

Introduction

- PhD courses shall have an established course syllabus (Dnr U 2021/896). 1)
- 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: <u>FUD support@lth.lu.se</u>.
- 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).

¹⁾ 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

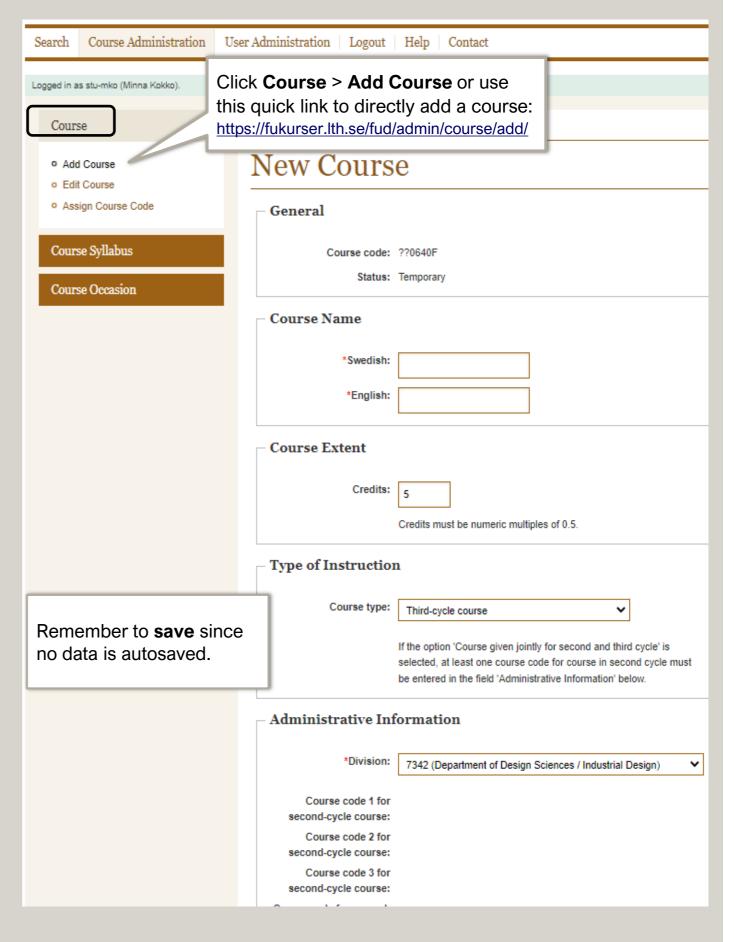
The role gives permission to establish course syllabi for all LTH organisational units on the behalf of the Research Board. Coordinators can edit and return course syllabi but can't add own courses or course syllabi. If the access level needs to be temporarily changed, send an email to: FUD_support@lth.lu.se

Add Course

- 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 email confirmation is sent to all concerned parties.

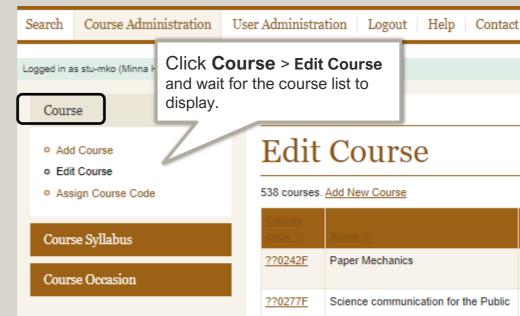


Edit Course

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.
- 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.



Click the **course code link** to get to the course edit mode.

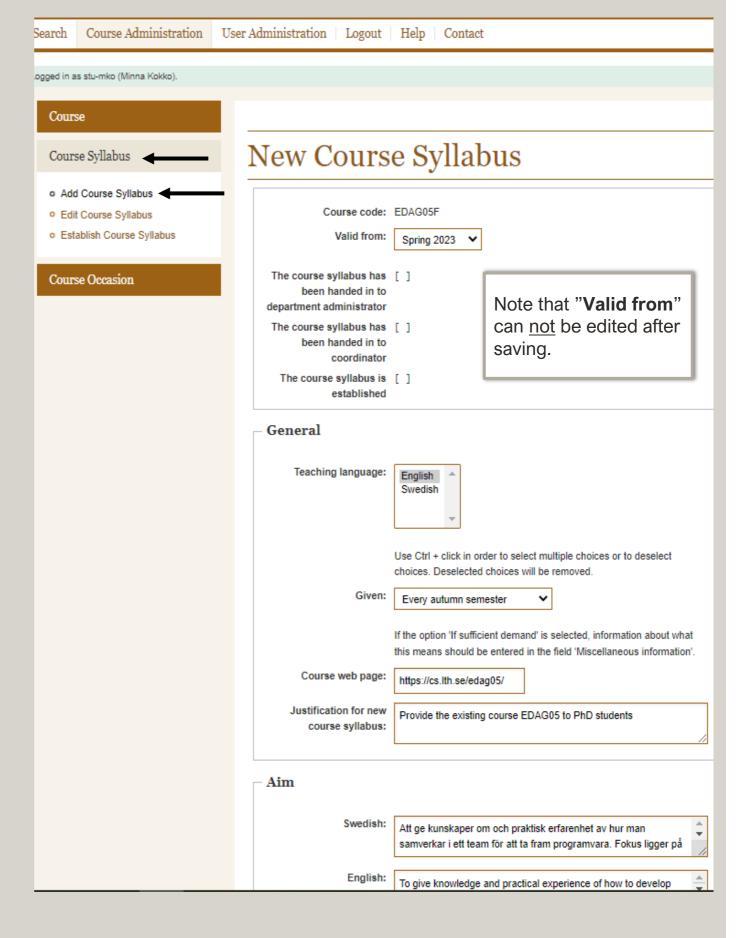
Course code ▽	Name ▽	<u>Division</u> ▽
??0242F	Paper Mechanics	Solid Mechanics
??0277F	Science communication for the Public	Solid Mechanics
??0293F	Collective Action	Real Estate Science
??0343F	Strategies for the adequacy of communications	Environmental and Energy Systems Studies
??0349F	Recurring Approaches,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



