



LUND
UNIVERSITY

REGULATORY DOCUMENT

COVER PAGE

Guidelines for contract education at Lund University

Type of regulatory document: Guidelines

Definition of the type of regulatory document: Guidelines establish how someone must or should act in the area covered by the guidelines.

A “must” rule is to be complied with, whereas the nature of a “should” rule is more of a strong recommendation, which means that in exceptional cases something can be done in another way.

Approved by: University Education Board

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Organisational unit responsible for the document: Education Strategy Support

Administrative officer responsible for the document: Policy Officer Samira Elmi Eriksson, Education Strategy Support

Brief description: These Guidelines outline certain rules for contract education at Lund University. The guidelines are to support a uniform and fair management of contract education at Lund University in accordance with the applicable provisions. The guidelines apply to all contract education at Lund University.

DECISION

Reg. no
STYR 2025/2214

Date 10 December 2025

Education Board

Guidelines for Contract Education at Lund University

Background

Contract education is education that may only be arranged in exchange for payment from legal entities.¹ Only the commissioning client may nominate participants to the contract education (Section 2 of the Ordinance on Contract Education at Higher Education Institutions (2002:760)²). Participants in contract education are not students and therefore not covered by the provisions of the higher education statutes unless this is specified.

Contract education may only be carried out if it is linked to first or second-cycle level programmes for which the university is entitled to award degrees (Section 3 of the Ordinance on Contract Education). Contract education is not to be confused with contracted courses conducted by higher education institutions on behalf of or commissioned by other higher education institutions. Contracted courses are regulated only by public service agreements for state higher education institutions.

In addition to the provisions of the Ordinance on Contract Education, the University's management of contract education is governed by the Swedish Council for Higher Education's Regulations on Contract

¹This means that self-employed people cannot buy contract education from the University.

²Hereinafter referred to as the Ordinance on Contract Education.

Education at Higher Education Institutions (UHRFS 2013:11) and the Ordinance on Fees (1992:191). The provisions for certain specific contract education courses and programmes are found in particular ordinances.

Lund University's declaration of intent and overall statement of position regarding contract education are set out in the University's Policy on Contract Education (Reg. no STYR 2015/738).

These Guidelines are based on national and local provisions along with the statement of position issued by the Swedish Higher Education Authority in its role as supervisory authority. The Guidelines are to

support a uniform and fair management of contract education at Lund University in accordance with the applicable provisions. The guidelines apply to all contract education at Lund University.

At Lund University, each faculty is responsible for the way in which contract education is planned, organised and carried out. The right to sub-delegate applies in accordance with the decision on the Allocation of Decision-Making Powers and the Right to Sign Agreements at Lund University (Reg. no STYR 2025/991), or any decision that replaces it). An individual faculty may produce their own guidelines or procedures that pertain to the specific organisation based on these university-wide Guidelines.

Guidelines

Lund University approves the following guidelines with the support of Section 1 of the Swedish Council for Higher Education's Regulations on Contract Education at Higher Education Institutions (UHRFS 2013:11).

1. Focus and scope

- a. Contract education at Lund University must not negatively affect regular higher education. It therefore falls to the faculty undertaking contract education to ensure good planning of resources and that involvement in contract education does not lead to ordinary education being neglected.
- b. The right of regular students to exercise influence over education at the University, as well as to be represented when decisions are made or preparations take place that affect education or the students' situation, applies in accordance with Chapter 1, Section 4a and Chapter 2. Section 7 of the Higher Education Act (1992:1434)

2. Form of education

- a. Contract education is offered as a tailored course or an open course. Tailored courses are designed completely on the basis of one or more commissioning client's needs. Open courses refer to training courses for professionals, where the commissioning client purchases a place for its employee.
- b. At the University, there is contract education that
 - gives academic credits (*credit-earning*)
 - or*
 - does not give academic credits (*non-credit-earning*).
- c. Co-teaching, as defined in Section 2 of UHRFS 2013:11, means that participants in contract education may be taught together with students in higher education in the first or second

cycle, provided that higher education in these cycles is not adversely affected.

If co-teaching is conducted, the faculty undertaking contract education must ensure that higher education is not adversely affected.

3. Agreement

- a. The faculty accepting the commission must ensure that both the commissioning client and the contracted assignment meet the criteria in Section 3 of the Ordinance on Contract Education.
- b. In cases where Lund University is to submit a quotation for contract education, Lund University's quotation template for contract education, including the general terms and conditions, must be used as a general rule.
- c. When agreements on assignments are to be concluded between Lund University and the commissioning client, Lund University's template for contract education agreements, including the general terms and conditions, must be used as a general rule.
- d. If Lund University's templates cannot be used for any reason and legal review is required, the responsible faculty must contact the University's procured law firm. The faculty responsible pays the cost of the procured service.
- e. Contract education agreements must be signed by an authorised signatory at Lund University. Only authorised signatories may submit tenders in procurements for contract education when the University is the contractor. The right to sub-delegate is regulated in the decision on the Allocation of Decision-Making Powers and the Right to Sign Agreements at Lund University (Reg. no STYR 2025/991, or any decision that replaces it).

