

Course responsibility: lectures, exams and evaluation

The implementation of a course requires cooperation between the scientific and the administrative staff. Here is an overview over different tasks you will be involved in.

Course convenors (“emneansvarlig”)

The Head of Department decides who should be responsible for each course. As a course convenor, you have the overall academic responsibility for the course. You do not necessarily teach the course yourself, but it is important that you are involved in the planning and the implementation of the lectures and examinations.

Administrative staff

The administrative staff is responsible for managing the regulations that govern the field of higher education in Norway. They make sure that the academic processes are implemented according to [UH-loven](#), [Forskrift om studier og eksamen ved UiO](#), [\[national regulations for universities\]](#); the Programme Council (“Programråd”) and the Faculty of Social Sciences’ guidelines.

Deadlines

Please note that most tasks have deadlines. The administrative staff will inform you about the deadlines within reasonable time.

The following overview shows the main tasks for the course convenor (“emneansvarlig”) and administrative staff. It does not cover all the tasks related to the implementation of a course. Please also see “Description of routines” for a more extensive description of the tasks.

1. Distribution of responsibilities

Task	Course convenor	Admin	
Course description	Write and form the content of the course description	Take care of the administrative procedure in the Programme Council ("Programråd") and the Faculty of Social Sciences	
Course page	Write "Course content" and "Learning outcome"	Publish the webpage and add necessary necessary administrative information	
Changes (course name, examination, teaching etc.)	Propose changes	Take care of the administrative procedure in the Programme Council and the Faculty of Social Sciences	

Task	Course convenor	Admin	
Develop the course	Possibilities for applying for extra resources to develop new educational program. Please contact Head of Studies (“Undervisningsleder”)		
Curriculum	Decide curriculum and submit to admin (obligatory courses: changes need to be approved by Programme Council. Selective course: changes need to be approved by undervisningsleder).	Take care of administrative procedure in the Programme Council. Mette Stenberg orders curriculum from Akademika and publishes online.	
Detailed schedule	Design detailed schedule and send to Mette Stenberg.	Mette Stenberg will publish the schedule online if you do not wish to do it yourself.	
Decide upon lecturers	Propose potential lecturers to the undervisningsleder	Contact lecturers (if needed), make	

Task	Course convenor	Admin	
		contracts if external lecturer	
Decide on seminar leaders	Propose potential seminar leaders to the undervisningsleder	Contact seminar leaders (if needed), make contracts (if external)	
Academic and educational guidance of seminar teachers	Academic guidance of seminar teachers and quality assurance of their educational program		
Mandatory activity (attendance, assignments, presentations)	Decide whether a student fulfils the mandatory requirements if seminar leader is in doubt. Ensure that seminar leaders hand in list of students who have completed mandatory task to admin within deadline.	Hand out attendance list to seminar leaders. Receive doctor notes from students who have been absent (in cooperation with SV-info). Assess and register sick leaves for	

Task	Course convenor	Admin	
		students. Register and publish pass/fail in FS.	
Mandatory multiple choice test	Design questions to the test. Create and update pool of questions in Inspera.	Create test in Inspera. Register and publish pass/fail.	
Evaluations	Design content and follow up the evaluations.	Assist with implementation of evaluations and register feedback from students.	
Examiners	Propose sensors in consultation with undervisningsleder and admin.	Recruit and inform sensors and make contracts	
Examination questions	Create and (proof read) examination questions in Norwegian and English. Hand in to	Inform emneansvarlig about deadlines. Translate to Norwegian	

Task	Course convenor	Admin	
	undervisningsleder and admin within deadline.	(nynorsk). Add questions in Inspera.	
Examination guide (“sensorveiledning”)	Create (and proof read) examination guides in Norwegian and English. Hand in to undervisningsleder and admin within deadline.	Add examination guide in Inspera.	
Exam implementation	Emneansvarlig has to be available during the exam periode.	Responsible for exam implementation in Inspera and FS (from start to finish).	
Grading	Grade papers and examinations. Overall coordination of grading if multiple sensors. Comply with the deadline for submitting grades.	Register and publish examination results in FS.	

Task	Course convenor	Admin	
Explanation of grades	State/write explanation of grades per student in Inspera.	Manage explanation of grades in Inspera.	

2. Description of routines

Undervisningsplanlegging – Scheduling?

The planning of the lectures is done in cooperation with the administrative staff (at least) one semester prior to the implementation of the course.

Course description

- You are to proofread the course descriptions one semester in advance.
- Should you wish to make changes to the course description, it needs to be approved by the Programme Council (this applies for mandatory courses). Please contact administrative staff. If you wish to make changes to the course description on selective courses you confer with the undervisningsleder.
- Administrative staff will update course pages after the Programme Council has approved them.

Schedule

The planning of teaching is done through a web system called TP within a given deadline. The web system distributes time and place for the lectures; hence, you do not have the opportunity to decide when or where your teaching will take place.

- The administrative staff will provide you with an overview over which weekdays and at what time you should have your lectures. There are usually more weeks than

necessary in this proposal, and you have the opportunity to choose which week numbers you wish to have lectures.

- Please notify the administrative staff which week numbers you wish to hold lectures within the given deadline.
- Please provide Mette Stenberg with detailed schedule and curriculum within the given deadline.
- After the semester pages are published (late November/late May), you are no longer able to make changes to the time for your lectures.

Seminar leaders

- As a course convenor, you have the academic responsibility for the seminars, and you should participate in the planning of the educational programs for the seminars.
- It is expected that you come up with suggestions about seminar teachers for your courses.
- You are responsible for the training of the seminar teachers and to make sure they are up to date on the academic content of the course.
- It is very important that the course convenor and the seminar leaders cooperate with the administrative staff about students who fail the activities or are in need of special arrangements such as exemption from deadlines etc.
- Please provide administrative staff with lists of students who pass or fail the mandatory activities as soon as possible. The administrative staff deletes course registrations for the students who fail the mandatory activities. The number of students who pass the activities has an impact on the implementation of the exam.

External lecturers?

Please discuss with administrative staff if you wish to include external lecturers in your courses.