Stockholms universitet

2026-09-08

Office of Science

Templates for course syllabi at the Faculty of Science

GUIDELINES FOR THE TEMPLATES FOR COURSE SYLLABI 2
Reading guidelines for the templates for course syllabi 2
Timetable 2
Language 2
ATTRIBUTES IN LADOK 2
*1. Education cycle ** 2
*2. Swedish name ** 2
*3. English name ** 2
*4. Code ** 2
*5. Scope (hp) ** 3
*6. Grading scale ** 3
*7. Main field of study and Progressive specialisation ** 3
*8. Organisation ** 3
9. Valid from 3
*10. Subject group ** 3
11. SU/subject 3
*12. Recommended prior knowledge ** 4
13. Subject word 4
*14. Entry requirements ** 4
First-cycle courses 4
Second-cycle courses 4
15. Course content 5
16. Learning outcomes 5
17. Education 5
18. Forms of examination 6
a. Examination 6
b. Attendance requirements 7
c. Grading 7
d. Grading criteria and basic assessment criteria 8
e. Number of examination opportunities 8
f. Possibility of supplementation 8
19. Interim regulations 9
20. Limitations 9
21. Misc 9
MODULE SET 10

* Mandatory attributes for current task in Ladok cannot be revised without a new course code.

Stockholms universitet

Guidelines for the templates for course syllabi

Reading guidelines for the templates for course syllabi

Standard formulations are provided in italics. If there are different options: choose the most suitable formulation. For questions, please contact the Office of Science via utbildning@science.su.se.

Timetable

New and revised course syllabi shall be approved no later than the date the course opens for registration, which means March 15 for the autumn semester and September 15 for the spring semester.

Cover letter with information according to the template shall always be enclosed.

Language

If the language of instruction is not Swedish, there **must** be an English translation of the course syllabus. Note that all course syllabi **should** be translated to English.

Attributes in Ladok

* Mandatory attributes for current task in Ladok cannot be revised without a new course code.

1. Education cycle *

Education cycle is set by choose one of the alternatives **Course, First-cycle** or **Course, Second-cycle** under Course information.

2. Swedish name *

The course's name in Swedish (maximum 140 characters):
If the course is included in a clear progression, the main rule is that the progression is indicated by Roman numerals (I, II, III) after the name of the course.

Independent project/Degree project:
"Subject, independent project" or *"Subject, degree project"*.

Contract education:
If the course is a part of contract education or an introductory course, it shall be clear from the name of the course:
"Course name, introductory course"
"Course name, contract education"

3. English name *

The course's name in English (maximum 140 characters).

4. Code *

The department enters suggestions on codes. The model the faculty uses is **XXYZZZ.**
XX = Department prefix/main field of study prefix
Y = Number that indicates entry requirements type of course:

1 = Introductory course
2 = Upper-secondary knowledge required
3 = Credits required where no main field of study/subject is indicated. Alternatively, credits required entirely outside the main field of study/subject.
4 = A maximum of 30 credits required in the main field of study/subject
5 = More than 30 credits required in the main field of study/subject

Stockholms universitet

6 = Degree project, First cycle
7 = Second-cycle course with entry requirements that only include first-cycle course(s)
8 = Second-cycle course with entry requirements that include second-cycle course(s)
9 = Degree project, Second cycle
ZZZ = Consecutive number

For courses indicated as contract education, the code is given as XXYZZU.

5. Scope (hp) *

Indicate the course's scope in credits.

6. Grading scale *

A seven-point grading shall normally be used; exceptions may occur in some cases (See Regulations for education and examination at first-cycle and second-cycle level at Stockholm university).

AF – seven-point (standard)
UV – three-point
UG – two-point.

7. Main field of study and Progressive specialisation *

Choose **Main field of study** in the drop-down menu. If a course without a main field of study is to be established, the Office of Science must first be contacted.

The **Progressive specialisation** of the course is indicated with one of the following codes:

G1N First cycle, only has upper-secondary entry requirements
G1F First cycle, has less than 60 credit of course(s) in the first cycle as entry requirements
G1E First cycle, includes a degree project for a higher education diploma
G2F First cycle, has at least 60 credits of course(s) in the first cycle as entry requirements
G2E First cycle, has at least 60 credits of course(s) in the first cycle as entry requirements, includes a degree project for a bachelor's degree
A1N Second cycle, only has course(s) in the first cycle as entry requirements
A1F Second cycle, has course(s) in the second cycle as entry requirements
A1E Second cycle, includes degree project for a 60-credit master's degree
A2E Second cycle, includes degree project for a 120-credit master's degree
GXX First cycle, but cannot be classified as above
AXX Second cycle, but cannot be classified as above

8. Organisation *

The department responsible for the course.

9. Valid from

The semester when the course syllabus will begin to apply.

