



LUND
UNIVERSITY

Course guide

SCHOOL OF ECONOMICS AND MANAGEMENT,
DEPARTMENT OF ECONOMIC HISTORY

LUND, SWEDEN



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Discover the future
through the past

DEPARTMENT OF ECONOMIC HISTORY



Course convener

The course convener has two major roles.

- Administrator
 - Setting the schedule in liaison with Tina (four weeks before course start).
 - Deciding on course literature in communication with the director of studies (eight weeks before course start).
 - The canvas surface once it has been set up by the director of studies (four weeks before the course starts).
 - Course evaluations and course development.
- Decisionmaker
 - Examination (type of examination and penalties in accordance with the course syllabus).
 - Extensions due to learning support (After decision form student health services).
 - Grades to be reported to the students no later than 15 working days after examination.
 - Appeals

Course budgets

Course budgets have been set by the department board. A course should have 12 meetings plus an introduction. A tutorial have about five meetings. A schedule must cover the whole duration of the course.

- **Bachelor course 7.5 credits**
 - 100 hours of teaching + 1 hour per student
- **Master course 7.5 credits**
 - 110 hours + 1.5 hours per student
- **Tutorial 7.5 credits**
 - 1 student: 20 hours
 - 2 to 3 students: +10 hours per extra student
 - 4 to 5 students: +5 hours per extra student
 - Six and above: +2 per extra student

Teaching hours

- The hours have been set by the department board
- Teaching hours
 - Lecture: 1 hour=4 hours
 - Seminar 1 hour=2 hours
 - Grading Bachelor: 1 hour per student and course
 - Grading Master: 1.5 hours student and course

Reporting hours

- Hours are planned with the director of studies.
- Major changes in teachers must be cleared with the director of studies
- External teachers must be cleared with the director of studies before course starts
- After completed course please report any changes in the teaching hours to the director of studies

Schedules

- Schedules must be set four weeks prior to course start
- Schedules must clearly show type of teaching and what is mandatory. This can be done by Tina in time edit.
- The following must be included in the schedule:
 - Introduction meeting
 - Exams (Also deadlines for home exams)
 - Course evaluation

Schedules - routine

1. The course convener comes in with a suggested schedule before:
 - April 15
 - October 15
2. Tina gets back to you with a preliminary schedule for approval
3. Note down the link to the final schedule. This link must also be updated on canvas.

Literature

- Course literature must be available to the students eight weeks prior to course start
- Formal decision on literature is taken by the director of studies
 - Revised spring term literature list must be sent to the director of studies by November 10
 - Revised autumn term literature list must be sent to the director of studies by June 1
- Literature list must follow the LUSEM Harvard template and be divided into books and articles.

Canvas

- Canvas front page surface must be published one month before course start
- The front page is standardised and include links to
 - Schedule
 - Literature
 - Learning outcomes
- Picture can be changed but only in discussion with the director of studies

Canvas - routine

1. Tina creates surface
2. Director of studies invites the teachers
3. Course convener imports previous surface and makes necessary changes.
4. Markus Isaksson checks links and publishes

Examination

- Home exams
 - This can be done through canvas
- Written classroom exams
 - For inhouse exams we are now moving into the digital examination tool Inspera. The examining teachers must apply for administrative role in Lucat.
- Results must be reported to the students no later than 15 working days after the exam.

Inspera - routine

1. Tina creates the test together with the course convener
 - Exam name based on course code, term and exam occasion(e.g. EOSE05 VT2023)
 - Time and date
 - Number of points
2. Course convener creates a question set based on course code, term and exam occasion(e.g. EOSE05 VT2023) and share it with Tina.
3. Tina imports the question set, confirms the test and completes the paperwork.
4. Teacher visits the exam

Examination and grading

- The head examiner is appointed by the board
- The examiner decides on type of examination, grades, penalties etc. based on the course syllabus.
- Students who do not obtain grades A-E on their written classroom exam will be offered opportunities to retake the exam in which case the student will be assessed according to regular procedure.
 - A second exam should be offered between five and seven weeks after the original exam.
 - A third exam can be held before the autumn term starts in August.
 - Students must register for the second and third exams.
- In the case of home exams that are handed in after the set deadline the teacher can either:
 - hand out a new exam which will be assessed according to regular procedure,
 - penalize the student by handing out a lower grade on the assignment in question unless the student can demonstrate special circumstances for the delay.

Student complaints

- What was previously called "reconsideration" has in accordance with the Administrative Procedure Act now been altered to "change".
- The student can request a
 - change, with revision of defined areas in the examination or
 - correction of oversight errors.
- Changes and corrections can be made to points (required in cases where it is used when calculating course grades) as well as grades.
- There is no time limit for when the student must submit their request at the latest. However, it is recommended to do so as soon as possible after the result of the examination has been communicated.

