



# Course Coordinator in First- and Second-Cycle Courses<sup>1</sup>

## 1 General

At the University of Skövde (the University), there must be a Course Coordinator for each first- and second-cycle course. In some cases, the assignment can be shared by two teachers.

The Course Coordinator assignment is exercised within the framework of an employment at the University, normally a teacher employment. Doctoral students are not normally to be appointed Course Coordinators. Exceptions can be made if the doctoral student has employment as a lecturer. The Course Coordinator is appointed by the Head of Division, as proposed by the Subject Coordinator.

## 2 Competence

A Course Coordinator must be very familiar with the course's subject content. In terms of competence, a Course Coordinator for a first-cycle course must have at least a Degree of Master (60 credits) (or the equivalent competence). Course Coordinators for second-cycle courses should have a Degree of Doctor (or the equivalent competence).

Course Coordinators must be well acquainted with national legislation for higher education and local governing documents, and apply them. For some of the areas and tasks outlined in this document, the University's Support Services have created special instructions, schedules, forms, etc. These documents are included as part of local governing documents.

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<sup>1</sup> This is a translation of the Swedish version (Uppdragsbeskrivning för kursansvarig lärare inom utbildning på grundnivå och avancerad nivå, registration number 2019/849). In the event of any discrepancy, the Swedish version of this document shall prevail.

### **3 Responsibilities and tasks**

The Course Coordinator's responsibilities and tasks are stated below. The responsibilities and tasks mean that the Course Coordinator – subordinate to the Faculty Board, Head of School, Head of Division, Subject Coordinator, and in consultation with the Examiner, and (for programme courses) concerned Programme Coordinators – has a clear responsibility for the course's quality assurance and quality development.

#### **3.1 Course content, organisation, and development**

The education must rest on scholarly or artistic basis, and on proven experience. The Course Coordinator must – subordinate to the Subject Coordinator, and in consultation with the Examiner and (for programme courses) the concerned Programme Coordinator – be responsible for the course's content, organisation, and development at the University.

The following aspects are to be consistently considered by the Course Coordinator:

- research basis and proven experience
- preparing students for their working lives
- digitalisation for sustainable development
- internationalisation
- gender equality and equal opportunities
- collaboration with wider society

#### **3.2 Coordination**

Coordination must take place – before, during and after the course – with the Examiner and other teachers of the course.

If needed, coordination with the University Library must also take place, in consultation with the Subject Coordinator, and (for programme courses) the concerned Programme Coordinators. This coordination mainly concerns information competence courses. Where relevant, coordination must also take place with Placement Coordinators.

#### **3.3 Planning the course, course syllabus, and course page**

The Course Coordinator is responsible for planning the course's content, structure, and teaching, in consultation with the Examiner, Subject

Coordinator, and (for programme courses) the concerned Programme Coordinators<sup>2</sup>.

The planning responsibility includes formulating a course syllabus – and then, if necessary, revising it, in consultation with the aforementioned office holders<sup>3</sup>. The course syllabus is created according to the “Guidelines for the Design of Course Syllabuses” [Riktlinjer för utformning av utbildningsplan]. In cases where a course is provided in English, the Course Coordinator is responsible for obtaining an English translation of the course syllabus.

In addition, the Course Coordinator must create and maintain a course page (a course room) on the University’s learning platform, with study instructions for the students. This responsibility also extends to keeping teaching materials accessible to the teachers of the course.

### **3.4 Progression and goal attainment**

Progression within the course must be guaranteed through ongoing supervision of the course’s content and delivery. Special consultation with the Examiner must take place concerning planning and delivery of examinations, including the development of grading criteria.

Special importance must be placed on ensuring that the course objectives contribute to the outcomes of the local system of qualifications, for any relevant qualifications. For courses in programmes, it is important when revising the course syllabus to ensure that the changes do not affect the progression and attainment of objectives related to national learning outcomes and local programme objectives. In this work, consultation with the Subject Coordinator and the concerned Programme Coordinator must take place, as these office holders are responsible for the progression and attainment of objectives related to national learning outcomes and local programme objectives.

### **3.5 Information supply**

Course Coordinators must plan purchases of course literature and course material. This responsibility extends to ensuring that the course literature is up-to-date, and that it is accessible for the respective course instance. In this work, consultation with the University Library, Examiner, and Subject Coordinator must take place.