10. Subject group *

Subject groups are defined by SCB.

11. SU/subject

The subject under which the course should be found in the SU web catalogue.

Stockholms universitet

12. Recommended prior knowledge *

GR Upper secondary or equivalent
IN No general entry requirements needed
UH University studies required

13. Subject word

Keywords used on antagning.se.

14. Entry requirements *

First-cycle courses

General entry requirements:
For first-cycle courses that only have general entry requirements, the option “Inget – grundläggande behörighet” (None – General entry requirements) is selected.

Specific entry requirements:
For specific entry requirements, one of the other options is chosen.

Specific entry requirements can also be entered in the free-text box:
For admission to the course, knowledge is required equivalent to...
Enter necessary upper-secondary education or university courses. Enter courses in the following way:
Course name, number of credits (course code)

Entry requirements may in some cases be stated as a general number of credits in a certain subject or in several subjects. The choice not to specify courses in the entry requirements must be justified. If a general number of credits is entered as entry requirements, the following formulations can be used:
For admission to the course, knowledge is required equivalent to “xx credits” in “subject”.
For admission to the course, knowledge is required equivalent to “xx credits” in “subject” excluding introductory courses.
For admission to the course, knowledge is required equivalent to “xx credits” of completed courses in “subject”.

For degree projects:
Admission to first-cycle degree projects requires at least 135 credits.

Second-cycle courses

Entry requirements for second-cycle courses are to be entered:
For admission to the course, knowledge is required equivalent to... Enter courses in the following way:
Course name, number of credits (course code).

Entry requirements may in some cases be stated as a general number of credits in a certain subject or in several subjects. The choice not to specify courses in the entry requirements must be justified. If a general number of credits is entered as entry requirements, the following formulations can be used:
For admission to the course, knowledge is required equivalent to “xx credits” in “subject”.
For admission to the course, knowledge is required equivalent to “xx credits” in “subject” excluding introductory courses.
For admission to the course, knowledge is required equivalent to “xx credits” of completed courses in “subject”.

For degree projects:
Admission to a second-cycle degree project requires knowledge equivalent to a completed bachelor’s degree, and at least 15 second-cycle credits. The Committee for Undergraduate Education may allow exceptions to these requirements for degree projects that are included in professional qualifications.

Stockholms universitet

Language:
English 6 shall be included in the entry requirements for master's programmes and second-cycle courses: *English 6 or English level 2.*

Note that a requirement of knowledge in Swedish is not included in the general entry requirements in the second cycle. If a second-cycle course is to be offered in Swedish, *Swedish 3 or Swedish level 3* should therefore be included in the entry requirements.

15. Course content

a. This course addresses…
• description of the course's content

If the course has several modules:
b. The course consists of the following modules
The following information should be provided for each course module:
• Swedish name (English name), number of credits
• Description of course modules

16. Learning outcomes

For courses included in programmes, the intended learning outcomes should be based on the qualitative targets in the programme syllabus. Use active verbs, such as: be able to present an account of, be able to apply, be able to explain. Avoid the formulation: understand.

After completing the course, the student is expected to be able to:
Three to five intended learning outcomes per course is recommended, possibly up to eight for courses of 30 credits or more.

If the course is divided into parts, it shall be clear what intended learning outcomes belong to the respective module:
Option 1
• *Intended learning outcome 1 (module 1)*
• *Intended learning outcome 2 (module 2)*
• *Intended learning outcome 3 (module 1, module 2)*
• *Intended learning outcome 4 (module 1, module 2, module...)*
• *……..*

Option 2
Module 1, Swedish name (English name) XX credits:
• *Intended learning outcome 1*
• *Intended learning outcome 2*
• *……..*
• *Module 2, Swedish name (English name) XX credits:*
• *Intended learning outcome 1*
• *Intended learning outcome 2*
• *……..*

17. Education

Description of specific types of instruction.
Teaching consists of lectures, group instruction, seminars, exercises, project work, supervision, excursions and laboratory sessions (remove what is not applicable or add additional options).

Self-study, reports and written assignments shall not be mentioned as "Teaching" in the course syllabi as they are not defined as types of instruction. If these are assessed, they shall be entered under 18 a.

For distance learning courses:
Teaching is provided as distance education.

Stockholms universitet

Language of instruction:
If teaching is provided in a language other than Swedish, it shall be stated in the course syllabus:
The course is offered in English.
The language of instruction of the course is specified in the digital course catalogue.

Supervision for independent projects and degree projects:
The student is entitled to at least XX hours of supervision, with individual supervision constituting at least one third of the time. (XX=1 h/1.5 credits)

Supervision is only provided within the planned course time. In the event of special circumstances, the student may be granted extended time for supervision. The request for this must be made to the department board.

