



Decision-maker: Pro-Vice-Chancellor	Registry number: BTH-1.1.3-0232-2019
Date: 03.06.2021	Status: ESTABLISHED

Guidelines för adapted programme syllabuses

Purpose

To the greatest possible extent, students shall follow the programme syllabus. When this is no longer possible, the programme syllabus may be revised by changing the order of courses or replacing one or more courses in accordance with BTH's procedure for adapting programme syllabuses. This procedure results in a revised programme syllabus that leads to the same degree and is equivalent to the original programme syllabus in terms of its scope, content and objectives. Revision may however mean that the time between starting the programme and graduating is longer than originally intended.

Prerequisites

Students should primarily reregister for non-completed courses included in the programme, and this may be combined with an adapted programme syllabus in order to plan a complete semester of study. It is not possible to establish an adapted programme syllabus once the programme has been discontinued. If there is no programme manager, an adapted syllabus may be established or rejected once the Academic and Administration Support Office has investigated the relevant courses, estimated the time needed for administration, and identified a possible decision-maker (usually the Dean).

If the student has missed a course because they did not meet the entry requirements, but they are now qualified, then no adapted programme syllabus is required; registration may take place once their registration application is approved. If the student wishes to change an elective course, no adapted programme syllabus is required; the student should contact the Admissions Office. Valid reasons to reject a request for an adapted programme syllabus include a lack of courses relevant to the programme, no available places on courses, or a lack of other resources needed to implement the adapted syllabus.

Criteria for establishing an adapted programme syllabus

An adapted programme syllabus may be established when the student fulfils any of the following criteria. The student:

- wishes to recommence their studies after approved leave from studies;
- has been or is formally on sick leave and has therefore been unable to study;
- has been admitted to a later part of a programme;
- has not passed courses that are no longer given (reregistration is no longer possible);
- has special reasons (e.g., study abroad or admittance to a later part of the study programme) and the programme manager deems that the student has the capacity to benefit from more than full-time study in order to complete the programme syllabus;
- is admitted to the Blekinge Institute of Technology Sports Academy Level 1 and has therefore been given the opportunity to study part time; or
- has a decision by the Swedish Board of Student Finance (CSN) for a reduced rate of study and Blekinge Institute of Technology is able to offer courses at the corresponding rate of study.

Procedures and decisions

Students can apply for an adapted programme syllabus using the e-form in the Student Portal or by completing a paper form. Decisions are made for one semester at a time.

A transfer to another programme instance (a programme with the same programme code that starts at a different time) may be considered when administering a request for an adapted programme syllabus. This can be implemented if it leads to the student catching up with their studies, but only with the approval of the student and the programme manager. A transfer to another programme instance is only possible if a place is available in the programme instance in question.

The decision to grant or reject a request for an adapted programme syllabus is made by the head of the Academic and Administration Support Office. In borderline cases, the head of the Academic and Administration Support Office will reach a decision after consultation with the programme manager.

Programme managers decide on the following: 1. Whether to change the order of courses within a programme syllabus and replacing courses (in accordance with the course syllabus). The title of the replacement course and replaced course shall be stated in the decision. 2. Reregistration in the event that such a course instance is planned for the semester.

The Pro-Vice-Chancellor and Deans decide jointly on changing courses in programme syllabuses; new and replaced courses shall be stated in the decision.