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## APPOINTMENT REGULATION FOR FIRST CYCLE AND SECOND CYCLE EDUCATION (UNDERGRADUATE AND MASTER'S EDUCATION) AT CHALMERS

Chalmers University of Technology AB has been a private higher education institution since 1994 and is owned by the Chalmers University of Technology Foundation. Research and education activities at Chalmers are regulated through a long-term agreement with the Swedish government, which is followed up by annual agreements.

The Chalmers appointment regulation corresponds to the regulations that apply to state higher education institutions under the *Higher Education Act* and the *Higher Education Ordinance*, etc. An appointment regulation is stated at an overarching level and is decided by the president of Chalmers University of Technology AB. Other policy documents are used for specifications or regulations required in addition to the appointment regulation for undergraduate and master's education. These documents must be titled, designed and decided in accordance with the rules that apply to Chalmers' policy documents and delegation regulations.

### Limitation

This document does not apply to contract education, which is regulated in a separate policy document.

### Responsibility and management

Chalmers shall have a first vice president responsible for undergraduate and master's education whom will be appointed by the president. The first vice president for undergraduate and master's education is delegated responsibility by the president for managing and developing the area to achieve Chalmers' vision, goals and strategies in accordance with the separate delegation regulation.

### Content and delivery of education

Undergraduate education at Chalmers shall be based on scientific or artistic grounds and proven experience and shall be pursued in a manner that meets the requirements set for education in Ch 1 of the *Higher Education Act*.

The undergraduate and master's education shall be organised so that students can plan their entire education in such a way that they can achieve an academic qualification. It shall provide students with insight into current scientific questions, the prerequisites for penetrating new fields of

knowledge and constitute a basis for doctoral studies. Education shall also be organised so that it provides scope for individual variations and elements that widen perspectives.

Education is provided in the form of study programmes that lead to internationally recognised academic qualifications. Education may also be provided through non-degree courses. Courses and degree programmes shall be regulated in greater detail according to adopted policy documents. The extent of a course or degree programme shall be denoted by credits, with full-time study during a normal academic year of 40 weeks corresponding to 60 higher education credits.

The aim is for students to achieve a high level of knowledge in central subjects, which in turn ensures that the education will remain up-to-date for a long time and contributes to lifelong learning. Teaching shall take an international perspective and stimulate both students and teachers to actively participate in various forms of international exchange. The form and content of teaching shall be stimulating to students of various social and cultural backgrounds and to students of all genders.

## Education plan

There shall be an education plan for all degree programmes. The education plan shall specify:

- The qualification/qualifications to which the degree programme leads.
- The requirements that apply to the academic qualification/qualifications.
- The prerequisite knowledge requirements and other conditions that apply for admission to the degree programme.
- The prerequisite knowledge requirements and other conditions that apply for admission to master's courses.
- When the education plan or a change to the plan will go into effect.
- The transitional rules and other regulations required.

The rules that apply to the education plan shall be established in greater detail in a policy document.

## Programme syllabus

There shall be a programme syllabus for all study programmes that indicates required and elective courses by course code, module division, credits and the term and year in which the course is placed. A more detailed programme description shall exist as a complement to the syllabus. The rules that apply to the programme syllabus shall be established in greater detail in a policy document.

## Course syllabus

There shall be a course syllabus for all courses. The course syllabus shall indicate when the syllabus, or a change to the syllabus, will go into effect and application of transitional rules. The rules that apply to a course syllabus shall be established in greater detail in a policy document.

## Transparency

*The principle of public access to official documents* apply to all activities at Chalmers University of Technology AB and the Chalmers University of Technology Foundation. Admission, teaching and examinations shall be pursued in such a manner that the individual student is provided access to decisions taken such as assessments and grades.

## Student

A student is a person who has been allocated and admitted to a study place and is pursuing higher education studies at Chalmers. Students must be registered for the courses in which they will participate.

