



Guidelines for Discontinuation of a course ¹

These guidelines were ratified by the Faculty Board the 27 May 2020 and became valid on the same day.

Dnr HS 2024/129

¹ This is a translation of the Swedish version (*Riktlinjer för avveckling av kurs, registration number HS 2020/406.*) In the event of any discrepancy, the Swedish version of this document shall prevail.

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1 Introduction

New courses are continuously established, and in certain cases, courses must also be discontinued. It is crucial that formal decisions are made regarding the discontinuation of courses and study programmes, so that it is clear for staff, students, and the surrounding community which courses and study programmes are included in the offerings of courses and study programmes at the University of Skövde (the University). In cases where a course is no longer offered (and where there are no plans to offer the course in the future), it should be discontinued. The primary reason for this is to provide students who have not achieved a passing grade with the opportunity for retake examinations, as outlined below. If a significant amount of time has passed since a course was last offered (three years or longer), a discontinuation process should typically be initiated.

2 Retake examination opportunities

After a decision to discontinue a course, three retake examination opportunities should normally be offered to the affected students, i.e., students who have not achieved a passing grade in the course.

In cases where the examination consists of laboratory assignments or placement, the number of examination opportunities is limited to two.² In such cases, no additional retake examination opportunities are provided upon the discontinuation of the course, provided that two examination opportunities have already been offered.

Retake examinations during the discontinuation of a course typically follow the same format as in previous examination sessions, as outlined in the course syllabus. In exceptional cases, adjustments to the examination format may be necessary, especially if the examination component involves some form of group assignment. Decisions on such exceptions are made by the relevant curriculum committee.

If a significant amount of time has passed since the course was last offered (five years or longer), an assessment is made to determine whether there is a need for retake examinations after the course has been discontinued. This assessment is carried out by the relevant curriculum committee.

² The limitation of the number of examination opportunities is regulated in the Guidelines for examination in first- and second-cycle studies.

3 Retake examination periods

Retake examination periods for the discontinuation of a course will be communicated via the University's website.

In most cases, a specific letter will be sent to the affected students who have been registered for the course during either of the last two terms³ to inform them of the discontinuation of the course and the scheduled retake examination opportunities. If the number of students in this group is very large (200 or more), a letter may typically not be sent, and information will be provided solely on the University's website (as mentioned above).

Retake examination opportunities will occur over a period of one year (two terms), with the first opportunity scheduled no earlier than the term following the term in which the course was last offered. There should be a minimum of six weeks between retake examination opportunities. Information about the retake examination schedule will be communicated well in advance (at least two months) before the first opportunity.

4 The process of the discontinuation decision

A discontinuation of a course is normally initiated by the Subject Representative or the Subject Coordinator. The Course Coordinator⁴, acting on behalf of the Subject Representative or Subject Coordinator, submits documentation for the discontinuation of the course to the Educational Issues Officer. A template for the documentation is available on the Staff Portal. If an on-Campus exam is included as an assessment component in the course, the Educational Issues Officer contacts the Examination Administration regarding exam times. The documentation for the discontinuation of the course is confirmed with the Subject Representative or Subject Coordinator. The matter is then brought up for decision at the next meeting of the curriculum committee.

Once a decision to discontinue the course has been made by the curriculum committee, affected students are informed about the discontinuation and the schedule for retake examinations (see above). The publication of this information on the University's website is carried out by the Registry Officer, and letters are sent out by the Educational Issues Officer. The Educational Issues Officer has the overall responsibility for ensuring that students receive information

³ "The last two terms" refers to the two terms during which the course was last offered.

⁴ If there is no Course Coordinator and/or Examiner, the Subject Representative or the Subject Coordinator is responsible for ensuring that the relevant Head of Division appoints these functions.

about the discontinuation of the course and the schedule for retake examinations.

The Educational Issues Officer is responsible for archiving the discontinuation decision in the University's central registry. Furthermore, the Educational Issues Officer should dispatch the decision and mark the course syllabus as discontinued in the operation system KursInfo, the University's local database for courses and study programmes.

5 Courses included in a study programme to be discontinued

If the course is part of a study programme (a degree programme and/or a subject) that is being discontinued, special consultation should take place with relevant functions regarding the timing of the discontinuation process. The relevant functions are primarily Subject Representatives or Subject Coordinators, Programme Coordinators and Study and Career Counsellors.

6 Taking effect

These guidelines are taking effect on 2020-05-27 and replace guidelines from September 2015 (ref. HS 2015/526).