



# **RIGHTS AND RESPONSIBILITIES**

## **Rules and regulations for studies at Göteborg University**

Ratified by the Vice Chancellor June 2007



**GÖTEBORG UNIVERSITY**



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## INTRODUCTION

*Rights and responsibilities – Rules and regulations for studies at Göteborg University* usually known as *Rules and regulations* – is a common document in which students, teachers, directors of study, heads of department etc. will find their rights and responsibilities described. The University and its activities are determined by a general set of regulations where, in particular, the Higher Education Act (Högskolelagen) and the Higher Education Ordinance (Högskoleförordningen) should be mentioned. The aim of the *Rules and regulations* in this context is to be more precise and complement the present general regulations.

A general objective for all activities within Göteborg University is that no forms of hidden or open discrimination are allowed to occur. Consequently, no form of discrimination based on ethnic background, religious or other beliefs, sexual orientation, disability or gender will be tolerated. To attain these objectives, it is necessary to have clear regulations concerning our activities.

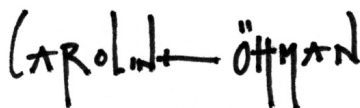
The rationale behind the *Rules and regulations* is that they should function as a support in our day-to-day work. The *Rules and regulations* are based on the fact that the University has a responsibility towards its students and staff at the same time as students and staff have a responsibility towards the University. We hope that *Rules and regulations* will contribute in making our university a people's university and consequently assist us in achieving our goals which are included in the University's vision of *Göteborg University 2010*.

Work on the *Rules and regulations* began in connection with the University Reform (Högskolereformen) in 1993. Much of the work was carried out by the students themselves through Göteborg University's Student Union, GUS, and the University Board passed a first version on 28 January 2000. At the same time, the Board formed the Regulatory Systems Committee, from 1 July 2007 known as the Study Regulations Committee consisting of students and teachers whose aim is to continuously review the *Rules and regulations*. The committee was also to function as an advisory body in situations of disagreement about the interpretation of the *Rules and regulations* in specific situations. The experience gained is the basis for the revision which has taken place. The revised version includes a number of additions and clarifications. The present edition is the fourth version which comes into effect 25 June 2007.

The Study Regulations Committee has been given the task to carry on the continuous reviewing of the *Rules and regulations* and to serve in an advisory capacity in matters of interpretation (see <http://www.styrdokument.adm.gu.se/grundutbildning/>). Any student can approach the student union or secretary of the Study Regulations Committee (tel. 786 1092), when the *Rules and regulations* have been violated or when there are issues concerning the interpretation or application of the rules.



*Pam Fredman*  
VICE-CHANCELLOR



*Caroline Öhman*  
CHAIRPERSON, GUS

## **ETHICS AND DEMOCRATIC VALUES**

The activities carried out at the University should be characterised by mutual respect and consideration between those involved: students, teachers and others. No-one is to be treated differently from others on the basis of ethnic background, religious or other beliefs, sexual orientation, disability or gender.

## **DEFINITIONS**

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

1.2 An exchange student is anyone who is a student of another university who through an agreement or other consent is pursuing studies here at the University on a short-term or long-term basis. An exchange student is bound by these rules.

1.3 A person who pursues studies at the University within the framework of contract education is not a student of the University and is not bound by these rules.

1.4 A course comprises part of coherent unit for which a course syllabus has been ratified and for which there is a course code in Ladok.

## **RULES**

### **2. Charges and tuition fees**

2.1 Education at the University is free of charge for students. In general, the University should endeavour to minimise students' costs in connection with their studies.

2.2 The University may charge students for optional use of goods or services. The students themselves should then have the right to choose whether to accept offers or not.

2.3 If there are course modules that involve costs for the students, this has to be clearly stated in the syllabus. Normally, a charge-free alternative should be available.

### **3. Student union membership**

3.1 Students have to be a member of a student union and have to have paid their union fee in order to have the right to study at the University.

3.2 Contract education students and incoming exchange students are not bound by compulsory membership of a student union.

### **4. Pre-course information**

4.1. The following information is to be available to students no later than the beginning of a course:

- Course co-ordinator's name and other contact data
- Examiner's name and other contact data
- Course syllabus
- Examination times and examination formats
- Local rules which are of importance to students for the completion of their studies

4.2 Course schedules are to be available to students at least two weeks before the beginning of a course. Obligatory modules of the course and examination schedules are to be included.

## **5. Course literature and other study material**

5.1 A course reading list is to be available to students, at the latest, four weeks before the beginning of a course.

5.2 Course literature and other study material for personal use are to be paid for by the student.

5.3 The department has to provide, at cost price, such compulsory course literature that is not available in bookshops or, alternatively, make it possible for the student to gain access to it in some other way.

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

5.5 In the case of other course material, relevant sections of the above apply.

## **6. Examination**

6.1 An examination entails the testing of the extent to which an individual student has achieved the learning outcomes of a course. The student's individual performance is decisive for the final grade.

