



## **Regulations for first and second level education at Karlstad University**

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# **Regulations for first and second level education at Karlstad University**

## **Chapter 1: Preliminary provisions**

### **1 § Area of application**

These rules pertain to employees and students involved in education at the first (Bachelor's) and second (Master's) level at Karlstad University.

### **2 § Purpose**

These rules and instructions aim at clarifying the rights and responsibilities that students and employees have in the educational process. The regulations shall promote quality education and quality handling of cases within the university as well as strengthen the rule of law.

Karlstad University is responsible for making these regulations easily accessible to students.

### **3 § Legal status of Regulations**

In this collection of regulations, laws and ordinances are referred to. As a public authority, Karlstad University, its employees, and its students are obliged to follow parliamentary and governmental statutes. This is noted in Chapter 1, §1 of the constitution.

These regulations constitute a steering document stipulated by the Vice Chancellor and pertain to staff as well as students.

Attachment 1 to this document provides supplementary information to students on where to turn if they believe that any aspect of the regulations has not been conformed to. This information has the status of general advice and instructions to those concerned.

Attachment 2 to this document provides rules for written exams on campus and off campus that pertain to students.

### **4 § Revision of the document/rules**

A review of this document shall be made annually, if needed in consultation with staff and student representatives at Karlstad University. Viewpoints on the document can be reported to the legal officers at Strategic Support Services.

## **Chapter 2: The University's general responsibilities**

### **1 § Prohibition on discrimination**

According to the Discrimination Act, Karlstad University is responsible for pursuing goal-oriented efforts that actively promote students' equal rights irrespective of their ethnicity, religion or other beliefs, gender, sexual orientation, functional disability, age or gender identity.

The most appropriate individuals to contact for a student who feels harassed is a teacher or the head of department. Students can also turn to the person responsible for student equity issues

at the Office for Student Affairs, or to staff at the student health services, or to the Student Union.

If a member of staff at Karlstad University suspects or becomes aware that a student has been harassed or can have been harassed, the university is obligated to take immediate action by initiating an investigation, which shall be carried out in a factual and unbiased fashion with observance of the rule of law, even if no formal report has been filed. If the matter cannot be handled immediately at the respective department, it shall be forwarded to the student equity officer at the Office for Student Affairs or to the student health services.

If the matter is judged to be of a serious nature, a written report shall be made to the Vice Chancellor on the appropriate form available at the office of the Vice chancellor's secretary.

## **2 § Access to information**

As a governmental authority, Karlstad University shall treat students in a professional manner and in a manner that is consistent with laws and ordinances that regulate the operations of public administration. Hence, issues such as the handling of admissions and examination shall be carried out according to the provisions of the Administration Act (2017:900). This means that the university shall adhere to the general public service duties that are outlined in §§ 6 and 7 of the Administration Act. The public service duties require the university to:

- Provide information, instructions, counsel, advisement and other help to students on issues that pertain to education at the first and second levels to the extent appropriate to the nature of the question, the need of the student, and the operations of the governmental authority. Current working situations and resource availability may be taken into consideration.
- Take telephone calls and receive visitors. If particular hours are determined, these shall be made known to the public.
- Take the measures required regarding accessibility to receiving and registering public documents and requests for public documents kept at the university.

Further, according to §§ 8 and 9 of the Administration Act regarding handling of issues such as admissions and examination, the following pertain:

- Each issue shall be handled as simply, speedily, and inexpensively as possible without neglecting the rule of law
- Employees shall consider the possibility of obtaining information from other authorities
- Representatives of the university shall express themselves clearly and in a comprehensible manner
- Representatives of the university shall use comprehensible language
- Karlstad University shall also in other ways make it simple for the individual student to deal with the university

According to §13 of the Administrative Act, an interpreter shall be called on, if such a service would facilitate communication, when the university deals with an individual who has limited Swedish proficiency, is seriously hearing or speaking impaired, or has any other disability.

Handling of matters shall be in writing. Public authorities may, however, decide that a matter is wholly or partly dealt with orally, if this is not inappropriate.

In particular, it is noted that information shall be provided in English so that international students can participate in university activities and operations.

## **Chapter 3: Student responsibilities**

### **1 § General duties**

Students admitted to education at Karlstad University have a duty to pay close attention to those laws and ordinances in society at large which pertain to education on the first and second level. In particular, existing laws that prohibit various forms of discrimination can be mentioned as it also pertains to intra-student relations.

