# Guide and template for rescheduling a course, course module or examination, and deviations from programme syllabus

The Vice-Chancellor has decided that teaching should take place using off-campus elements. Teaching using alternative teaching methods that do not involve person-to-person meetings or visits to university premises, such as online teaching, are preferred, provided that reasonable demands on quality can be satisfied and legal certainty can be maintained.

There may also be needs for making deviations from programme syllabi or changing place on courses within a study programme in which students have already been admitted.

In the *Rektors besluts- och delegationsordning för Umeå universitet* (reg. no FS 1.1-1142-19), the Vice-Chancellor delegates the following to the Faculty Board, and this authority cannot be passed on,

The Faculty Board is to approve and revise programme syllabus for study programmes, including reaching decisions on specific entry requirements. For interfaculty programmes, the host faculty makes decisions after consultation with the other faculties concerned.

In order to enable urgent decisions on deviations from programme syllabi, Umeå University must, for a limited period, adjust the order of delegation of authority for such decisions.

It has been established that examinations can be moved to another semester, primarily to the spring semester 2022, if the examination cannot be carried out on the original date.

When a course, module or examination is to be rescheduled, consideration for international students’ ability to complete their education must be taken. Please contact the International Office for support.

The person who makes decisions on necessary deviations from programme syllabi and rescheduling course instances, is responsible for ensuring that the decision is documented, registered in the registry and that the relevant students’ union is informed. Decisions must also be reported to the Faculty Board or to the board of the Umeå School of Education at the next assembly, at which point it must be noted in the minutes.

Please note that any changes regarded as necessary must, to the greatest extent possible, follow the original programme syllabus.

### When deviations from a programme syllabus are made and a course instance is rescheduled, the following must be taken into account

* Deviations must be designed so that the degree requirements can still be fulfilled even if changes to the programme syllabus take place.
* For courses in study programmes that are also offered as freestanding courses or are implemented together with other study programmes, consideration must be taken for the potential consequences of this alteration.
* How entry requirements to courses included in the programme can be affected.
* All deviations from the programme syllabus and course instance must be documented using the template below and must be entered into the registry without delay.
* Prior to such a decision, a student representative must be consulted if possible.
* The decision to make deviations must be communicated with the students concerned in such a way that it can be ensured that they have received the information.
* In the case that students, due to the rescheduling cannot achieve their credits for the semester when the course, module or exam should have taken place, a certificate of rescheduled/postponed course, module or examination must be filled out and submitted to thomas.wahlstrom@umu.se to be published on a joint webpage.

### Processing in Selma and Ladok

It is critical that no changes are made in Selma or Ladok without first contacting ladok@adm.umu.se. The programme representatives are responsible for stating which course is being postponed, but also which course is not offered in the autumn semester.

In case a course instance cannot be completed within the intended study period, the student must be re-registered to a later course instance. This could be an already planned, regular course instance, or one that is set up solely for this purpose. The re-registration ought to only comprise the credits remaining for the students, not the entire credits of the course.

Moving a module within the same course does not affect registration.

If an examination is to be rescheduled and the examination includes sign-up for students in Ladok, the date and sign-up period must be changed in Ladok. Students who have already signed up to the activity or examination are not automatically informed of the alteration, but must instead be informed through other means. When the examination has been completed, it is to be registered in Ladok under the date that the examination was carried out.

**Case management:**

1. The programme representatives check any potential and planned changes to module setups for the course. These must be processed manually to be correctly entered into Selma and Ladok. If changes are planned for the autumn semester 2021 (or later), please contact the Ladok team before moving on to point 2.
2. The programme representatives create “ett ej sökbart tillfälle” (a course instance that cannot be applied to) in Selma with the correct study periods.
3. The programme representatives submit a list to the Ladok team of which students are to be “admitted” to this new course instance.
4. The programme representatives register the students to the new course instance.

*Below is a template for decisions to conduct reschedulings or deviations. Text in italics should be replaced with the relevant information regarding the decision concerned.*

# Decision to reschedule a course, course module or examination, and deviations from a programme syllabus

The Vice-Chancellor of Umeå University has decided to allow courses, course modules and exams to be rescheduled as well as making deviations from programme syllabi to prevent the spread of COVID-19. Given this, *XX* has decided to reschedule *state the course/module/examination session name* until *state date*. *If the rescheduling leads to a deviation from programme syllabus, please also state this.*

The following applies:

1. *state what deviations have been made and what applies now*
2. *state for what period these deviations apply*
3. *state how students have been informed of the deviations.*

Umeå on

Signature

### Dispatched to

*State parties involved in the course, for instance lecturers, study administrators, students concerned and the relevant students’ union. The Faculty Board, alternatively the board of the Umeå School of Education, must also be included.*