



DECISION

Reg. no
STYR 2024/610

Date 13 March 2024

The Education Board

Guidelines for the design of degree certificates for first and second-cycle studies at Lund University

Chapter 6, Section 10 of the Swedish Higher Education Ordinance (1993:100) and Section 31 of the Administrative Procedure Act (2017:900) describe the requirements for the design of degree certificates. Pursuant to Section 3 of the Swedish Archives Act (1990:782), degree certificates are public documents and are to be preserved by the higher education institution.

The University has established the following guidelines with reference to these provisions. These guidelines apply to degree certificates for first and second-cycle studies at Lund University according to the Swedish Higher Education Ordinance and the amendments made in 2006 (SFS 2006:1053). For degrees completed under the old Qualifications Ordinance, previously established templates for degree certificates may be used.

The degree certificate's design and content

A. General provisions

The design of degree certificates at Lund University is to follow the University's graphic profile.

The degree certificate is to comprise a first page – *diploma page* – containing the student's name, degree obtained, and a separate page or pages – *subsequent pages* – containing a list of courses included in the degree and any additional information. All information in the degree certificate is to be provided in both Swedish and English.

B. Diploma page

The first page of the degree certificate is to contain the following information:

- Name and personal identity number of the student receiving the degree certificate.
- Title of qualification.
- Information about the main field of study (applies to general and fine, applied and performing arts degrees only). If the main field of study is obvious in the title of the degree, this information need not be specified. Specialisation within the main field of study can also be stated here.
- Date of completion of the study programme.
- Date the degree certificate was issued.

The diploma page is to contain the University logo (or a distinctive logo that may have been established), in colour, at the top and have the University seal as a background.

C. Subsequent pages

The subsequent pages of the degree certificate are to contain the following information:

- Name and personal identity number of the student receiving the degree certificate.
- Title of degree.
- The scope of the degree in credits.
- The cycle in which the degree was awarded.
- Information about the main field of study (applies to general and fine, applied and performing arts degrees only). If the main field of study is obvious in the title of the degree, this information need not be specified. Specialisation within the main field of study can also be stated here.
- A list of the courses included in the degree. Information about the title of the course, scope in credits and grade awarded is mandatory; the course code and date that the grade was set is recommended.
- The name of the degree project is to be stated for second-cycle degrees and may be stated for first-cycle degrees. This should be stated at the beginning or end of the list of courses.

- For courses taken at another higher education institution, the name of the examining higher education institution is to be stated. The name of the higher education institution is to be given in the original language, followed by the country of origin.
- Information about the grading scale used for the courses and a brief explanation of the credit system.
- If the degree certificate contains courses set up in points and courses set up in credits, an explanation is to be given for both systems indicating how the conversion of credits has been made.

Furthermore, the degree certificate is to contain a statement as to which ordinance it is based on and a reference to the appendix in which the study programme is described (*Diploma Supplement*). The degree certificate is also to indicate how the document can be verified. These pages are to show part of the University logo, in colour, at the top right of the page.

D. Entry into force

These guidelines enter into force on 15 April 2024 and replace the previous decision (Reg. no STU 2007/189) made by the Education Board on 14 June 2007.