## Entry to courses and degree programmes

The rules for application, eligibility, selection and admission requirements, that Chalmers apply for entry to the preparatory year and higher education at undergraduate and master's levels, shall be established in admission regulations. Chalmers has decided to apply regulations for eligibility

undergraduate and master's courses and degree programmes which correspond to those that apply to public-sector universities and public-sector university colleges. Applicants shall therefore be assessed to determine whether they meet general and specific admission requirements based on the prerequisites for considering eligibility for public-sector universities and public-sector universities colleges. Prior learning shall be taken into account.

Admission to preparatory year and undergraduate and master's education refers to courses or degree programmes. Applicants who are admitted to a study place must accept the place in the manner required by Chalmers; if they do not, they will forfeit the study place. Students who have accepted their study place and actively conducted studies for the first semester, may apply for a leave of absence from studies for a maximum of one year. The rules that apply to courses and degree programmes shall be established in greater detail in a policy document.

## **Credit transfer**

Students who have accepted their study place have the right to apply for transfer of credits awarded for previously completed courses, degree programmes or the equivalent. The rules that apply to credit transfer shall be established in greater detail in a policy document.

## **Examinations**

Examinations are official decisions pertaining to individuals. Examinations shall be carried out legally and according to established regulations that shall be available to students, teachers and administrators. Examinations are also part of the student's learning process and the student shall be afforded the opportunity to read the examination assessment. After grades have been awarded and reviewed, the student has the right to access examination answers, project reports or other materials the student produced in connection with examination (or copies of the material), which the student must sign for. The rules that apply to examination shall be established in greater detail in a policy document.

## **Grades**

A grade shall be awarded upon completion of a course. The grade is determined by the examiner nominated by the head of department. The rules that apply to grades shall be established in greater detail in a policy document.

## **Thesis/degree project**

The final thesis/degree project, which is an essential element of the degree programme, shall be presented openly, both orally and in writing. The entire thesis/degree project shall be public information. The rules that apply to thesis/degree project shall be established in greater detail in a policy document.

## **Academic qualifications (degrees)**

Chalmers University of Technology has the right to award academic qualifications based on the *Act Concerning Authority to Award Certain Qualifications (SFS :792)* and the *Government decision of 28 June 2007 on authority to award certain academic qualifications (U2006/9375/UH, 2007/4718/UH)*. The requirements that apply at Chalmers for earning academic qualifications shall be established in a local *System of Qualifications* at Chalmers University of Technology.

## **Reconsideration, complaint and appeal**

Applicants to study at Chalmers and students at Chalmers who believe they have been wronged or unfairly treated, may at first hand request reconsideration of the decision.

Following reconsideration, applicants to study at Chalmers and students at Chalmers may appeal against the following decisions:

- A decision that an applicant does not meet the general or specific entry requirements to participate in selection for or admission to a course or degree programme.
- A decision on the transfer of credit for a course or course component.
- Rejection of a student's request to be issued with a degree certificate or course certificate.
- Decision not to allow those admitted to defer commencement of their studies or to continue their studies after an approved period of leave.
- Denial of request to nominate another examiner.
- Denial of application for leave of absence from studies.

The complaint shall be made in writing and shall be received by the university registrar no later than three weeks after the date the decision was rendered. The complaint shall be addressed to Chalmers president. Decisions in response to the complaint, shall be made by the committee specified in the *Rules of Discipline for Students at Chalmers University of Technology AB*. The committee shall ensure that the matter is investigated to the necessary extent and decide upon the matter after the matter has been presented. The rules in the *Rules of Discipline for Students at Chalmers University of Technology AB* concerning quorum and voting shall be applied.

Applicants to study at Chalmers and students at Chalmers shall have the right to appeal against the committee's decision to the board of directors of Chalmers University of Technology AB. The appeal shall be made in writing and shall be received by the university registrar no later than three weeks after the date the appealed decision was rendered. The board of directors may determine the matter via correspondence.

