**INTERNATIONAL SUMMER COURSES (BACHELOR’S AND MASTER’S LEVEL)
AT THE FACULTY OF LANDSCAPE ARCHITECTURE, HORTICULTURE AND CROP PRODUCTION SCIENCE**

Each year, the Swedish University of Agricultural Sciences offers international summer courses, which usually take place over the course of a few weeks in the summer. This procedure is to ensure that these courses are delivered consistently and in accordance with the law, and also provides support to course leaders in terms of what to bear in mind when they want to hold an international summer course.

SLU prioritises cooperation within the networks [NOVA (BOVA)](https://internt.slu.se/sv/utbildning-forskning-foma/samverkan/internationell-samverkan/internationellt-utbildningssamarbete/natverk-/nova-the-nordic-forestry-veterinary-and-agricultural-university-network/) and [ELLS](https://internt.slu.se/sv/utbildning-forskning-foma/samverkan/internationell-samverkan/internationellt-utbildningssamarbete/natverk-/ells/). The SLU staff web contains [more information about international educational cooperation](https://internt.slu.se/sv/utbildning-forskning-foma/samverkan/internationell-samverkan/internationellt-utbildningssamarbete/), but the following is a brief summary of these sources of funding.

* NOVA: No funding specifically for summer schools, but it is possible to obtain funding for a NOVA course at Master’s or doctoral level, if the planning is “joint Nordic” and if students from two NOVA member universities other than that at which the course is held are participating (minimum of 12 students). Applications concerning PhD courses and master's courses above EUR 5,000 have three application deadlines per year (February, May, October). For other master's courses and projects below the above-mentioned cost threshold, applications are reviewed continuously.
* ELLS’ application round for summer courses the following year closes on 30/8. ELLS has an excellent [manual](https://www.uni-hohenheim.de/fileadmin/einrichtungen/ells/Joint-programmes/IRO_Summer_School_MANUAL-Update-10-2013_01.pdf) setting out what to bear in mind when organising summer schools.
* Within the Erasmus+ programme, it is possible to apply for funding for summer schools as part of a university network (Strategic Partners)

*An employee who wants to hold an international summer course has to discuss this with the department's director of undergraduate studies. The head of department is informed by course leaders/directors of undergraduate studies (depending on the departmental procedures). If the course is intended to attract students from SLU, it is also appropriate to discuss the course with the programme directors of studies concerned.*

*Note that if you wish to take in a certain number of students from certain universities, there must be an exchange agreement in place. Admissions officers at Ultuna handle all aspects regarding selection and admission so it is very important that the admission requirements and selection criteria are correctly worded. The Education Centre provides help with this.*

**As international summer courses are usually conceived and planned closer to the course date than the regular programme courses, these courses have deadlines a year later than is the case for other courses.**

