.

6.5. In connection with the announcement of examination grades, students who ask to have their exam commented on and to comment on it themselves are to be given such an opportunity by the department.

6.6 The decision taken by an examiner cannot be appealed against. However, students have a right to ask examiners to reconsider their assessment.

7. Examiners and supervisors

7.1 A student who has failed the same examination twice has the right to request of the department a change of examiner. The request is to be in writing and submitted as soon as possible. The department is to grant such a request without undue delay.

7.2. In the case of a degree project or essay worth at least 15 credit points (hec), an individual student or a group of students are entitled to personal supervision. Exceptions, if any, are to be stated in the syllabus.

7.3. During a training placement, students are entitled to supervision.

7.4. A student has a right to request a change of supervisor. The request is to be in writing and the department is to grant such a request without undue delay.

8. Course evaluation

8.1. Students are to be given the opportunity to communicate their experience and views regarding the course they are in or have finished by participating in anonymous course evaluations.

8.2. As far as possible, evaluations are to be completed electronically.

8.3. It is the department responsible for the course that is to provide evaluations and to have the results processed.

8.4. The results of course evaluations are to be made accessible to students. Processed results should be made available no later than eight weeks from the end of the course.

8.5. Changes undertaken as a result of course evaluations are to be described in a survey. Processed results of the latest evaluation, including changes made or planned, are also to be made available to participants in the next round of the course.

9. Conditions for teaching and studying

9.1. Teaching is to be timetabled for a maximum of five days a week. The timetabling is to take into account the students' and teachers' need of at least one 15-minute break per two hours of teaching.

9.2. Daytime courses should be timetabled for teaching between 08.00 and 17.00. Evening courses should be taught between 18.00 and 21.00.

9.3. Regular assessment opportunities for daytime courses should only be timetabled Monday to Friday between 07.45 and 17.00.

9.4. Examination for evening courses should be timetabled for evenings only.

9.5. Examination for weekend courses should be timetabled for weekends only.

10. Premises and equipment

10.1. University premises are to be suitable for use by the disabled.

10.2. Smoking is not allowed indoors on University premises.

10.3. Pets are not allowed indoors on University premises. Guide dogs may be permitted, subject to special rules.

10.4. Damage to University premises and equipment caused unintentionally by students is paid for by the

Faculty Board concerned. The same rule applies in the case of premises and equipment in connection with training placement.

10.5. The University takes no responsibility for students' private equipment or instruments.

11. Insurance for students

11.1. Students are insured by the University, both during studies on the premises and while travelling between their home or accommodation and the place where their courses are taught. The term *studies* also refers to, for instance, training placements and excursions. The insurance covers personal injury through accidents and also, in certain cases, illness caused by contagion. It is the department's responsibility to inform its students about this insurance.

12. Disciplinary measures and suspension from studies

12.1. A student may not be suspended from studies or other activities within the University in any way or under any circumstances other than those specified in chapter 10 of the Higher Education Ordinance (*Högskoleförordningen*) or in the "Ordinance concerning suspension of students from higher education" (SFS 1987:915).

13. The Study Rules Committee and the reporting of non-compliance

13.1. Students and staff at the University of Gothenburg can approach the Study Rules Committee for the interpretation of an existing rule.

13.2. Infringement of a study rule can be reported to the Study Rules Committee, which will respond to the report by issuing a statement based on existing rules. This statement is to be taken into consideration in the work of the University. Departments should also take measures on the basis of the statement.

13.3. If a rule is broken repeatedly, the matter will be referred to the Vice-Chancellor, who can decide about further action.

13.4. Students and staff at the University of Gothenburg can offer the Committee proposals to do with amendments of an existing rule or with new rules.

References to legislation

Högskolelag (SFS 1992:1434)
Högskoleförordning (SFS1993:100)
Diskrimineringslagen (SFS 2008:567)
Studentkårsförordning (SFS 2009:769)
Avgiftsförordning (SFS 1992:191)
Förordning (SFS 1987:915) om avskiljande
av studenter från högskoleutbildning
Arbetsmiljölagen (SFS 1977:1160)

Other policies and rules

Regler för anlitanade av universitetsgemensam skrivsal
Regler för tentamensskrivningar vid Göteborgs universitet
Policy för studenternas deltagande i Göteborgs
universitets verksamhet
Regler för studentmedverkan
Föreskrifter för kursplan
Policy och regler om klädsel, personlig utsmyckning eller
annan utstyrelse vid undervisning, prov och examination
och praktik

Links

www.styrdokument.adm.gu.se/grundutbildning/
www.gus.gu.se/ - kontaktuppgifter studentkårerna
www.hsv.se - Högskoleverket
www.lagrummet.se - lagtexter
www.kammarkollegiet.se - studentförsäkring
www.rk.gu.se/juridik/studieregelskommitten
www.gu.se/omuniversitetet/jamlikhet/Handlingsplaner/



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