



LUNDS  
UNIVERSITET

LTH

LUNDS TEKNISKA  
HÖGSKOLA

# Quick guide - FUD

COURSE DATABASE FOR PHD COURSES

[www.lth.se](http://www.lth.se)

# Introduction

- PhD courses shall have an established course syllabus (Dnr U 2021/896). <sup>1)</sup>
- Course syllabi are submitted through FUD at: <https://fukurser.lth.se/fud/>
- You log in with your LU account (Lucat-ID and password).
- A user is automatically assigned a Course Coordinator role based on the organisational roles registered in Lucat. For different level of authorisation, please contact: [FUD\\_support@lth.lu.se](mailto:FUD_support@lth.lu.se).
- To be eligible for economic compensation for a general PhD course, the course occasion must be registered in Ladok no later than six weeks before the start of the course. More info is found in “LTH Fördelningsbeslut 2022” (STYR 2021/2252, page 29).

<sup>1)</sup> Course syllabi shall be approved in Swedish and shall be translated into English, unless there are valid reasons to the contrary.

# Useful info

- Remember to capitalize the English course title.
- Bullets are automatically added in the Goals section (see course syllabus preview).
- If the number of places are limited, remember to specify the selection criteria in the syllabus.
- Any prerequisites and/or requirements for the course should be stated.
- The course syllabus is reviewed in two steps and any feedback is given before the course syllabus is officially established.
- The course occasion is created in Ladok. You can add and publish the course occasion in FUD if you want to add contact information.
- The quick links on the last page give direct access to the menu items.



# User roles in FUD

## **Course Coordinator**

This role is automatically assigned to first time users. It allows to create courses for organisational units based on the information registered in Lucat. It gives permission to add and edit course syllabi. A course syllabus that has been handed in must be returned all the way to the Course Coordinator before editing is possible.

### **Some tasks performed by the Course Coordinator:**

- Add courses and course syllabi in FUD.
- Revise the course syllabus when needed.
- Submit the new or revised course syllabus for Department Administrator approval.

## **Department Administrator**

In addition to the default user permissions, the Department Administrators can hand in course syllabi to Coordinators and if needed return the course syllabus to the Course Coordinator. The Department Administrator receives an email notification when a course syllabus is submitted. They also have access to the user administration.

## **Coordinator**

The role gives permission to establish course syllabi for all LTH organisational units on the behalf of the Research Board. Coordinators can edit and return course syllabi but can't add own courses or course syllabi. If the access level needs to be temporarily changed, send an email to: [FUD\\_support@lth.lu.se](mailto:FUD_support@lth.lu.se)

# Add Course

1. Navigate to <https://fukurser.lth.se/fud/admin/> and sign in with your LU account. The link takes you directly to the Course Administration tab.
2. Click **Course** and then **Add Course** in the submenu to add a new course or use the quick link to navigate directly to Add Course before you sign in.
3. To save the course, scroll down to the Actions section and click **Save the course to the database**. No data is automatically saved. Required minimum data before saving are marked with an asterisk (\*).
4. Remember to logout.

## Course Code

When the course syllabus is established, a course code request is automatically sent to FUD support. Once the course code has been entered in FUD, an automatic e-mail confirmation is sent to all concerned parties.

The screenshot shows the FUD Course Administration interface. At the top, there are navigation tabs: Search, Course Administration (selected), User Administration, Logout, Help, and Contact. Below the tabs, it says "Logged in as stu-mko (Minna Kokko)". A sidebar menu on the left has a "Course" tab selected, with sub-items: Add Course, Edit Course, and Assign Course Code. Below the sidebar are buttons for "Course Syllabus" and "Course Occasion". A callout box points to the "Add Course" sub-item, containing the text: "Click **Course** > **Add Course** or use this quick link to directly add a course: <https://fukurser.lth.se/fud/admin/course/add/>".

The main content area is titled "New Course" and contains several sections:

- General**: Course code: ??0640F, Status: Temporary
- Course Name**: \*Swedish: [input field], \*English: [input field]
- Course Extent**: Credits: 5, Credits must be numeric multiples of 0.5.
- Type of Instruction**: Course type: Third-cycle course (dropdown menu). Below this, a note states: "If the option 'Course given jointly for second and third cycle' is selected, at least one course code for course in second cycle must be entered in the field 'Administrative Information' below."
- Administrative Information**: \*Division: 7342 (Department of Design Sciences / Industrial Design) (dropdown menu). Below this are fields for "Course code 1 for second-cycle course:", "Course code 2 for second-cycle course:", and "Course code 3 for second-cycle course:".

