



Assignment description for Course Coordinator for third-cycle course¹

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

Reg. No. HS 2023/245

¹ This is a translation of the Swedish version (Uppdragsbeskrivning för kursansvarig lärare inom utbildning på forskarnivå 2022/824). 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 a Course Coordinator for every third-cycle course. In some cases, the responsibility can be shared by two teachers.

A Course Coordinator is appointed by the Head of School, upon recommendation from the Head of Division.

2 Competence

The Course Coordinator must be well acquainted with the subject content of the course. In terms of competence, a Course Coordinator for a third-cycle course must have at least the Degree of Doctor (or the equivalent competence).

Furthermore, a Course Coordinator 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 a Course Coordinator. The responsibilities and tasks entail that the Course Coordinator - 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.

3.1 Course content, organization and development

Third-cycle studies must rest on a scientific or artistic foundation and on proven experience. Furthermore, the studies must be an integrated part of the research environment, in which the subject has its scientific basis.

The Course Coordinator must - subordinate to the Subject Coordinator and in consultation with the Examiner - be responsible for the course's content, organization and development at the University.

The following aspects must consistently be considered by the Course Coordinator:

- usability on the labour market
- digitalization for sustainable development
- internationalization
- equality and equal opportunities
- collaboration with the surrounding community

3.2 Coordination

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

If necessary – and in consultation with the Subject Coordinator – coordination with the University Library must also take place. This coordination primarily concerns teaching in Information Literacy.

3.3 Planning of the course, course syllabus and course page

The Course Coordinator is responsible for planning the course content, design and teaching, in consultation with the Examiner and Subject Coordinator.

Included in the responsibility for planning, is to formulate a course syllabus and if needed, revise it, in consultation with the above-mentioned functions.

The course syllabus must be designed in accordance with "Guidelines for the Design of Course Syllabus." In the event that a course is to be taught in English, the Course Coordinator is responsible for ensuring that the course syllabus is translated into English.

Furthermore, the Course Coordinator must create and update a course page (a course room) on the University's learning platform with study instructions for the doctoral students. Included in the responsibility is also to make the study resources available to the course's teachers.

3.4 Progression and attainment of objectives

A third-cycle course is normally a part of an education leading to a licentiate or doctoral degree in a subject. The course therefore constitutes a part of the progression of the collective education. This progression must include both subject knowledge and generic skills. Special consideration must be taken to ensure that the course objectives contribute to the outcomes for the licentiate degree and doctoral degree.

The work on progression and attainment of objectives must be carried out in consultation with the Subject Coordinator. The Subject Coordinator has an overall responsibility for progression and attainment of objectives within the subject's courses.

3.5 Providing information

The Course Coordinator must plan purchases of course literature and course material. This responsibility includes ensuring that the course literature is current and available for each course instance. In this work, consultation must take place with the University Library as well as the Examiner and Subject Coordinator.

3.6 Schedule

The Course Coordinator is responsible for ensuring that material is provided for the scheduling of the teaching.

3.7 Course introduction and additional information to doctoral students

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

Course related questions from the doctoral students must be answered on a continuous basis. If needed, consultation must be made with the examiner.

3.8 Implementation

The Course Coordinator is responsible for the implementation of teaching and examination, together with other teachers and the Examiner.

3.9 Examination

The Course Coordinator is responsible for ensuring that results from each examination component is reported and marked as ready in Ladok. Certification of the result is then done by the Examiner. When all examination components have been reported and certified, the Course Coordinator is also responsible for reporting and marking the course's final grade as ready in Ladok. Certification of the final grade is then done by the Examiner.

The Course Coordinator can delegate reporting and marking as ready to another teacher/other teachers. However, the task of marking as ready cannot be delegated to the Examiner, since there is a requirement for two teachers to participate in the examination. A more detailed description of the requirement is available in "Assignment description for Examiner for third-cycle course".

3.10 Course evaluation

The Course Coordinator is responsible for carrying out and documenting course evaluation. The results of the course evaluation must be taken care of and included in the work on course development. Course development takes place in consultation with the Subject Coordinator.

The work must be carried out in accordance with "Guidelines for course evaluation".

3.11 Other tasks

The assignment as Course Coordinator also includes to:

- provide support for information about the course on the University's website
- determine 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 Examiner)
- be active in the process for discontinuation of course, see "Guidelines for discontinuation of course".

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 2017/287).