Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

**Faculty of Landscape Architecture,
Horticulture and Crop Production Science
and the Department of Southern Swedish
Forest Research Centre**

COURSE ADMINISTRATION CHECKLIST academic year 2020/2021, for course leaders on Bachelor's and Master's level

- based on the Education planning and administration handbook

Before the course

Component	Description
ADMISSION	The student applies for courses by logging in to antagning.se/universityadmissions.se. The Admissions Office handles all admissions. Reserve admissions to courses are made by the education administrator.
REVIEW OF ELIGIBILITY	The education administrator reviews the eligibility of conditionally admitted students. Discussions are held with the course leader who, in case of doubt, contacts the director of studies for the programme. The education administrator removes the condition in NyA for students meeting the condition.
SLUNIK AND COURSE PAGES	The course pages are no longer manually activated. What is entered in Slunik is displayed directly on the course web page.
MESSAGE	- The message function in Slunik is still working, but will, eventually be removed. Canvas should be used to send messages to the registered students. It is no longer possible to send sms to the students.
TIMETABLE	- Will be replaced with schedule from TimeEdit. To prepare for the transition, the schedule is made as a file that you upload in Slunik. - The timetable must be available on the course page no later than four weeks before the start of the course. In addition to time, room and course component, the timetable must also include: • compulsory components • dates, times and locations for scheduled exams • time for the review of examinations • date for the first retake session • scheduled time for course evaluation - As a principle, no classes should be scheduled for Wednesday afternoons. Dispensation is applied for by using the form 'Ansökan om dispens för schemaläggning på en onsdagseftermiddag, Ansökan – webbformulär 2019*' ('För lärare i Alnarp'), in Swedish. - Consider the benefits of having regular breaks at a longer education pass.

LITERATURE	- The reading list must be available on the course page no later than eight weeks before the start of the course. A copy of the reading list is submitted to the library.
GRADING CRITERIA	- Grading criteria must be available on the course page no later than when the course starts. They must also include the exam timeframes for the course, and whether a student must complete the course within a certain time to receive higher than a pass grade.
COURSE TEAM	- Names of participating teachers may be entered under 'Contacts' (Course team). Specify whether the teacher should have administrative rights and be visible on the course page.
STUDENTS	- The list of students now shows all accepted students. The Status column shows if they are admitted/registered. The student list can be exported as an Excel file and as a mailing list.
CANVAS	The education administrator orders Canvas for all courses. The course leader determines whether Canvas will be used during the course. The Course administrator sees to that the student group gets access to Canvas.
BOOKING ROOMS	**The course leader submits the schedule template to** lokalbokning.alnarp@slu.se. **The course leader submits the examination template to** tentamen.alnarp@slu.se.
WELCOME INFORMATION	The course leader or the education administrator (as agreed) sends welcome information to individual students (free-movers) who have been admitted. The following information should be included:
START OF THE COURSE	- Time and place for the start of the course.
COURSE WEB PAGE	- Link to the course web page.
CONDITIONAL ADMISSION	- Students who are conditionally admitted must have satisfied the entry requirements at the latest by the start of the course (the education administrator checks this).
SELF-REGISTRATION	- Self-registration reminder. See also under the heading SELF-REGISTRATION below.
LIST OF STUDENTS	The course leader will find information on student documentation in Ladok. The education administrator can assist if needed. Once <u>admitted</u> to the course, the names and e-mail addresses of the students will be visible to the course leader on the course web page.

During the course

Component	Description
SELF-REGISTRATION	Self-registration is open from one week before, until the day of the course start. At the start of the course, the course leader reminds students who have not registered to do so immediately. If the self-registration has closed, the student is referred to the education administrator for registration.

