



LTH
FACULTY OF
ENGINEERING

GUIDELINES

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Recipients

The Education Board, LG GU

Heads of department

Programme planners

Human Resources division

Directors of first and second cycle studies

Faculty Office, Division for
Programme Services
Peter Gustafsson, Head of Division

Guidelines for assignments as examiner or course director

The dean of LTH has delegated to the heads of department the responsibility for appointing examiners for courses in the first and second cycles (this role cannot be further delegated).

The assignment as examiner is not to be confused with that of a course director, although nothing prevents the same person from being assigned both roles.

Examiner

The head of department appoints an examiner by a decision which is to be documented and registered. Authority to certify grades in Ladok is ordered via Lucat.

An examiner is to be appointed for each course. The examiner is the teaching staff member responsible for ensuring that the assessment takes a suitable form in compliance with the course syllabus and that marking/assessment is consistent. The examiner certifies the results in Ladok. If the examiner and the course director are different people, planning is done in consultation between them. An examiner is to be very familiar with the disciplinary content of the course.

The Higher Education Ordinance states that the grade shall be determined by a teacher specifically nominated by the higher education institution (the examiner). The examiner is also to take decisions on the rectification of a typographical error or similar concerning a grade, and on the review of a grading decision.

In order to be eligible for appointment as an examiner and thereby to take public authority decisions, a person must be employed as a teaching staff member at Lund University. The examiner is to have a permanent employment position. People other than those employed as a teaching staff member at Lund University cannot be appointed as examiners. Assessment cannot be transferred to a company or equivalent.

Pursuant to the Appointment Rules, a teaching staff member at Lund University is one of the following:

- professor
- visiting professor
- adjunct professor
- post-retirement professor
- senior lecturer
- adjunct senior lecturer
- associate senior lecturer
- postdoc
- lecturer
- adjunct lecturer

LTH's additional requirements vary for examiners of e.g. degree project courses; see relevant course syllabus.

An examiner is obliged to act objectively and impartially when managing grading matters. Compliance with the Public Administration Act's rules on conflict of interest is particularly important.

Read more:

- Sections 16, 17 and 18 of the Public Administration Act,
- Chapter 6, Sections 18, 22, 23, 24 and 32 of the Higher Education Ordinance
- LTH's course syllabi
- the List of Rights for Students at Lund University
- The dean of LTH's Allocation of Responsibilities and Decision-making Powers at the Faculty of Engineering paragraph 7
- and the Swedish Higher Education Authority's report on Fair Examination.

Course director

The course director is appointed by the head of department. The assignment is documented in LubasPP in connection with approval of the course syllabus. The course director should be a person with a permanent position and training in teaching and learning in higher education, preferably a teaching staff member.

The assignment as course director is not formally regulated in the same way as that of an examiner and usually comprises administrative tasks relating to a course.

The assignment is to plan, implement, follow-up and develop a course within a given framework, and to ensure that it functions as a coherent whole based on the course syllabus. Courses are to be implemented according to applicable rules and regulations.

The course director needs to have sound disciplinary knowledge to communicate with students, teaching staff and lecturers about the course's learning outcomes, content and the educational approach that is to support the learning process. In cases where the examiner and the course director are two different people, coordination is required on assessments and the development of the course.

The course director informs the students on the course's aim, learning outcomes, content, structure, performance requirements, forms of study and assessment, rules on plagiarism, accessible support resources and results of previous course evaluations. The course director needs to be available to students to answer their course-related questions.

The course director ensures that documentation is handed over to the education administrator after the start of the course to check course registrations in Ladok and to report study results for grades to be entered in Ladok.

The course director coordinates the course's teaching staff resources, is responsible for dividing students into groups where relevant and for creating and maintaining the course page on the learning platform.

In certain cases, it may be appropriate for the course directors to attend the agreement meetings organised between study programmes and departments. At LTH, the course director often

functions as the contact person for timetabling of the course in question.

Read more:

- Policy for evaluation of courses in the first and second cycles at LTH
- Instructions for reporting course evaluations at LTH.

The present decision was taken by the undersigned Deputy Dean Annika Mårtensson after a presentation in LG GU by Peter Gustafsson, head of division for programme services.

Annika Mårtensson

Peter Gustafsson