Prior to the board's decision, the matter shall be prepared by a group composed of;

- One external board-member
- Chair of the Faculty Senate
- Student Union Chair
- One expert as presenter

## Fee exemption, fee obligation

Corresponding to the rules that apply to public-sector universities, no fees shall be charged to students who are citizens of an EEA country or Switzerland. The fee exemption does not apply to students who are third-country citizens. Chalmers charges fees for higher education at undergraduate and master's levels that can lead to academic qualifications under the *Act Concerning Authorisation to Award Certain Qualifications* (1993:792) to the same categories of students and according to the same principles that apply to public-sector universities. Fees consist of an application fee and a tuition fee that shall cover all costs. The rules that apply to fees and scholarships shall be established in greater detail in a policy document.

## Quality assurance

Chalmers Management of undergraduate and master's education is ultimately responsible for high quality in teaching and educational activities. All education shall be regularly evaluated with external input and shall constitute the basis for developmental efforts. In the course of evaluation and development efforts, Chalmers shall ensure that students are afforded the opportunity to participate and that the needs of society are taken into account. Chalmers' efforts to assure the quality of undergraduate and master's education shall be described in separate documentation.

## Study environment

The study environment at Chalmers shall be such that students are provided support and encouragement in their studies and feel they are treated well by other students, teachers and other staff. The responsibility for students' physical and psychosocial study environment shall include classrooms and other teaching premises that are fit for purpose, independent study premises and the creation of a stimulating educational environment. Chalmers students and teachers shall be able to work in an environment that fosters a rewarding teaching environment with close interaction

between students and teachers. During their education, students shall have access to study guidance, occupational orientation and social support.

The educational premises of Chalmers University of Technology are reserved for students, employees and other colleagues. Outsiders do not have access to Chalmers' educational premises without valid reason. Teaching provided in the form of lectures is normally open to the public on a space-available basis. Other teaching is open only to students registered at Chalmers.

Any democratically organised association for students at Chalmers shall have the right to use teaching premises for meetings that the association arranges for its members if the meeting is held for the purposes of information, expression of opinion or another comparable purpose or for the presentation of artistic works. Anyone the association has invited to participate at the meeting cannot be refused entry to the meeting premises. This shall not apply if it can be presumed that a serious public disturbance will arise at the meeting, that something illegal will occur, or that the association's use of the premises is incompatible with the university's ongoing activities or the university's obligations to a third party.

Chalmers University of Technology is subject to the *Discrimination Act* (SFS 2008:567). The purposes of this Act are to counteract discrimination and otherwise foster equal rights and opportunities without regard to gender, transgender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation or age. The rules that apply to the physical and psychosocial study environment and the campus environment in other respects, shall be established in greater detail in a policy document.

## **Student rights and obligations**

Students shall be afforded the opportunity for representation in preparatory and governing forum in matters related to education. Guidelines for student participation in preparatory and governing forum shall be established in greater detail in a policy document.

While studying at Chalmers, students shall comply with rules established at Chalmers, as well as regulations that apply to undergraduate and master's education at Chalmers. Rules concerning disciplinary action against students at Chalmers shall be established in greater detail in a policy document.

Students have the right to access the personal data about them that is registered within Chalmers. Chalmers shall be responsible for insuring students against personal injury related to their higher education in accordance with insurance terms and conditions in effect at Chalmers.

## **Student representatives**

A supportive and advisory organisation shall be available to students who believe they have subjected to offensive discriminatory treatment or feel they have social problems related to their studies. A student representative function shall exist at all Chalmers campuses. If a student feels that a conflict that has arisen cannot be resolved, the student should be able to refer to a student representative. The rules that apply to student representatives shall be established in greater detail in a policy document.

## **Student unions**

All students shall belong to a student union at Chalmers and pay membership dues. Through representative democracy, students appoint their representatives to various university forum via the student unions. Students who do not apply to join a student union at Chalmers or who fail to pay membership dues to such a union, shall be excluded from teaching and examinations until the student has met these obligations. Certificates, diplomas, etc., shall not be issued to the student until the dues have been paid.