Change of grade

A change of grade may be relevant

1. If the examiner missed to correct a question or a page in the examination,
2. If the student inadvertently wrote part of their answer in the wrong space in the examination, for example answer to question 2 under question 1.
3. Other reasons for change may be when the examiner's assessment is clearly incorrect, for example based on the current correction template.

Change of grade

- The student fill out the form "Request for change of grade" which is sent to expeditionen@ekh.lu.se
- The examiner assesses whether there is a valid case:
 - The case is not valid – the student has not described what and where the presumed error is and the request is thus rejected without further examination.
 - On the form: Tick the boxes "Existing grade remains" and "No relevant new circumstances have emerged".
 - The case is valid – the student has described what and where the presumed error is. The teacher does a review of the examination, which can lead to:
 1. The request is denied. On the form: Tick the boxes "Existing grade remains" and "The grading decision is not incorrect".
 2. The request is approved. On the form: Tick the box "The following corrections must be made" and fill in the corrected grade (and points).
 - The examiner submits the examination and the decision to expeditionen who records the case.
 - The examiner ensures that any change of grades (and points if applicable) is entered in Ladok and notifies the student.

Correction of oversight errors

- In cases where an oversight error is discovered, a correction must be made.
- In the event of a correction, a grade can be lowered as well as raised.
- An oversight error is, for example,
 - typing errors by the examiner,
 - error in summaries and other miscalculations by the examiner that have led to the grade being incorrect,
 - a mix-up – that a student received another student's grade.
- No forms and requests are needed.
- Possible corrections are made in Ladok

Plagiarism

- The University views plagiarism very seriously
- Information about plagiarism and self plagiarism is available on our websites but you must also
 - Discuss it at the course introduction. Not just that it is not allowed but what it is.
 - Include a text about plagiarism on the home exam.

Plagiarism – routine

- All home exams must go through our original (Urkund) which is done in canvas
- If you suspect plagiarism contact the director of studies
- The report must be in Swedish (with English translation when applicable)
- The report must contain
 - The exam question
 - Any written course material that describes plagiarism.
 - The student's text
 - The original text
 - Examiner's report based on our original
 - Any correspondence with the student regarding the case

Course evaluation

Lund University School of Economics and Management, LUSEM, have common routines and terms for course evaluations on courses on first and second cycle studies.

- **Course evaluation** (*kursutvärdering*) – refers to the entire process.
- **Course valuation** (*kursvärdering*) – obtaining the students' views. This is conducted with a student survey (*studentenkät*) at the end of the course. Any comments, that have emerged during the course (for example through oral reconciliations) must also be considered.
- **Course analysis** (*kursanalys*) – documentation of the teachers' reflections.
- **Course evaluation summary** (*kursbokslut*) – the final documentation. The course evaluation summary is a combination of the teachers' course analysis and the quantitative compilation of the student survey. The course evaluation summary is made available to the students in Canvas.

The teachers' role in the process

- **The course convener informs the administrator if any additional questions are to be included in the student survey.** This is often copied from the last survey. The administrator creates the survey in Survey & Report and publishes the survey on the course in Canvas.
- **The teachers gives the students a moment at the last lecture/seminar to fill in the survey.**
- **The teachers fills in the course analysis.** This is conducted as a survey in Survey & Report, created by the administrator. The survey is sent to the course convener together with the compilation of the student questionnaire, after the student survey is closed.

The teachers' role in the process

- Course Analysis
 - The course analysis is a documentation of the course convener's reflections and conclusions of the course evaluation and must describe what is to be carried out to further develop the course and to ensure quality.
- Must contain
 - Summary of changes since last time the course ran
 - Reflection on these changes
- The final document – The course evaluation summary (kursbokslut) – is compiled by the administrator, published on Canvas and sent to the student union.

Changes to the course syllabus

From time to time the syllabus may need updating.

- For courses running in the autumn revisions must be made before December 15 in the year before.
- For courses running in the spring revisions must be made before May 15 the year before.
- Minor revisions can be made without changing the course code
 - Revising the text without changing the essence of the course
- Major revisions require a new course code
 - Significant changes in the course content and course design
 - Significant revision to the learning outcomes
 - Revision of the grading criteria
 - Revision of the entry requirement.

Changes to the course syllabus - Routine

- Discussion with the director of studies for a discussion around the changes
 - What are the reasons for changing the syllabus?
 - What is the timeline?
- Revise the syllabus in the template and return to the director of studies
- The revised syllabus is brought to the board
 - If accepted, the changes are made in the syllabus database
 - If declined, the revisions must be adjusted in accordance with the board's comments for a decision at the next meeting.



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