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.

Course

Go to **Course Syllabus**. Click **Edit Course** Syllabus in the submenu.

Course Syllabus

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

Course Occasion

Click the **course hyperlink** to get to edit mode.
Remember to choose the right one, if there are multiple versions.

Edit Course Syllabus

Please select course syllabus below.

621 course syllabi.

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

Submit Course Syllabus

- 1. When your 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. Click Course Syllabus > Edit Course Syllabus. When the course list displays click the course hyperlink

LDA045F Program Analysis 7.5 c Course Syllabus Add Course Syllabus Course code: EDA045F o Edit Course Syllabus Establish Course Syllabus Valid from: Spring 2019 Course Occasion 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 Use Ctrl + click in order to select multiple choices or to deselect choices. Deselected choices will be removed. 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:

Save the course syllabus to the database

Hand in the course syllabus to department administrator

Actions

Scroll down to Actions and click
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 Co/\se Occasion

Click Course Occasion > Add Course Occasion

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

New Course Occasion

Please select established course syllabus with course code below.

561 course syllabi.

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

Edit Course Occasion

- 1. Go to https://fukurser.lth.se/fud/admin/ and sign in with your Lucat login.
- 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.

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

Course Administration User Administration Logout Help Search Contact Logged in as stu-mko (Minna Kok Click Course Occasion > Edit **Course Occasion** Course **Edit Course Occasion** Course Syllabus Course Occasion Please select course occasion below. 346 course occasions. Add Course Occasion Edit Course Occasion AAM005F Environmental Architecture Psychology Research - Study Design and Methods 2015-12-04 AAM005F Environmental Architecture Psychology Research - Study Design and Methods BME001F Advanced Biomedical Academic Writing Engineering BME001F Advanced Biomedical Academic Writing Engineering BMEN01F Biomedical Signal Biomedical 2018-02-05 Processing Engineering 2019-02-07 BMEN01F Biomedical Signal Biomedical Processing Engineering BMEN01F Biomedical Signal 2020-02-17 Biomedical Processing Engineering BMEN05F Biomechanics 2018-05-29 Biomedical Engineering

BMEN05F Biomechanics

Biomedical

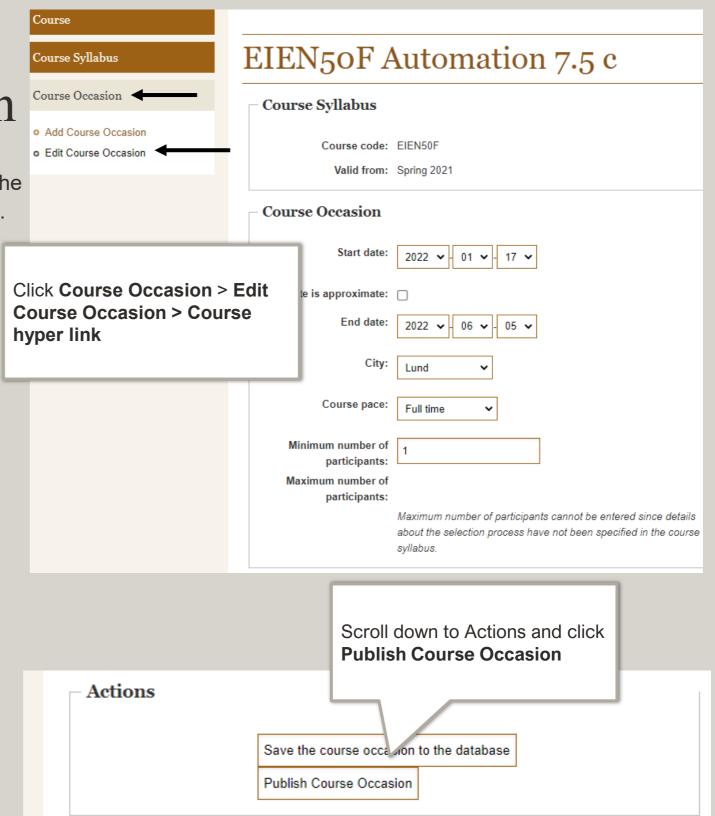
Engineering

2019-05-06

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.



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/