A callout box at the bottom left of the form says: "Remember to **save** since no data is autosaved."

# Edit Course

To edit saved content or to add details:

1. Log in to <https://fukurser.lth.se/fud/admin/> If you prefer, you can use the quick link (see last page) and get to the course list directly (then skip item 2).
2. Go to **Course > Edit course**. A course list will be displayed after some time. High-level users have longer access time.
3. Find your course (e.g. press CTRL+ F and write the course code in the search box). Click the **course code** link to open your course in edit mode.
4. Remember to save when you're done. Scroll down to the Actions section and click **Save the course to the database**. You can edit the course until the course syllabus has been established.

*Note that while editing, the course is protected by a session lock, which persists until you logout, just closing the web browser will not remove the lock. After logging out it's possible for others to edit the course content.*

Search | Course Administration | User Administration | Logout | Help | Contact

Logged in as stu-mko (Minna K...)

Course

- Add Course
- Edit Course
- Assign Course Code

Course Syllabus

Course Occasion

## Edit Course

538 courses. [Add New Course](#)

Course code	Name	Division
<a href="#">??0242F</a>	Paper Mechanics	Solid Mechanics
<a href="#">??0277F</a>	Science communication for the Public	Solid Mechanics
<a href="#">??0293F</a>	Collective Action	Real Estate Science
<a href="#">??0343F</a>	Strategies for the adequacy of communications	Environmental and Energy Systems Studies
<a href="#">??0349F</a>	Recurring Approaches, Ideas and Structures In Numerical Analysis	Numerical Analysis
<a href="#">??0369F</a>	HVDC Grids	Industrial Electrical Engineering and Automation
<a href="#">??0373F</a>	Seminar in Numerical Analysis	Numerical Analysis
<a href="#">??0413F</a>	Introduction to Reinforcement Learning	Mathematics
<a href="#">??0421F</a>	Productions and Materials Engineering	Productions and Materials Engineering
<a href="#">??0492F</a>	Advanced Materials Technology	Materials Engineering
<a href="#">??0493F</a>	Light Materials	Materials Engineering
<a href="#">??0494F</a>	High Temperature Materials	Materials Engineering
<a href="#">??0495F</a>	Powder Technology	Materials Engineering
<a href="#">??0564F</a>	Intelligent Autonomous Systems	Computer Science (LTH)
<a href="#">??0585F</a>	Protein formulation for solutions	Food Technology
<a href="#">??0586F</a>	Protein formulation for solutions	Food Technology

# Add Course Syllabus

To add a new or revised course syllabus:

1. Go to <https://fukurser.lth.se/fud/admin/> and sign in with your Lucat login details.
2. Click **Course Syllabus > Add Course Syllabus**. A course list will be displayed but it might take some time.
3. To add a new course syllabus, find your course and click the **course code** link.
4. To save the content, scroll down to the field Actions and click **Save the course to the database**. No data is autosaved. You can edit the course syllabus until it has been established. If it has been submitted, it needs to be returned to you, before editing is possible.

You can add as many course syllabi as you wish. Any current established syllabus will be used as a template.

Search | Course Administration | User Administration | Logout | Help | Contact

logged in as stu-mko (Minna Kokko).

Course

Course Syllabus ←

- Add Course Syllabus ←
- Edit Course Syllabus
- Establish Course Syllabus

Course Occasion

## New Course Syllabus

Course code: EDAG05F

Valid from: Spring 2023 ▼

The course syllabus has been handed in to department administrator [ ]

The course syllabus has been handed in to coordinator [ ]

The course syllabus is established [ ]

Note that "Valid from" can not be edited after saving.

### General

Teaching language: English / Swedish

Use Ctrl + click in order to select multiple choices or to deselect choices. Deselected choices will be removed.

Given: Every autumn semester ▼

If the option 'If sufficient demand' is selected, information about what this means should be entered in the field 'Miscellaneous information'.

Course web page: <https://cs.lth.se/edag05/>

Justification for new course syllabus: Provide the existing course EDAG05 to PhD students

### Aim

Swedish: Att ge kunskaper om och praktisk erfarenhet av hur man samverkar i ett team för att ta fram programvara. Fokus ligger på

English: To give knowledge and practical experience of how to develop

# Edit Course Syllabus

1. To edit or add information to a course syllabus go to <https://fukurser.lth.se/fud/admin/> and sign in.
2. Click **Course Syllabus** > **Edit Course Syllabus**
3. Find your course (e.g. CTRL + F + course code) in the displayed list. Click the **course code** link to open the course syllabus in edit mode.
4. Remember to **save** when you're done editing.

If you want to revise a syllabus, select **Add Course Syllabus** instead. The previous established syllabus will be used as a template.

