# Guide and template for deviations from a programme syllabus and postponing a course instance

According to the Decision regarding the development of the spread of COVID-19 (reg. no FS 1.1-677-20), all teaching that involves presence in university premises must be cancelled and replaced with alternative forms of teaching. Should this not be possible, there may, in certain cases, be necessary to decide on deviations from programme syllabi or postpone a course instance to a later date in the extent necessary to prevent the spread of COVID-19. This could, for instance, be to change the order of courses within a degree programme, or to postpone a freestanding course for the future even if students have already been admitted. This goes for both course instances within degree programmes and course instances within freestanding course instances.

Decisions to revise programme syllabi and postpone course instances for the future *for this purpose,* can be made in a revised order to the one described in the Vice-Chancellor’s delegation of authority. Until 7 June, the Vice-Chancellor has delegated to deans and the director of the Umeå School of Education to make decisions referred to in the first paragraph. This delegation of authority may be further delegated during this period. Such further delegation of authority must be documented and registered. See decision Avsteg från utbildningsplan och flytt av kurstillfällen för att förhindra spridning av covid-19, FS 3.3.1-806-20.

The person who makes decisions on necessary deviations from programme syllabus and postponing course instances, is responsible for ensuring that the decision is documented, registered in the registry and 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 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 postponed, 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.
* That some courses within a programme can be offered as freestanding courses, and that other conditions apply to those.
* 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 as soon as possible.
* 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.

### Processing in Selma and Ladok

It is critical that no changes are made in Selma or Ladok without first contacting the Ladok team on ladok@adm.umu.se.

The programme representatives are responsible for stating what course is being postponed, but also what course is not offered in the spring semester.

Instructions:

1. The programme representatives check any potential and planned changes to module setups for the course in the autumn semester. Any such changes must be processed manually to be correctly entered into Selma and Ladok. If changes are planned for the autumn semester, please contact the Ladok team before moving on to point 2.
2. The programme representatives create “ett ej sökbart tillfälle” in Selma for spring semester 2020 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 deviate from a programme syllabus and/or postponing a course instance. The text in italics and grey should be replaced with information regarding the decision concerned.)*

# Decision to deviate from a programme syllabus and/or postponing a course instance

On 7 April, the Vice-Chancellor decided to allow deviations from programme syllabi and the postponement of course instances to prevent the spread of COVID-19. This opportunity to make decisions on deviations and postponements of course instances is valid from 7 April 2020 until 7 June 2020. See decision Avsteg från utbildningsplan och flytt av kurstillfällen för att förhindra spridning av covid-19, FS 3.3.1-806-20. Given this decision, the Faculty of *XX* decides *note if the decision regards a deviation from a programme syllabus and/or a postponement of a course instance* regarding *state the name of the programme/course and its code* starting on *state the start date*.

The following applies:

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

Umeå on DD MMMM YYYY

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.*