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| **The calendar year prior to the start of course – year N-1** |
| **May/June** |
| Proposal  | In conjunction with the first discussions about a framework schedule (academic year N/N+1), the director of undergraduate studies at the department provide information about an intended international summer course (year N) (title, number of credits, contents, target group, times, etc.) to the faculty programme director and any concerned programme directors of studies |
| **Spring/early summer/August** |
| Application  | A copy of the application to the source of funding must be submitted to the faculty programme director who informs the vice-dean of undergraduate studies. |
| Administrative support (Education Centre) | The faculty programme director appoints a responsible education officer and an education administrator (if the course is taught in Alnarp) and informs the course leader of this. |
| Information for the Division of Educational Affairs | The education officer informs the Admissions Unit about the intended summer course. When necessary, also discuss the admissions round, deadlines, selection groups and other issues. If necessary, the Admissions Unit will then inform SLU's international mobility group (international officers). |
| **September** |
| Course date | The programme board makes a decision regarding the course date for international summer courses (year N) in conjunction with decisions about the framework timetable for the programme (academic year N/N+1). The programme board decides whether the course is to be included in its proposal for the allocation of resources for undergraduate studies.Courses must be linked to a programme in order for it to be possible for exchange students to apply for them. |
| **October** |
| Course syllabus | The course leader discusses the course syllabus with the education officer and completes it. The education officer gives the final version to the education administrator, who enters the course syllabus into SLUkurs. |
| **November** |
| Course syllabus | The programme board approves the course syllabus in conjunction with the approval of other courses.  |
| Course code | The education officer approves the submitted course syllabus and enters the number of places and possible prior admission into SLUkurs. |
| Selection criteria | The education officer informs the Admissions Unit of the course code, distribution of students between Swedish and foreign universities and proposes selection groups and distribution of students from Swedish and foreign universities (decided by the vice-chancellor). Anything other than “open competition” for the places requires a decision by the vice-chancellor regarding special selection criteria. |
| Link to application | When appropriate, the mobility group informs the education officer of the link used for applications from foreign universities.The education officer ensures that the course syllabus and other websites showing the course (e.g. NOVA, ELLS) clearly state that students from Swedish and foreign universities register in different ways and how this is done. |
| **The calendar year in which the course starts – year N** |
| **January** |
| Vice-chancellor's decision | The education officer submits documentation for a possible decision by the vice- chancellor regarding the selection of those who will be admitted to the Admissions Unit.  |
| **February/March** |
| Information to students | If necessary, the education administrator sends out information (advertising) from course leaders to selected groups of students.The education administrator informs the mobility group if there is a need for it to help with disseminating information among SLU's partner universities. |
| Potential collaboration with foreign universities | The education administrator collaborates with the contact person from the foreign university regarding applications, start of the course and contact information.  |
| Any accommodation and food | If necessary, the education administrator can be of assistance when it comes to information concerning transport and lunch vouchers, as well as contact with Christina Johansson, SLU, regarding student housing in Alnarp. |
| Applying for the course | Students from foreign universities with exchange agreements apply through MoveOn via a link on the SLU website. Students from other foreign universities apply through universityadmissions.se.Students from Swedish universities apply through antagning.se.Registration is open from around 22 Feb to 15 March (national application round).In the event of a specific requirement, another application period can be given for exchange students. If the course leader so wishes, the education officer has a dialogue with the admissions office and the mobility group about the feasibility of this. |
| Review of eligibility | The Admissions Unit reviews the applicants' eligibility. The course leader or other expert in the subject will be contacted for help with any potential equivalence assessment. |
| **April** |
| Selection | The selection from the Admissions Unit is made at the end of April. The accepted students are transferred over in Ladok at the beginning of May. |
| **May/June** |  |
| Admitted students  | The education administratorbrings up a list in Ladok (UT39, expected participants and reserves) and submits it to the course leader. |
| Acceptance letters  | The education administrator sends acceptance letters to students who have been admitted. |
| Information to students | The education administrator continuously provides information to students via the course website and Fronter, in agreement with the course leader. |
| Admission from a waiting list  | When the education administrator is notified by a student that they have declined their place, the education administrator contacts a reserve either via telephone or email. Reserves are called in a strict order of precedence within the respective selection group.  |
| **June/July/August** |  |
| **Course period** |
| Admitted students | **The education administrator sends a list containing the names of admitted students to the course leader about a week prior to the start of the course. After roll-call and registration in Ladok, the names, email addresses and mobile numbers of the students will be visible to the course leader on the course website.** |
| Student representative for course evaluation | **At the start of the course, the student group chooses a representative for the course evaluation. The course leader adds the name of the appointed representative to the course website. The student is paid a fee of SEK 400. The fee is taxable.** |
| **After the course** |
| Reporting results | **Grades are reported to the education administrator no later than 15 days after completion of the course. The course's examiner has to sign the list of results from Ladok and promptly return it to the education administrator before definitive the grades can be definitively inserted. The examination date indicated when reporting is to be the date the examination took place.** |
| Course certificate | **The education administrator only issues a course certificate to students upon special request.** |
| Archival | **The course director is responsible for ensuring that examination documentation, timetable, reading list and course evaluation are archived in the department responsible for the course.****The education administrator is responsible for the archival of registration and result lists from Ladok.** |

*Selected Swedish nomenclature:*

Admissions Unit - antagningsenheten

director of undergraduate studies at the department – GU-ansvarig

education administrator – utbildningsadministratör

Education Centre – utbildningscentrum

education officer – utbildningshandläggare

faculty programme director – utbildningsledare

head of department – prefekt

programme director of studies – programstudierektor