Right to change supervisors:
In the event of special circumstances, the student has the right to change supervisors. The request for this must be made to the department board.

18. Forms of examination

a. Examination

All examination formats used within the course must be indicated under a. This includes all cases when an assessment is made regarding whether the student has passed or failed. Presentations and seminars where activity is required shall therefore be indicated as examination formats.

Formulations that include “and/or”, “or”, “may occur” shall not be used. Do not include teaching that is compulsory but is not graded, e.g. attendance at study visits. These are indicated under b.

a. Assessment takes place through … (add relevant examination formats, such as written exams, oral exams, written and oral exams, written reports, oral presentations, exercises, lab reports, reports from excursions, reports from traineeships, opposition, activity at seminars.)

If the course consists of several parts, the examination formats shall be indicated for each part:
a. The course is examined in the following manner:
Assessment of module 1 takes place through...
Assessment of module 2 takes place through...
Assessment of module… takes place through...

The examiner can decide on adapted or alternative examination formats for students with disabilities.

If a course is fully or partially examined on the basis of assignments, the consequences of not submitting the examination in time should be specified in the syllabus. The examiner has the opportunity to consider special circumstances for the delay.

Examples of formulation:
Assignments (excluding written exams) submitted late will not be graded. A new assignment must be submitted at a later assessment session.

Assignments (excluding written exams) submitted late will only be graded at the next assessment session.

Late submission of the individual assignment / assignment has consequences for the final grade of the course. These consequences are described in detail in the grading criteria of the course.

If the course is examined in a language other than Swedish (in full or in part), this must be specified in the course syllabus.
The examination will be conducted in English.

If the instruction is in English, the examination may also be conducted in English.

Stockholms universitet

b. Attendance requirements

If there are attendance requirements for parts that are not graded (i.e. parts where no assessment is made of the student's performance that can result in the student failing), they shall be indicated under b. Parts that are graded and are indicated under a. shall not be indicated under b.

b. A passing final grade requires participation in (e.g. laboratory sessions, excursions, study visits). If special reasons exist, following consultation with the teacher involved, the examiner may grant the student exemption from the obligation to participate in certain compulsory instruction.

Attendance requirements when a course is provided as a distance learning course:
For distance learning courses, or for courses where teaching is provided both as distance learning and on campus, it shall be specified what is meant by "participation in...", e.g. physical attendance.

The course includes lectures, group instruction, seminars, exercises, project work, supervision, excursions and laboratory sessions that require attendance on campus.

The course contains no activities that require attendance on campus.

If there are no requirements on participation, it shall be indicated:
b. The course has no compulsory instruction.

c. Grading

c. Grading: The course's final grade is set according to a seven-point criterion-referenced scale:
A = Excellent
B = Very good
C = Good
D = Satisfactory
E = Adequate
Fx = Failed, some additional work is required
F = Failed, much additional work is required

Grades of module 1 will be set according to a seven-point criterion-referenced scale.
Grades of module 2 will be set according to a two-point grading scale: fail (U) or pass (G).
Grades of module 3 will be set according to a three-point grading scale: fail (U), pass (G), pass with credit (VG).
Grades of modules … will be set according to a … grading scale …

A passing final grade requires passing grades on all included parts.

Example of formulation when weighing the final grade:
The final grade of the course is determined by weighing the grades from all course modules, where each grade is weighed in relation to the scope of the course modules.

Example of formulation when only one module determines the course's final grade:
The course's final grade is set based on the grading of "module x".

For courses that are only graded on a two/three-point scale:
c. Grading: The course's final grade is set according to a two/three-point criterion-referenced scale:
VG = Pass with distinction
G = Pass
U = Fail

G = Pass
U = Fail

Grades of module 1 will be set according to a two-point grading scale: fail (U) or pass (G).

Stockholms universitet

Grades of module 2 will be set according to a three-point grading scale: fail (U), pass (G), pass with distinction (VG).
Grades of module … will be set according to a … grading scale …

A passing final grade requires passing grades on all included parts.

Example of formulation when weighing the final grade:
The final grade of the course is determined by weighing the grades from all course modules, where each grade is weighed in relation to the scope of the course modules.

Example of formulation when only one module determines the course's final grade:
The course's final grade is set based on the grading of "module x".

d. Grading criteria and basic assessment criteria

d. The course's grading criteria are handed out at the start of the course.

For courses that include independent projects or degree projects:
Basic assessment criteria are:
1. Understanding of the assigned task
2. Execution of the experiment/field work/theoretical task:
3. Knowledge of the theoretical background
4. Interpretation and analysis of results
5. Independence
6. Ability to keep the agreed timetable for the work
7. Presentation – oral report
8. Presentation – written report

e. Number of examination opportunities

e. Students who receive a failing grade on a regular examination are allowed to retake the examination as long as the course syllabus is still valid. The number of examination opportunities is not limited. A student who has received a passing grade on an examination may not retake the examination to attain a higher grade. A student who has failed the same examination twice is entitled to have another examiner appointed to the subsequent examination, unless there are special reasons to the contrary. Such requests should be made to the department board.

