



LUND
UNIVERSITY

Vice-Chancellor

DECISION

14 June 2007

Reg no STU 2007/189

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Basic rules for the design of degree certificates for First and Second cycle studies

The following rules shall apply to degree certificates for First and Second cycle degrees awarded by virtue of the Higher Education Ordinance as amended in 2006 (SFS 2006:1053). For degrees awarded under the older system of qualifications, previously approved diploma templates may be used.

The design of the degree certificate is based on the template produced as part of the development of the University's new graphic profile in 1998. The choice of fonts and the placement of the text are substantially unchanged. The contents are based on the requirements laid down in the Higher Education Ordinance and in the University Board's decision on local rules for degrees, courses and study programmes. All information shall be given in both Swedish and English.

The degree certificate consists of a first page (diploma page) indicating the student's name and the degree awarded; and a subsequent page (or pages) listing the courses included in the degree as well as providing certain additional information.

Diploma page

The first page of a degree certificate shall contain information about:

- the name and personal identity number of the person to whom the certificate is issued;
- the name of the degree;
- the main field of study (only for general degrees and degrees in the field of arts). If the main field of study is obvious from the name of the degree, this information does not have to be separately provided. The part of the main field of study in which the student has carried out in-depth study may also be indicated here;
- the date on which the programme was completed;
- the date on which the certificate was issued;
- the name, title and organisational affiliation of the person signing the certificate.

This first page shall be printed on paper with the University's logotype (or the special-profile logotype established for the faculty or equivalent awarding the degree) printed in colour, centred at the top of the page. In addition, this page shall have the University's seal as background.

Subsequent pages

The subsequent pages of the degree certificate shall contain information about:

- the name and personal identity number of the person to whom the certificate is issued;
- the name of the degree;
- the scope, in higher education credits, of the degree;
- the cycle at which the degree has been awarded;
- the main field of study (only for general degrees and degrees in the field of arts). If the main field of study is obvious from the name of the degree, this information does not have to be separately provided. The part of the main field of study in which the student has carried out in-depth study may also be indicated here;
- the date on which the programme was completed;
- a list of the courses included in the degree. Information must be provided about the name of each course, its scope (in higher education credits) and the grade awarded; it is recommended that information should also be given about the course code and the date on which the grade was awarded;
- the name of the degree project shall be indicated for second cycle degrees and may be indicated for first cycle degrees. The name of the degree project should be given at the beginning or end of the list of courses;
- for a course taken at another institution of higher education, information shall be provided about the higher education institution having undertaken examination for the course. The name of that institution shall be given in the original language and be followed by information about the country in which it is located;
- information about the grading system used for the courses and a brief explanation of the credit system;
- if the degree certificate includes both courses established on the basis of credits and courses established on the basis of higher education credits, an explanation shall be provided about these two credit systems, including information about how credit information has been converted.

The pages containing the list of courses shall be signed by the person establishing the degree certificate, and the last page shall include the date, a signature and the person's name in block letters.

The degree certificate shall also contain information about the Ordinance on which its issuance is based and a reference to the appendix describing the study programme (the diploma supplement). The degree certificate shall also contain information about who may verify the accuracy of the document.

These pages shall be printed on paper with the University's logotype (or the special-profile logotype established for the faculty or equivalent awarding the qualification) printed in colour in the top-left corner of the page.

The decision in this matter was made by the undersigned Pro-Vice-Chancellor in the presence of Hans Modig, Head of University Administration. The preparation of the matter has also involved the Head of the Division for Student Affairs, Tarmo Haavisto, and its Principal Administrative Officer, Daniel Huledal (in charge of making presentations).

Ann Numhauser-Henning

Daniel Huledal
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