The screenshot shows the 'Edit Course Syllabus' page. On the left, a sidebar menu has 'Course Syllabus' selected, with a sub-menu containing 'Add Course Syllabus', 'Edit Course Syllabus', and 'Establish Course Syllabus'. A callout bubble points to 'Edit Course Syllabus' with the text: 'Go to **Course Syllabus**. Click **Edit Course Syllabus** in the submenu.' Below the sidebar is a 'Course Occasion' section. The main content area is titled 'Edit Course Syllabus' and contains the text 'Please select course syllabus below.' and '621 course syllabi.' Below this is a table of course syllabi.

Course code	Course Name	Division	Established
<a href="#">AAM001F</a>	A Review of Environmental Psychology	Architecture	2014-01-14
<a href="#">GEM065F</a>	Academic Writing for Publication in the Engineering and Science Disciplines	Doctoral Research Training	2013-05-28
<a href="#">FRT235F</a>	Adaptive Control	Automatic Control	2021-02-02
<a href="#">KET125F</a>	Adsorption	Chemical Engineering	
<a href="#">KET125F</a>	Adsorption	Chemical Engineering	2020-05-13
<a href="#">BME001F</a>	Advanced Academic Writing	Biomedical Engineering	2020-03-04
<a href="#">ETIN60F</a>	Advanced AD/DA Converters	Electrical and Information Technology	2013-08-12
<a href="#">EDAN55F</a>	Advanced Algorithms	Computer Science (LTH)	2017-03-22
<a href="#">ETIN75F</a>	Advanced Analogue Design	Electrical and Information Technology	2013-02-25
<a href="#">KIM020F</a>	Advanced Biological Mass Spectrometry	Immunotechnology	2014-02-03
<a href="#">MVKN55F</a>	Advanced Combustion Engine Concepts	Energy Sciences	2019-10-27

A callout bubble points to the 'course code' column of the table with the text: 'Click the **course hyperlink** to get to edit mode. Remember to choose the right one, if there are multiple versions.'



# Submit Course Syllabus

1. When you wish to submit the course syllabus, sign in at <https://fukurser.lth.se/fud/admin/>
2. Click **Course Syllabus > Edit Course Syllabus**.
3. Select the course syllabus from the displayed list by clicking on the current **course hyperlink**.
4. Scroll down to the Actions field and click **Hand in the Course Syllabus to Department Administrator**.

The Department Administrator, in turn, will hand it in to the Coordinator representing the Research Board (FUN) for a second review and establishment. If necessary, the Coordinator and the Department Administrator can return the course syllabus for completion.

Course

Course Syllabus

- Add Course Syllabus
- Edit Course Syllabus
- Establish Course Syllabus

Course Occasion

**EDA045F Program Analysis 7.5 c**

Course code: EDA045F

Valid from: Spring 2019

The course syllabus has been handed in to department administrator [ ]

The course syllabus has been handed in to coordinator [ ]

The course syllabus is established [ ]

**General**

Teaching language: English / Swedish

Use Ctrl + click in order to select multiple choices or to deselect choices. Deselected choices will be removed.

Given: Every other autumn semester

If the option 'If sufficient demand' is selected, information about what this means should be entered in the field 'Miscellaneous information'.

Course web page:

Click **Course Syllabus > Edit Course Syllabus**. When the course list displays click the **course hyperlink**

## Actions

Scroll down to Actions and click **Hand in the course syllabus to department administrator**

Save the course syllabus to the database

Hand in the course syllabus to department administrator

# Add Course Occasion

Once the course syllabus is established, you can add a course offering. The course occasion is created in Ladok and it's optional to add it in FUD.

1. Login to <https://fukurser.lth.se/fud/admin/>
2. Click **Course Occasion** to show the submenu, then click **Add Course Occasion**.
3. When the course list displays, find your course and click the **course code** link.
4. When the details about the course occasion are completed, use the **save** option at the bottom of the page in the Actions field.

*Note that the start date can't be edited after saving.*

Course

Course Syllabus

Course Occasion

- Add Course Occasion
- Edit Course Occasion

Click **Course Occasion > Add Course Occasion**

## New Course Occasion

Please select established course syllabus with course code below.

561 course syllabi.