EXCEPTION	- Registration for students attending a programme (1st year, 1st course) takes place during the roll-call, by the education administrator. Students who are conditionally admitted, and exchange students are referred to the education administrator.
CANVAS	- All students admitted to the course will get invited to Canvas. In addition however, the students have to register in Ladok.
THE COURSE LEADER PRESENTS AT THE START OF THE COURSE:	- The previous year's course evaluation and any changes based on this. - Intended course learning outcomes and content. - Grading criteria.
2ND WEEK CHECK	During the second week of the course, the education administrator sends a list of registered students to the course leader. The course leader checks the list, makes any corrections, dates, signs, and returns the list to the education administrator. The list must show: 1) students missing from the list *and/or* 2) if a student has dropped out of the course *and* 3) the name of the student representative. Any students missing from the list will be contacted by the education administrator. It is not permitted to participate in the course without registration. Should a student drop out of the course, this is recorded in Ladok after the student has been contacted by the education administrator.
COURSE EVALUATION	The course evaluation opens one week before the course ends and closes automatically two weeks after the course has ended.
COURSE LEADER	- is responsible for the student group appointing a student representative, - adds the name of the appointed representative to the Evald web page, - has the opportunity, prior to activation, to add his/her own questions in addition to the standard questions. - Can, before opening of the Evald web page, alter the dates of opening and closure.
BOOKING OF BUSES	Buses *can* be booked through the education administrator. Insurance when travelling abroad, see the heading INSURANCE FOR TRAVEL ABROAD AS PART OF A COURSE OR INDEPENDENT PROJECT ('Insurance for students') below.
LITERATURE, TRIPS	The course leader orders the printing of any course material from the printing service (Repro). Students collect (and pay for) the course material at the Servicecenter. If needed, the course leader sends details about trips (name, cost per student, date) to the education administrator. Students pay at the Servicecenter.

COURSE ADMINISTRATION CHECK LIST for course leaders

EXAMINATION

EXAMINATION REGISTRATION	- The exam coordinator opens the examination registration in Ladok one month before the examination takes place. Students must apply for all examinations (through "Ladok Student"), including ordinary exams. Examination registrations must be submitted at least ten (10) weekdays before the examination takes place. The exam coordinator notifies the course leader the number of registered students one week before the exam.
EXAMS AT A DIFFERENT LOCATION	- See the heading HANDLING OF SPECIAL CASES
ADAPTED EXAMINATION	- Students with decisions and recommendations from SLU regarding learning support who wish to have alternative exam arrangements must apply for this via a form found in the exam registration (in Ladok Student), in good time – preferably when the registration period starts, but no later than ten weekdays before the examination takes place.
INVIGILATOR	- Invigilators are booked by the exam coordinator.
CODED EXAMINATION	- Written examinations must be carried out so that the examiner does not know the identity of the students during correction. The exam coordinator prepares the basis of the code list. The exam coordinator must store the list securely until the examination results are established and published.
MATERIALS	- It is the responsibility of the course leader to make sure that the correct number of numbered exams, and any exam formats for students with educational support, are available to the exam coordinators no later than the morning (before lunch) the day before the examination. After completion of the exam, the examination papers can be retrieved from the Education Centre.
EXAMINATION REVIEW	- Examination reviews are to be offered in an optional form prior to renewed examination.
RECEIPT OF EXAMS	- Corrected exams can be submitted to the Education Centre. Students can sign for the exams at the Servicecenter no sooner than two working days after delivery at the Education Centre. Students who wish to have the examiner's decision reviewed should collect a copy of their exam, they should also fill in a form, 'Omprövning av betygsbeslut vid tentamen' ('För lärare i Alnarp'). Unclaimed exams are archived by the exam coordinator for a maximum of two years.
RETAKES	- Students who fail, or do not participate in the regular examination, should be offered a first retake in connection with the course date. These retakes are to be offered at the earliest after 10 weekdays, at the latest after 25 weekdays after the result of regular examination have been announced. One more retake is to be offered within one year from the course start.
WRITTEN ASSIGNMENTS	- For written assignments, an initial opportunity for re-submission should be given in connection with the course date. Additional submissions dates should be given less than one year after the start of the course. Students can then participate in further examinations in connection with the next course date.
DOCUMENTATION AND REPORTING OF RESULTS DURING THE COURSE	The course leader notifies students of the results of tests and reports any partial credits to Ladok no later than 15 workdays after the test. The date indicated when reporting should be the date of the test. Supporting documents for compulsory course components that are not reported in

| | Ladok are archived by the course leader, or noted under 'Results annotations' in Ladok. |

After the course

Component	Decription
REPORTING RESULTS	Final grades are reported to Ladok no later than 15 days after completion of the course. The examination date indicated when reporting must be the date when the course ends. If the date when the course ends has passed the examination date is the date when the examination was carried out.
JOINT RETAKES	Each course must offer three opportunities for examination within one year from the start of the course. All retakes can be scheduled at fixed dates at the faculty. Retake dates for the academic year 20/21 are: 19 August, 2020 (retakes for courses in periods 3 and 4, academic year 19/20 7 October, 2019 (retakes for courses in period 4, academic year 19/20) 9 December, 2019 (retakes for courses in period 1) 24 February, 2020 (retakes for courses in periods 1 and 2) 28 April, 2020 (retakes for courses in periods 2 and 3) The exam coordinators are responsible for coordinating examinations, booking rooms and invigilators.
COMMENTS TO THE COURSE EVALUATION	The course leader and the student representative are each responsible for summarising the course evaluation no later than four weeks after the evaluation has closed. The summary should include: 1) comments on the results, 2) reasoned proposals for changes/not making changes within the context of the course syllabus 3) reasoned proposals for changes to the course syllabus. The student representative receives a SEK 400 taxable remuneration. The form (Evaldblankett) can be found on the LTV faculty's website ('För lärare i Alnarp', in Swedish). For more information, see the Student web.
ARCHIVING	The course leader is responsible for archiving examination documentation in Canvas. The education administrator is responsible for archiving the syllabus.