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<sup>2</sup> The Head of Division, in consultation with the Subject Coordinator or Subject Coordinator Teacher, and the Programme Coordinator Teachers, initiates courses, and makes decisions concerning resource planning for courses

<sup>3</sup> The concerned Syllabus Committee makes decisions concerning the establishment of courses, and ratifies course syllabuses. If needed, the Course Coordinator Teacher may be co-opted to the Syllabus Committee’s meetings.

### **3.6 Course introduction and other communication with students**

The Course Coordinator is responsible for the course introduction, including information about available support resources, the upcoming course evaluation, and the results of the previous course evaluation.

Course-related questions from the students are to be continuously answered. If needed, consultation with the Examiner must take place. The Course Coordinator must also participate in programme meetings with the students if needed, following consultation with the Programme Coordinator.

### **3.7 Delivery**

The Course Coordinator is responsible for the delivery of teaching and examinations, alongside other teachers and the Examiner.

### **3.8 Schedule**

The Course Coordinator is responsible for materials being provided to schedule teaching. If an on-campus examination is included in the course, responsibility for the following is also included:

- provision of material for scheduling the examination
- provision of examination forms
- assurance that relevant teacher is available during the on-campus examination

### **3.9 Examination**

The Course Coordinator is responsible for reporting results and marking the results from each examination as ready in Ladok<sup>4</sup>. Certification of the results is then performed by the Examiner. Once all examination results have been reported and certified, the Course Coordinator is also responsible for reporting results on courses and marking them as ready in Ladok. Certification of results on courses are performed by the Examiner.

The Course Coordinator may delegate reporting results and marking results as ready to (an)other teacher(s). The marking of results as ready cannot, however, be delegated to the Examiner, as there is requirement that two teachers participate in the examination. The requirement is outlined in more detail in the “Guidelines for Examinations in First- and Second-Cycle Courses” [Examination inom utbildning på grundnivå och avancerad nivå].

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<sup>4</sup> Ladok is a national system that gives support to universities and university colleges in various study administration processes.

If there is a need for increased time to assess examination components, the Course Coordinator is responsible for making a special application concerning this to the Head of Division.

At the end of the year, a special timeframe for reporting and certifying results in Ladok applies. To enable the compilation of the public authority's annual report, all results for a financial year (calendar year) must be reported and attested no later than the 14<sup>th</sup> of January the following year. The Course Coordinator– alongside the Examiner – is responsible for keeping to this timeframe. More information about the routines for reporting and certifying results at the end of the year can be found in the “Guidelines for Examinations in First- and Second-Cycle Courses” [Examination inom utbildning på grundnivå och avancerad nivå].

### **3.10 Support measures for students with disabilities**

All teachers have a responsibility to generally teach in a way that is accessible and inclusive to students with disabilities. The Course Coordinator– alongside the Examiner – has a particular responsibility, which means that they must determine whether the support measures recommended by the Coordinator for Students with Disabilities can be implemented in relation to the relevant course syllabus.

Tasks and responsibilities concerning work with facilitating the study situation for students with disabilities are outlined in more detail in the Instructions for Special Educational Support for Disability” [Anvisningar för särskilt pedagogiskt stöd vid funktionsnedsättning].

### **3.11 Course evaluation**

The Course Coordinator is responsible for performing and documenting the course evaluation. The results of the course evaluation are to be utilised and included in work with developing the course. Development work takes place in consultation with the Subject Coordinator and any concerned Programme Coordinators.

Work must take place in accordance with the “Guidelines for Evaluation of Courses” [Riktlinjer för utvärdering av kurs].

### **3.12 Other tasks**

The assignment as Course Coordinator also includes:

- providing support for information about and marketing of the course, in consultation with the Marketing and Communications Office
- providing materials for any re-registrations on the course
- participating in the process of discontinuing courses, see “Guidelines for the Discontinuation of Courses” [Riktlinjer för avveckling av kurs]

## **4 Taking Effect**

The description of assignment takes effect on the 13<sup>th</sup> of November 2019. It replaces the description of assignment from June, 2016 (registration number HS 2016/589).