



LUNDS
UNIVERSITET

Vice-Chancellor

DECISION

1

17 September 2020

Reg. no STYR 2020/1360

Lund University's regulations on managing contract education in Ladok

Background

The Government has issued an ordinance on contract education at higher education institutions (SFS 2002:760). A higher education institution may conduct contract education only if it is connected to the higher education in the first and second cycles for which the institution is authorised to award degrees. Those who take part in contract education may be assigned grades and awarded degrees or course certificates pursuant to the provisions for first and second cycle higher education, if the same quality requirements are placed on the contract education as on the equivalent higher education study programmes. This applies even if the participants lack the qualifications required for admission to higher education.

Decision

The University decides to approve the following regulations for the management in Ladok of the type of contract education covered by the ordinance on contract education at higher education institutions (SFS 2002:760).

- Contract education is to be documented in Ladok only for people who attend courses established at Lund University with an approved course syllabus and course code.
- If there is information on basic admission requirements, this is to be documented in Ladok.
- To make it clear that the course is offered as contract education, a special course code is created, in which the fourth position is the letter *U*, and special course instance codes assigned, with the financing form *U* (for contract education in Swedish: uppdragsutbildning). These codes are generated via Lubas and fall under the study category *Contract education* in Ladok.
- All participants are to be registered for the semester in which they begin the course. Registration is done using the course instance. If the course is run for more than one study period, the continuation is to be registered in the normal way. Grades are to be reported in the same way as for other students, i.e. grades on modules are also reported.

These regulations apply as of 17 September 2020 and replace the rules approved in the University decision of 27 March 2003 (Reg. no I G7 90/2003). The present regulations do not affect education conducted via study associations etc. This type of education is governed by a separate decision (Reg. no I G7 91/2003)

The decision on this matter was taken by the undersigned vice-chancellor in the presence of the University director Susanne Kristensson after consultation with a representative of Lund University's students' unions and after a presentation by system administrator Camilla Jönsson, Student Affairs.

Torbjörn von Schantz

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