

Guide for course coordinators

Section of Chemistry

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Before course start

1. Timetabling

Timetable requests are to be sent to the [timetabling department](#) upon request (requests are sent out to course leaders with a deadline).

Dates for exams are centrally allocated. If adjustments are needed, contact the [Chemistry course office](#). Time and place for exams are found in [Ladok](#) (click on "aktivitetstillfälle" then search for your course). If the exam you are looking for does not appear, it means the exam date is not confirmed.

Published timetables are found at [TimeEdit](#). Timetables in progress (as yet unpublished) are accessible via "Personalinloggning"

2. Labs

Always check with the **lab engineer** if you are unsure whether a lab is suitable: contact [Johanna Andersson](#) (Biochem., Org. Chem.) or [Farshid Rad](#) (Analyt. Chem.) at BMC and [Josef Seibt](#) at Ångström.

Always include a room number and name of lab (ex. Reaction kinetics) with timetable requests, for each lab. Inform lab engineers well in advance of which **material/reagents** is necessary for the labs. Some items need to be ordered long in advance.

The course leader is responsible for ensuring that an official risk assessment is performed for all laboratories to be carried out by students during the course. These risk assessments are to be formally approved by the responsible person at the department and archived (in KLARA for courses at BMC, with the [following instructions](#)).

3. Course literature

Course literature must be finalized at least 5 weeks before course start. Inform your director of studies in case of changes of course literature, for update of the literature list in the course [syllabus](#).

4. Teachers' pre-course meeting

Plan a teachers' **meeting** at least 2 weeks before course start with all teachers at the course (seniors and lab teachers) and the lab engineer. Course content, timetable, grading, general rules (deadlines, requirements for pass, etc) are discussed. Stress the importance of good communication between all during the whole course. See [Pre-course meeting on the Teachers' portal](#) for help with planning this meeting.

5. Planning of teaching hours

Fill in the preliminary excel form with teaching hours at the course and send it to your Director of Studies. For BMC: the table is found at the staff portal [folder Teaching](#). For Ångström: the [table can be found here](#).

6. Lab- and teachers' manuals

Make sure that the latest version of the lab manual is available to all. The lab manual should be distributed to the teachers well in advance and to the students at course start.

7. Studium

Studium is found [here](#). Certain things are important to do prior to course start, here is a checklist [in Swedish](#) and [in English](#). For more detailed help for Studium, see the [guides for teachers and administrators](#) in Studium.

During the course

8. Roll call

Roll call takes place at course introduction, the first time the course leader meets the students.

If students appear at roll call without being registered on the course (see the student list in [Studium/Ladok](#)), they should be referred to the [Chem course office](#). Never promise a place at the course (students' eligibility must be checked by course office/dir. of undergraduate studies).

If students in the list do not show up at roll call, contact the course office (some may have dropped out and should be de-registered).

Non-registered students are not allowed to attend courses, not even lectures.

To see which students are admitted at a course use [Ladok](#): search for the course, choose *Deltagande*. There is information on whether students are registered or just admitted.

9. Course

The course leader has the overall responsibility to make sure that the course is going as planned. The course leader is also responsible to keep contact with teachers and solve problems that may arise. The relevant director of undergraduate studies should be contacted if necessary.

The course leader is also responsible for coordinating the examinations.

10. Examination and reporting grades

All learning outcomes of a course must be examined. The form of examination is given in the [syllabus](#). The examination form cannot be changed unless there are very specific reasons, such as in the case of students with [pedagogical support](#).

Permission to write exams outside of Uppsala University should be given extremely restrictively. Contact director of undergraduate studies or chem. course office.

Students are not allowed to retake a passed examination (written exam, lab report, etc) for a higher grade.

If an exam takes place in an exam hall, the questions together with [the accompanying examination information form](#) (important information to invigilators) are to be submitted for transport either at the BMC reception, or Student Service Desk at Ångström (depending on which department is responsible for the course). The deadline is 12 noon on the day before the exam. Students' answers are then collected at the same place as the drop-off, generally the day after the exam.

For digital exams in [Inspira](#), contact the chemistry course office for booking and setup. For invigilated Inspira exams in exam halls, six months to one year in advance is necessary due to the limited number of exam halls equipped with computers for such digital exams.

Permitted materials and aids in exams should be clearly communicated at the beginning of the course and stated in the exam instruction. To avoid misunderstanding only those materials and aids stated in the exam instruction are permitted (i.e. anything not in the list is per definition not allowed).

It is a good idea to remind students to register to written exams. The deadline is usually 12 days before the exam takes place.

Most courses require multiple components to be approved before a credit-awarding grade can be given (for example several individual labs to get lab grade “Pass”, giving 2 credits). Reporting of individual approved components is done in [Studium](#) (omdömesboken/gradebook, = progress of the student during the course). Reporting credit-awarding grades is done in [Ladok](#).

