



Assignment description for Examiner for third-cycle course¹

This assignment description has been finalised by the Faculty Board on the 7th of December 2022 and is valid from 2023-01-01.

Reg. No. HS 2023/247

¹ This is a translation of the Swedish version (Uppdragsbeskrivning för examiner inom utbildning på forskarnivå 2022/825). In the event of any discrepancy, the Swedish version of this document shall prevail.

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1 General information

At the University of Skövde (the University), there must be an Examiner for every third-cycle course.

The Examiner is the teacher that has been specially appointed by the University to assess a third-cycle course. In addition to the Examiner there may be other assessing teachers who are responsible for the work of formulating and assessing examination assignments. However, the Examiner has the main responsibility for the course's examination and decides on scoring the different examination components as well as the final grade of the course.

The assignment of Examiner for a course may not be combined with the assignment of Course Coordinator for the same course. The reason for this is that when the doctoral students' results are reported it requires the participation of two persons with separate roles in the process. No sole person should be able to administer an examination case. The quality and legal security of the examination is generally strengthened through the requirement of the participation of two teachers.

An examination entails an exercise of public authority towards an individual person. There is no option of delegating an exercise of public authority to an organisation outside the authority. An Examiner must therefore be a part of the authority and be linked to it through a teaching position at the University.

An Examiner is appointed by the Head of school, upon recommendation from the Head of division.

2 Competence

An Examiner must be well acquainted with the subject content of the course. In terms of competence, an Examiner for a third-cycle course should at least be appointed as Docent (or have the equivalent competence).

Furthermore, an Examiner must be well acquainted with, and apply, national and local regulations for third-cycle studies. Local instructions, timelines, forms etc. are also included in this.

3 Responsibilities and tasks

Below is a specification of responsibilities and tasks for an Examiner. The responsibilities and tasks entail that the Examiner - subordinate to the Faculty Board, Head of school, Head of division and Subject Coordinator - has a clear responsibility for quality assurance work and quality development of the course. This responsibility is shared with the Course Coordinator.

3.1 Examinations and grading criteria

The Examiner - together with the Course Coordinator - is responsible for planning and implementing examinations within a course, including the development of grading criteria. As is clear from above, the Examiner is chiefly responsible for the part of the examination that involves grading the examination components and the course.

The Examiner certifies the results from each examination component in Ladok after the Course Coordinator has reported and marked the examination as ready. The Examiner also certifies a doctoral student's final grade in the course after the Course Coordinator has reported and marked the final grade as ready.

Regarding certification in Ladok, an Examiner can, in exceptional cases, be replaced by, firstly, the Subject Coordinator or secondly by the Head of Division.

Since the Examiner is the person performing the exercise of public authority towards the individual doctoral student (grading), the Examiner's task is a very important part of the quality assurance work in the course. To be able to exercise their responsibility for the examination, the Examiner must be well acquainted with - and also be able to influence - the course content, structure, progression and objectives.

3.2 Feedback after examination

The Examiner is responsible for ensuring that doctoral students receive feedback after the examination.

The regulations that concern feedback after examination are the same as those for first-cycle and second-cycle courses (see "Guidelines for Examination in First- and Second-Cycle Courses").

3.3 Correction and reassessment of grades

An examiner is responsible for the correction and reassessment of grades.

The regulations that concern correction and reassessment of grades are the same as those for first-cycle and second-cycle courses (see "Guidelines for Examination in First- and Second-Cycle Courses").

3.4 Handling of suspected cheating

An Examiner is responsible for handling and investigating suspected cheating at examinations. Administration of these cases - which takes place in consultation with concerned teachers and the doctoral student's immediate manager – is described in "Handling of Disciplinary Cases Involving Students".

3.5 Other tasks

The assignment as Examiner also includes:

- Providing support to the Course Coordinator in formulating and revising the course syllabus, including matters concerning course literature
- answering questions related to examinations from doctoral students (in consultation with the Course Coordinator)
- deciding whether supportive actions recommended by the Coordinator for students with disabilities can be carried out in relation to the current course syllabus (in consultation with the Course Coordinator).

4 The document is valid from

The document is valid from 2023-01-01 and replaces the assignment description from 2017-06-13 (reg. No. HS 2017/288).