Guidelines regarding Student Working Conditions at Uppsala University as of 2010-01-01

All students at Uppsala University must be provided with a good study environment and a structured study situation adapted to the level and the character of their studies. Scheduled instruction and time for individual study must be planned as normal 40-hour workweeks or the equivalent for courses or programmes offered at a study tempo less than full time.

Physical and psychosocial environment

1.1 Relations between students, teachers, and other employees must be characterized by mutual respect. No one may be exposed to discrimination or harassment on the basis of gender, transgender identity or expressions, ethnicity, religion or other beliefs, functional impairment, sexual orientation, or age, etc.

1.2 Students, teachers, and other employees have a right to a good physical and psychosocial environment. The responsibility for the working environment lies primarily with heads of departments, but all students and employees also have a personal responsibility to contribute to a good working environment.

1.3 Each department must have a readiness to provide for the specific needs of students through individualized solutions. This applies, for example, to needs covered by the University's parental policy, diversity plan, or accessibility plan.

1.4 Students with functional impairments have a right to special assistance.

Quality development and student influence

2.1 The respective faculty board is responsible for good coordination of courses within its educational programmes.

2.2 Students must be afforded opportunities to participate in evaluation and developmental work done by departments and faculty boards. Under the Higher Education Ordinance, students have the right to be represented in all decision-making and preparatory bodies whose activities are of significance to their education and to their situation. In order to be able to participate in meetings with various University bodies, student trustees must be given an opportunity, whenever this is practically and economically feasible, to take part in compulsory course elements on another occasion or to compensate for them in another satisfactory manner.

2.3 Course evaluations, which should be anonymous unless special reasons obtain, must be carried out, compiled, and used in developmental work. Students must be informed of results and of any decisions regarding measures to be taken. The University’s guidelines for course evaluations must be followed.
Course planning and scheduling

3.1 Curriculum statements for programmes and syllabuses for courses must be in place well ahead of the application deadline for the respective programme or course. Regarding information about literature, Section 3.2, below, applies.

3.2 A broad schedule including information about the scheduling of compulsory teaching, examination elements, and make-up examinations, as well as a list of the main literature must be in place at least five weeks before the course starts. A finalized schedule must be announced at least one week before the course starts. In cases where a certain course covers one semester or more, these requirements regarding advance planning apply to course components or, if there are none, a specific given time period within the course.

3.3 Unless otherwise indicated in the course catalogue, both compulsory teaching and examinations should be scheduled for weekdays between 8.00 a.m. and 5.00 p.m. Special reasons may require examinations at other times, for make-up examinations, for example.

Teaching and teaching materials

4.1 Under the Higher Education Ordinance, education must be free of charge. In accordance with a special decision by the Vice Chancellor regarding allowances to compensate students for extra costs for field trips and compulsory unpaid practicum periods, the University assists students in defraying costs in connection with trips, practicums, and field courses. This compensation does not cover photocopying or course literature (equiv.). However, students must not be required to purchase course literature, bulk collections, or other study materials from the department of anywhere else.

4.2 The University must strive to provide students with necessary access to electronic information resources, reference copies of course literature and other reference literature, advanced computing power and other equipment, along with reading places, group study rooms, and other such workplaces needed for their studies. As far as possible, these resources must be available to students also outside regular working hours.

4.3 As far as is practically and economically feasible, students writing major papers (15 credits) or degree projects must have a right freely to choose among established academic theories, methods, and research perspectives.

4.4 Guidelines for supervision of major papers and degree projects must be in place at the faculty and/or department level. Students must be informed about these guidelines at the beginning of the course. Among other things, this information should comprise statements about the separation of roles between the supervisor and the examiner, the extent and nature of supervision, the scope and formal construction of the paper/project, and the peer criticism process. It should also state in what language(s), besides Swedish, the paper or thesis may be written.

4.5 It must also be clear from the advance information when the final changes may be made before the project or other paper is graded.
4.6 Neither the supervisor or the examiner may deny a student the right to present his/her paper for examination.

4.7 If special reasons obtain, students should be allowed, upon request, to change supervisors for projects. If this change cannot be accommodated within the department, then an external supervisor must be engaged if this is practically and economically feasible.

**Examination**

5.1 Examination is an exercise of public authority and is performed by each examiner under his/her contractual responsibility. In cases where multiple examiners are working on the same course or examination, it is necessary for the examiners to consult each other, so that the assessment of student achievement is consistent. The same criteria for grading levels must be applied to both regular examinations and make-up examinations. The criteria must be clear and must be made known to the students.

5.2 Students must be informed of the rules that are in effect for a certain examination, for example, what aids they are permitted to use or (for group work) what the requirements are regarding individual achievement. By decision of the Vice Chancellor, written tests administered in examination halls must be anonymous.

5.3 If the grading of a certain assignment is tied to the deadline determined for its submission, it must be stated in advance what consequences any late submission will have. Special reasons for late submission must always be taken into consideration.

5.4 Unless special circumstances obtain, students have the right to have their examinations or other assessed work marked and graded within a maximum of 25 calendar days, but at least 14 calendar days before the make-up examination. Following the completion of marking and grading, examination results must be promptly reported to UPPDOK.

5.5 Any student with a documented need for a special certificate of results must be provided with such a certificate without delay.

5.6 Make-up examinations must be scheduled according to more detailed regulations established by the relevant faculty board and in such a manner that students' ability to continue to receive study financing and to continue their studies is not unduly jeopardized.

5.7 Make-up work or an alternative opportunity for compulsory elements must be offered to students who are not able to complete the regular compulsory element for special reasons, such as accidents, sudden illness, or the like.

5.8 Make-up examinations within a certain semester in various courses or course components should be scheduled for different dates, and also for dates and times that are different from compulsory elements in other course components during the semester.

5.9 Any student whose examination has been lost and any student who was given incorrect information about the day and time for an examination must be given the opportunity to take a new examination without delay, if it can be shown that the University bears the responsibility for what happened.
5.10 No student may be denied the opportunity to take an examination because s/he did not complete all compulsory elements before the examination date. To be passed, the student must be required instead to complete the compulsory element or make-up work as prescribed in Section 5.7. However, for examinations involving a third party (patients, for example) or where it is necessary for reasons of safety, it is permissible to require that relevant course elements are completed before the student is allowed to take an examination.

5.11 Any student who has twice taken and failed to pass an examination for a course or course component, which entails, under the Higher Education Ordinance, that s/he has a right to have another examiner appointed, but who cannot be assigned a new examiner for special reasons, has the right to undergo another form of examination.

5.12 The right to take part in a scheduled examination or to be assigned a practicum in order to receive a passing grade may be limited only by decision of the Vice Chancellor, and under the Higher Education Ordinance it may not be limited to fewer than five opportunities for examinations and two opportunities for practicums.

5.13 For courses that have been discontinued or have undergone major revisions, at least three examination opportunities must be provided during a period that should cover at least three semesters. Students are responsible for staying updated about changes in course content. However, the department must assist them with such information.

5.14 Each time grades have been assigned, students must be given the opportunity to have the examiner explain why a certain grade was given and, in cases where the marking was faulty, to arrange for the grade to be changed. If the student is informed of the result by picking up the original examination paper, the student must be informed that this circumstance may make it more difficult to have the grade changed after the fact. The student must then be given an opportunity to pick up a copy of the examination paper.

**Admission and selection**

6.1 Rules for eligibility and selection for a certain programme or course must be based on reasonable requirements for the successful completion of the programme in question. Changes in rules for eligibility and selection for educational programmes must be made with the greatest possible advance planning. For courses, changes must not be made during the period of validity for a certain course catalogue.