6.2 When the exam for a course consists of a number of examinations within both sub-courses and modules and when these individually form the basis of the grade, the separate performances are to be of importance for the final grade.

6.3 If it is possible, depending on the type of examination, examinations are to be anonymised before being marked. In such cases, the identity of the student is not to be available to the teacher marking the examination.

6.4 Assessment criteria and other conditions for an examination are to be specified in advance. Such conditions are to be given special attention in the case of home exams.

6.5 If there are compulsory requirements in a course other than examination, they are to be clearly specified in the course syllabus.

6.6 In written examinations, the examiner is to indicate the highest number of points each question can be awarded. Exceptions to this can be motivated.

6.7 Students who require a general-purpose dictionary for the completion of the examination can apply in writing to the teacher in charge of the course to request access to the relevant dictionary. However, access to the dictionary must not be in conflict with the purpose and content of the examination. The dictionary must not contain added notes of any kind.

6.8 Students who are disabled and therefore in need of an examination format which differs from that prescribed in the course syllabus should inform the teacher in charge of the course at least two weeks in advance of the examination. The department is to make sure that a suitable form of examination is arranged.

## **7. Limitation of number of examinations**

7.1 The Faculty Board may decide on the limitation of the number of examinations or training opportunities necessary for a Pass grade. Such a limitation may only be permissible on the grounds of cost-effectiveness or a resource perspective.

7.2 If there is a decision concerning the limitation of the number examination opportunities for a Pass grade, it must not entail that fewer than five examination opportunities are provided. For trainee practice, there are to be at least two opportunities.

7.3 Examination opportunities are to be provided at the beginning of a course and further opportunities are to be provided after another 5-8 weeks. In addition, an examination opportunity should be provided during or in connection with the summer and Christmas breaks for courses which finished during the past academic year.

## **8. Discontinuation of a course or comprehensive changes to a course**

8.1 In cases in which a course has been discontinued or undergone major changes, students should be guaranteed at least three examination opportunities (including the regular opportunity) based on the previous contents of the course for a period of at least one year.

## **9. Examiner and change of examiner**

9.1 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 before the next examination opportunity. The department is to grant such a request if the change is feasible from a practical point of view.

## **10. Announcement of examination results**

10.1 Students are to be informed about their examination results no later than three weeks from the examination date. Between the written announcement of results and the re-sit examination, there has to be an interval of at least two weeks.

10.2 Examination results may be posted on public notice boards with the University. In the information displayed concerning students' grades, neither their names nor their full ID-numbers may be shown.

10.3 In connection with the announcement of examination results, students who wish to have the exam and grading commented on should normally be given such an opportunity.

## **11. Course evaluation**

11.1 The Faculty Board is responsible for the execution and processed results of course evaluations. Students are to be given the possibility of participating in course evaluations anonymously. The processed results of the course evaluations are to be made accessible to students and also made available to new students at the beginning of the next course. Possible changes brought about as a result of course evaluations are to be described.

## **12. Studying conditions**

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

12.2 Re-scheduling of teaching is only allowed during unforeseen circumstances. On such occasions, all students concerned are to be notified as soon as possible.

### **13. Premises and equipment**

13.1 As far as possible, the University's premises are to be suitable for use by the disabled.

13.2 Smoking is not allowed indoors on University premises.

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

13.4 Damage to University premises and equipment that is caused unintentionally by students during studies is paid for by the Faculty Board.

### **14. Personal injury insurance**

14.1 Students are insured by the University, both during studies on the premises and while travelling directly to and from their home or accommodation. The insurance covers personal injury through accidents and also, in certain cases, illness caused by contagion. By studies is also meant, for instance, trainee practice and excursions.

### **15. Disciplinary measures and suspension from studies**

15.1 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).

## **Regulations**

Förordning (SFS1983:18) om studerandekårer, nationer och studentföreningar

Högskolelag (SFS 1992:1434) HL

Högskoleförordning (SFS1993:100)

Lag (SFS 2001:1286) om likabehandling av studenter i högskolan

Avgiftsförordning (SFS 1992:191)

Förordning (SFS 1987:915) om avskiljande från utbildning

Bibliotekslag (SFS 1996:1596)

Arbetsmiljölagen (SFS 1977:1160)

## **Links**

[www.styrdokument.adm.gu.se/grundutbildning/](http://www.styrdokument.adm.gu.se/grundutbildning/)

[www.gus.gu.se/](http://www.gus.gu.se/) - kontaktuppgifter studentkårerna

[www.hsv.se](http://www.hsv.se) - Högskoleverket

[www.lagrummet.se](http://www.lagrummet.se) - lagtexter

[www.ub.gu.se/organisation/Ubskr.pdf](http://www.ub.gu.se/organisation/Ubskr.pdf) - Universitetsbibliotekets regler

[www.kammarkollegiet.se](http://www.kammarkollegiet.se) - studentförsäkring







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