The course includes at least two examination opportunities per academic year the course is offered. For the academic years that the course is not offered, at least one examination opportunity is offered. For practical course elements such as laboratory sessions, demonstrations, excursions, seminars and oral presentations, examination opportunities are only offered during the period of time when the course is given.

f. Possibility of supplementation

For independent projects, a possibility of supplementation must be provided. For other courses, all formulations can be used.

f. Students awarded the grade Fx are given the opportunity to improve their grade to E. The examiner decides on the supplementary assignments to be performed and the pass mark criteria. The supplementary assignments will take place before the next examination opportunity.

f. Students awarded the grade Fx are given the opportunity to improve their grade to E. The examiner decides on the supplementary assignments to be performed and the pass mark criteria. The supplementary assignments will take place before the next examination opportunity. Upon a passing supplementation of deficiencies in understanding – minor misunderstandings, minor inaccuracies or too limited reasoning in some parts – the grade E is used. Upon a passing supplementation of basic formality errors, the grades A-E are used.

Stockholms universitet

If the possibility of supplementation is only offered for certain modules, the following wording can be used:

f. Students awarded the grade Fx on module 1, module 2…are given opportunity to improve their grade to E. There is no possibility to improve other modules. The examiner decides on the supplementary assignments to be performed and the pass mark criteria. The supplementary assignments will take place before the next examination opportunity.

f. Students awarded the grade Fx on module 1, module 2…are given opportunity to improve their grade to E. There is no possibility to improve other modules. The examiner decides on the supplementary assignments to be performed and the pass mark criteria. The supplementary assignments will take place before the next examination opportunity. Upon a passing supplementation of deficiencies in understanding – minor misunderstandings, minor inaccuracies or too limited reasoning in some parts – the grade E is used. Upon a passing supplementation of basic formality errors, the grades A-E are used.

f. Students awarded the grade U are given the opportunity to improve their grade to G. The examiner decides on the supplementary assignments to be performed and the pass mark criteria. The supplementary assignments will take place before the next examination opportunity.

No possibility of supplementation:
f. There is no possibility to improve the grade Fx to a pass grade in this course.

f. There is no possibility to improve the grade U to a pass grade in this course.

19. Interim regulations

Students may request that the examination be conducted in accordance with this course plan even after it has ceased to be valid. However, this may not take place more than three times over a two-year period after the course was discontinued. Requests must be made to the departmental board. After the settlement period no more examination is given.

20. Limitations

Possible limitations in the right to include the course in a degree and potential overlapping with other courses are to be stated here. Choose among the standard formulations below: *This course may not be included in degrees in the main field of study of XXX.*

This course may not be included in a degree together with the courses Course name 1 (course code), Course name 2 (course code), Course name 3 (course code) or with equivalent courses.

For traineeship and research traineeship courses:
A maximum of 15 credits of traineeship or research traineeship courses may be included in degrees at the Faculty of Science at Stockholm University.

For contract education:
This course may not be included in degrees from the Faculty of Science at Stockholm University.

21. Misc

Costs in connection with e.g. excursions:
This course includes field studies, which entails costs to the student.

For courses that require equipment (e.g. distance learning courses):
This course requires access to … (e.g. a computer, web camera, etc.).

For courses partially created in collaboration with, and in part delivered by another department or by non-departmental staff:
This course is offered in collaboration with … (e.g. department, authority, organisation).

Stockholms universitet

For courses the content of which is entirely delivered by another department or non-departmental staff:
Instruction is delivered by … (e.g. department, authority, organisation).

For courses with a minor part of the content that is delivered by another department or non-departmental staff.
(E.g. department, authority, organisation)*... contribute(s) to this course*

Required reading:
The required reading is decided by the department board and published on the course page in the course catalogue at least two months before the start of the course.

Required reading for degree projects:
The required reading is based on scientific publications and reports in the relevant subject area identified by the student through literature searches and literature provided by the principal supervisor and/or by the assistant supervisor.

Module set

Do not forget to create module set(s) under the Module set tab in Ladok.

Code: Consists of 4 characters and is alphanumeric, e.g. HELA, DEL1, DEL2.

Swedish and English name: Indicate the module's name in Swedish and English. This is the same name as indicated under Course content, b.

Grading system: Choose the grading scale in the drop-down menu. This is the same name as indicated under Course content, b.

Scope: Indicate the module's scope in credits.

Title must be specified: Tick the box for Title must be specified to obtain a field in Ladok to be able to insert the title of the degree projects.