The **examiner** (often the same person as the course leader) is responsible to provide exams and to grade all types of examination, and to give a final grade when all course components are passed and all credit-awarding grades have been reported. Grades are reported in [Ladok](#). Final grades can be U/3, 4, 5 or U/G (according to the course syllabus). Students who are missing some course component do not get a final grade, until all individual components are passed.

Written exams are anonymous. Students’ names become visible in Ladok, after exam grades are been reported (before they are certified, Swe: “attesterade”). The easiest way to proceed is to: *Report* grades, Mark as ready (*klarmarkera*), go to *Certify/Attestera* page, select the whole list of names/codes, copy and paste as plain text in Excel. Save for further grading together with labs, etc.

All grades should be promptly reported, and always within 25 days after the student completed the assignment. This rule, and other important ones can be found in the “[Student working conditions](#)”.

Other important routines that can be found on the Teacher’s portal:

- [In case of suspected plagiarism or cheating in examination](#)
- [Student requests for grading review](#)
- [Support for students with special needs or disabilities](#)

11. Open the course evaluation

A course evaluation must be performed for every course ([link](#) to guidelines). It should be open at least two weeks before the course ends and stay open at least one week after the course has ended. The system KURT is used. A [guide](#) to use KURT is available. [More information can be found on the Teachers’ portal](#).

When the course is finished

12. Assessments

When grades have been reported, assessed paper exams are handed in to Eva Ohlson B7:3 (BMC) or Cecile Martijn (course office, Ångström) for scanning and archiving. Students are subsequently provided by the student service department with a link to a pdf version of their corrected exam.

Grades need to be reported within 25 calendar days after the exam ([Ladok](#)).

13. Teachers' post-course meeting

The teachers meet after the course to discuss and summarize their experience and ideas about the course. The lab engineers participate in this meeting. It is important to discuss lab grades with lab teachers, as we know, it is challenging to harmonize grading when performed by different persons. Ideas for course development should also be discussed. This is summarized in the course analysis.

14. Course evaluation and course report

The course evaluation containing the quantitative data (graphs) and the free comments (adjusted by anonymizing, and, if needed, by rephrasing possibly offensive wording) is sent to the dir. of undergraduate studies, together with the course report. These are to be complete and made available to students within 6 weeks after the end of the course. [More information can be found on the Teachers' portal](#).

The course report is written and sent to the dir. of undergraduate studies. Use the template found in the course evaluation and should always include the students comments with strong and weaker sides of the course, the lab teachers' comments as well as plans/measures for next time the course is given.

15. Reporting teaching hours

Check and report the teaching hours on the course and submit to the relevant Director of Studies. For BMC, go to :“Planning of teaching hours” ([folder Teaching](#)) to download the table. For Ångström: fill in the reporting worksheet in the same file used for planning (see above).

Checklist

General

Course syllabus is found at this [link](#).

Before course start

Timetabling Send request to schemafragor@angstrom.uu.se

Exam date is found in [Ladok](#)

Find [timetable](#)

Labs Lab rooms in timetable

Reagents available

Risk assessments approved

Course literature updated

Pre-course meeting At least 2 weeks before course start with all teachers and the lab engineer.

Planning of teaching hours Excel form in Staff portal, send to dir. undergrad studies.

Lab- and teachers' manuals Latest version available to all.

Studium <https://studium.uu.se/>, Help: guide, workshop courses, Ulrika, Rikard
Important checklist prior to course start in Studium.

During the course

Roll call Registered students list in Ladok (Deltagande)

Non-registered or new students at roll call: contact Chem course office

Examination and reporting grades

Report approved components in Studium (omdömesboken/gradebook).

Give clear instructions about allowed aids

Special cases (students with support): check that support is granted.

For written exams: Exams are handed in at the BMC reception at 12 the day before the exam.

For students with support, writing in a separate room, a pdf file (exam + accompanying form) is send to: specialtenta@uadm.uu.se, at the latest at 12.00 the day before the exam.

Digital exams (Inspera), contact Chem course office (assessment also in Inspera).

Report grades (according to course syllabus) in Ladok, within 25 days.

Course evaluation

Open at least 2 weeks before end of course (close at least one week after end of course)

System Kurt

Obligatory questions and course-specific questions

When the course is finished

Assessments Assessed paper exams are handed in to Eva Ohlsson (BMC) or Cecile Martijn (Å) after grades are reported.

Grades reported within 25 days. Final grade given only when all course components are passed/approved.

Course evaluation and course report

Course evaluation closed at least one week after end of course

Course report (kursrapport): write and send to the dir. of undergrad. studies within 6 weeks after end of course

Account of teaching hours

Excel table: fill in, checked with all teachers at the course, send to dir. undergrad. studies.

Post-course meeting

As soon as possible after end of course. Advantageously held prior to writing course analysis.