Insurance for students

Component	Description
PERSONAL INJURY INSURANCE FOR STUDENTS	The student must be registered in Ladok in order to be covered by this insurance. The personal injury insurance for students via the Legal, Financial and Administrative Services Agency (Kammarkollegiet) is valid only in Sweden:

	• in the event of accidents during study hours • when travelling directly between the place of residence and the place where the study hours are spent.
FOREIGN STUDENT/EXCHANGE STUDENT	The student is covered by different insurance policies, depending on the category of student he/she belongs to: exchange student or foreign student who is not an exchange student.
INSURANCE FOR TRAVEL ABROAD AS PART OF A COURSE OR INDEPENDENT PROJECT	The department organizing the course will arrange Student UT insurance for each student. The education administrator may assist if needed.
TRAFFIC ACCIDENT	If a vehicle that is required to be covered by motor vehicle insurance (for example a car or a bus) is involved in the accident, the motor vehicle insurance always applies instead of the student insurance. The student reports the injury to the insurance company with which the vehicle is insured. The student must also make an injury report to the Legal, Financial and Administrative Services Agency (Kammarkollegiet).

Handling of special cases

Component	Description
EXAMS AT A DIFFERENT LOCATION	The LTV faculty is very restrictive in allowing exams at a different location. See also Utbildningshandboken, sections 8.2 and 8.6. The application form 'Ansökan om salstentamen på annan ort' ('För lärare i Alnarp') is mandatory.
CANCELLING A COURSE	Courses included in the established range of courses offered may only be cancelled in exceptional cases and where special reasons exist (see Utbildningshandboken, section 6.5). Clauses about possible cancellation (determined by the faculty in question) are included in the notification of admission.
INTERNATIONAL NON-PROGRAMME RELATED SUMMER COURSES	See the LTV faculty's website ('För lärare i Alnarp', in Swedish).
STUDY PROGRAMME BREAKS/INTERRUPTIONS	The student sends the application form (studentweb) to Registrator, SLU, PO Box 52, 230 53 Alnarp.
CREDITING (PART OF) A COURSE	The student sends the application form (studentweb) to Registrator, SLU, PO Box 52, 230 53 Alnarp. The education officer dealing with the application forwards this to the director of studies for the programme (course) or the examiner (part of course).

Degree projects

Component	Description
COURSE APPLICATION	The student applies for courses by logging in to antagning.se (Swedish), universityadmissions.se (English).

COURSE ADMINISTRATION CHECK LIST for course leaders

WORK PLAN/TIMETABLE	The student, supervisor and course leader prepare a work plan jointly. The form can be found on the LTV faculty's website ('För lärare i Alnarp').
URKUND PLAGIARISM CHECKER	All work must be checked for plagiarism in Urkund. The course leader orders personal accounts directly from Urkund.
EPSILON	Templates for degree projects with compulsory details for the cover and title pages are found on the library website. The course leader sends an approved version of the work as a pdf to the education administrator who publishes the work in Epsilon.
APPROVAL FORM	The approval form can be found on the LTV faculty's website ('For teachers in Alnarp'). The form should be sent to the education administrator for result reporting in Ladok.
ARCHIVING	Publishing in Epsilon.

Staff and contacts for education at Bachelor's and Master's level

Individual staff addresses	https://internt.slu.se/riktat/interna-fakultetssidor/ltv/kontakt/fakultetskansli-ltv/Utbildningscentrum/
Study and Career Advisor	studievagledning@slu.se
Contact person for students with disabilities	funka@slu.se
International Officer	mobility@slu.se
Secretary – LT programme board	pn-lt-sekr@slu.se
Secretary – NJ programme board	pn-nj-sekr@slu.se
Student housing	housing@slu.se
Education Centre	uc-helpdesk@slu.se
Examination Services	tentamen.alnarp@slu.se