4. Full cost recovery

- a. All contract education at Lund University must recover its costs in full, which means that:
 - o all costs, direct or indirect, associated with the contract education must be included in the fee for the contract education. The fee must also take account of development costs.
 - o Full cost recovery is calculated over time for the entire contract education operation at the faculty responsible.

The provisions for the decision on the size of the fee etc. are listed in Section 5 of the Ordinance on Fees (1992:191).

- b. Full cost recovery may be calculated using Lund University's calculation template for contract education.
- c. Appropriation funding may not be used to fund contract education.
- d. Any surplus may be reinvested in the organisation for the development of contract education from the same faculty.
- e. The faculty responsible must systematically follow up and compile the overall financial outcome in relation to the calculation used to determine full cost coverage for each contract education assignment, in order to ensure the accuracy of the calculation.

5. Quality assurance of contract education

- a. The faculty board is to be responsible for quality assurance and development work relating to contract education within its faculty in accordance with the decision on the Allocation of Decision-Making Powers at Lund University (Reg. no STYR 2025/991, or any decision that replaces it).
- b. Credit-earning contract education must be quality-assured in accordance with the applicable Guidelines for Quality Assurance and Quality Enhancement of Education at Lund University, (Reg. no STYR 2024/1140, or any decision that

replaces it) and the University's Guidelines for Quality Assurance and Quality Enhancement of Education at Lund University, (Reg. no STYR 2020/969, or any decision that replaces it).

- c. All credit-earning contract education must have an approved course syllabus and in relevant cases a programme syllabus, in accordance with the University's application regulations for first and second-cycle course and programme syllabi (Reg. no STYR 2023/1026 and Reg. no STYR 2020/1692 respectively, or any decision that replaces them).
- d. Only persons employed as teaching staff at Lund University and are specially appointed as examiners may examine credit-earning contract education. The faculty conducting contract education appoints an examiner in accordance with the decision on the Allocation of Decision-Making Powers at Lund University (Reg. no STYR 2025/991, or any decision that replaces it).
- e. Purchases of teaching services from legal entities must be made with restraint and in accordance with the applicable Guidelines for Purchasing at Lund University (Reg. no STYR 2024/1912, or any decision that replaces it).
- f. All non-credit-earning contract education is to have an agreed programme or course description that must include at least the following details:
 - name of the course or programme
 - form of education
 - scope
 - study period
 - programme/course director
 - content of the course or programme

- g. All non-credit-earning contract education must be evaluated and followed up for the purposes of quality assurance and development. The form of the evaluation and follow up are decided by the relevant faculty.
- h. The faculty's systematic following-up of contract education should include feedback from the commissioning client in the development of the education.

6. Participants' prior knowledge

- a. The commissioning client nominates the participant and is responsible for ensuring that the participant has sufficient prior knowledge to be able to benefit from the education. The faculty undertaking contract education must inform the commissioning client of what prior knowledge is necessary for the education.
- b. The agreement between the commissioning client and the faculty undertaking contract education must state the conditions that apply for the participant.

7. Documentation

- a. Detailed provisions regarding the handling of official documents at Lund University, including documentation of contract education, are set out in the University's Records Management Plan
- b. When applicable, the education administration system Mira must be used in the processing of information about contract education at Lund University. Specific guidelines are issued by the Division of Student Affairs.
- c. The provisions governing the registration of information on first and second-cycle studies are contained in the Ordinance on the Reporting of Studies etc. in Higher Education. These are applied to credit-earning contract education when registered in the Ladok study documentation system. Specific guidelines are issued by the Division of Student Affairs.

- d. Course and programme syllabi must be registered in the University's course database. This does not apply to course or programme descriptions.
- e. Participants in contract education must only be affiliated with the University in relation to its systems and resources during the period in which the education is taking place. Specific procedures are determined by the Division of IT.

8. Information for the Swedish Higher Education Authority

- a. If the contract education comprises more than 60 credits, the person who signs the agreement from Lund University must inform Student Affairs in writing once both parties have signed the written agreement. A copy of the agreement must be attached to the notification.
- b. The Division of Student Affairs is responsible for ensuring that the Swedish Higher Education Authority is notified in accordance with the provisions of Section 3 in UHRFS 2013:11.
- c. The Division of Student Affairs is responsible for collecting information about contract education to be sent to the Swedish Higher Education Authority.

9. Degree certificates, course certificates and certificates of education

- a. Course certificates may be issued to participants in credit-earning contract education after they have passed a course provided an approved course syllabus exists.
- b. Degree certificates may be issued to participants in credit-earning contract education after they have passed a course or programme provided an approved programme syllabus exists.
- c. Certificates of education may be issued by the responsible faculty to participants in non-credit-earning contract education after completion of the course or programme. A university-

wide template for certificates of education can be obtained from the Division of Student Affairs.

10. Credit transfer from contract education

- a. Provisions for credit transfer from contract education are set out in Section 7 of the Ordinance on Contract Education.

11. Secondary employment

- a. Employees at public authorities engaged in commercial and commissioned activities may not (under central collective bargaining agreements) have secondary employment within the scope of these activities.
- b. All planning, development and delivery of contract education at Lund University must take place within the framework of regular employment.

12. Entry into force

These Guidelines enter into force on 18 December 2025 and are applied to contract education as of 1 January 2026.