Course code ▼	Course Name ▼	Division ▼	Established ▼
<a href="#">AAA030F</a>	Tendencies in architectural and urban research	Architecture	2019-12-01
<a href="#">AAA035F</a>	Temporality (Tendencies in Architectural and Urban Research)	Architecture	2014-12-12
<a href="#">AAA040F</a>	Exhibiting Architecture or Architectural Exhibitionism	Architecture	2021-01-25
<a href="#">AAM001F</a>	A Review of Environmental Psychology	Architecture	2014-01-14
<a href="#">AAM005F</a>	Environmental Psychology Research - Study Design and Methods	Architecture	2013-08-26
<a href="#">AAM010F</a>	History and Development of Environmental Psychology	Architecture and Built Environment	2015-06-02
<a href="#">AEB001F</a>	Advanced Lighting Simulation Course	Energy and Building Design	2016-06-21
<a href="#">BME001F</a>	Advanced Academic Writing	Biomedical Engineering	2020-03-04
<a href="#">BMEA01F</a>	Medicine for Engineers	Biomedical Engineering	2019-12-05
<a href="#">BMEN01F</a>	Biomedical Signal Processing	Biomedical Engineering	2017-05-23

Click the **course code** link to add a new course occasion.

# Edit Course Occasion

1. Go to <https://fukurser.lth.se/fud/admin/> and sign in with your Lucat login.
2. Click **Course Occasion > Edit Course Occasion**.
3. When the course list displays, find the course occasion you wish to edit. Click the **course code** link to open the course occasion in edit mode.
4. Remember to **save** when you're done editing. The course occasion can be edited until it's published.

Search | Course Administration | User Administration | Logout | Help | Contact

Logged in as stu-mko (Minna Kok)

Click **Course Occasion > Edit Course Occasion**

Course

Course Syllabus

Course Occasion

- Add Course Occasion
- Edit Course Occasion

## Edit Course Occasion

Please select course occasion below.

346 course occasions.

Course code ▼	Course Name ▼	Division ▼	Established ▼
<a href="#">AAM005F</a>	Environmental Psychology Research - Study Design and Methods	Architecture	
<a href="#">AAM005F</a>	Environmental Psychology Research - Study Design and Methods	Architecture	2015-12-04
<a href="#">BME001F</a>	Advanced Academic Writing	Biomedical Engineering	
<a href="#">BME001F</a>	Advanced Academic Writing	Biomedical Engineering	
<a href="#">BMEN01F</a>	Biomedical Signal Processing	Biomedical Engineering	2018-02-05
<a href="#">BMEN01F</a>	Biomedical Signal Processing	Biomedical Engineering	2019-02-07
<a href="#">BMEN01F</a>	Biomedical Signal Processing	Biomedical Engineering	2020-02-17
<a href="#">BMEN05F</a>	Biomechanics	Biomedical Engineering	2018-05-29
<a href="#">BMEN05F</a>	Biomechanics	Biomedical Engineering	2019-05-06

Click the **course code** link for the current course occasion.

# Publish Course Occasion

To make the course occasion available for applicants, the course occasion needs to be published in the database.

1. Login to <https://fukurser.lth.se/fud/admin/>
2. Click **Course Occasion > Edit Course Occasion**.
3. Wait until the course list displays, then click the current **course code link** to open the course occasion in edit mode.
4. Scroll down to Actions section and click **Publish Course Occasion**.

Course

Course Syllabus

Course Occasion ←

- Add Course Occasion
- Edit Course Occasion ←

## EIEN50F Automation 7.5 c

**Course Syllabus**

Course code: EIEN50F  
Valid from: Spring 2021

**Course Occasion**

Start date: 2022 01 17

End date: 2022 06 05

City: Lund

Course pace: Full time

Minimum number of participants: 1

Maximum number of participants:

*Maximum number of participants cannot be entered since details about the selection process have not been specified in the course syllabus.*

Click **Course Occasion > Edit Course Occasion > Course** hyper link

Scroll down to Actions and click **Publish Course Occasion**

**Actions**

Save the course occasion to the database

Publish Course Occasion

# Quick links

Sign in via these direct links and you can skip clicking through a menu item or two, but you still need to wait for the course list to display.

## **Course**

Add Course

<https://fukurser.lth.se/fud/admin/course/add/>

Edit Course

<https://fukurser.lth.se/fud/admin/course/edit/>

## **Course Syllabus**

Add Course Syllabus (New/Revised)

<https://fukurser.lth.se/fud/admin/courseplan/add/>

Edit/Submit Course Syllabus

<https://fukurser.lth.se/fud/admin/courseplan/edit/>

## **Course Occasion**

Add Course Occasion

<https://fukurser.lth.se/fud/admin/courseoccasion/add/>

Edit/Publish Course Occasion

<https://fukurser.lth.se/fud/admin/courseoccasion/edit/>



**LUNDS**  
UNIVERSITET

**LTH**

**LUNDS TEKNISKA  
HÖGSKOLA**