Students are responsible for being informed about the rules that apply at Karlstad University.

Students are further obligated to be careful of the university facilities and equipment as well as to be responsible for following the environmental rules (including the recycling system) that apply at Karlstad University.

Students must follow the various security regulations that pertain at Karlstad University.

Students are also obligated to follow the general rules for IT security and the policy and rules for handling personal data. These regulations include prohibition to use the Internet to violate the integrity of another, and that the treatment of personal data in studies shall be approved by teacher or supervisor.

### **2 § Disruptive behaviour**

A student who disrupts teaching or examination in progress shall be asked to leave the classroom if the disruption continues after the teacher's reprimand. If the student continues to disrupt despite reprimand, the teacher may contact the university's head of security. With disruption is meant recording a lecture without permission, bringing children or animals to the classroom (exception made for service or leader dog) or mobile phone conversations during ongoing teaching.

### **3 § Disciplinary measures**

A student who does not follow the rules at Karlstad University can be reported to the disciplinary board. According to the Higher Education Ordinance (1993:100) Ch. 10 § 1, disciplinary measures against students are taken when students:

- use unauthorised aids or in any other way attempt to deceive the examiner in a written exam or in all circumstances when student performance is assessed,
- disrupt or hinder teaching, exams or any other activity related to the university,
- disrupt the library environment or any other special facility related to the university,

- victimise another student or an employee at the university in violation of any of the grounds specified in the Discrimination Act.

Further information is available in the University guidelines on disciplinary procedures.

## **Chapter 4: Admission to university studies**

### **1 § General admission information**

In the Higher Education Ordinance, Chapter 7, regulations on entry requirements to higher education are provided. Detailed rules for admissions to education on the first and second level at Karlstad University are outlined in the admissions regulations at Karlstad University. In the admissions regulations, information is provided about procedures involving application, qualifications, and selection as well as about how admissions decisions are made and how these can be appealed. Admissions regulations are ratified by the university board and revised when required.

### **2 § Prerequisites**

The prerequisites pertaining to admissions to programmes or courses shall be regulated in respective curricula and syllabi. Each respective faculty board or teacher education board is responsible for syllabi and curricula.

The Norwegian and Danish languages are on par with Swedish in terms of language requirements.

### **3 § Transfer of credits**

A student has the right, after review, to have his/her previous education from another college/university, foreign or domestic, approved. The same applies to knowledge and skills acquired through other activities in and outside of the education system, so called prior learning.

The procedures for credit transfer of credits are regulated in the Higher Education Ordinance, Ch. 6 §§6 – 8, and in Karlstad University's local qualification ordinance.

### **4 § Reregistration**

A student who has been registered for a course but for some reason not completed it may reregister provided that the course has not been closed down. Reregistering means having access to the web-based information relating to schedule, course material (i.e. compendia, lecture hand-outs) and other information related to teaching. The reregistered student also has the right, if circumstances permit, to attend some components and lectures and, as the case may be, receive individual supervision. The course convener decides on a student's right to attend.

Students shall be informed of any limitations in connection with the reregistration.

Early drop-out (within 3 weeks of the course start) means that reregistration is not allowed, and the student has to reapply for the course.

## **Chapter 5: Ongoing instruction**



## **1 § General**

The respective faculty board or teacher education board shall guarantee that the education offered is of the highest quality and that programme plans and course syllabi are approved.

## **2 § Programme study plans and syllabi**

Course syllabi and programme study plans are regulations and thus binding for the university as well as for the students. The Higher Education Ordinance stipulates what must be included in such documents.

The Higher Education Ordinance, Ch. 6, §15 stipulates that a syllabus shall include: Course level, higher education credits, learning outcomes, prerequisites, forms of assessment and specification of any other requirements.

The Higher Education Ordinance, Ch. 6, §17 stipulates that a programme study plan shall include: the courses required, prerequisites, and specification of any other requirements.

Programme study plans and course syllabi which are first offered in a particular semester must be approved and be available on the university website when the application period starts. For Programme/courses offered in a language other than Swedish study plans and syllabi must be available in Swedish and translated into English when the application period starts, at the latest.

Any revisions of approved programme study plans and syllabi shall be made in such good time that the requirements in the paragraph above are met. The course details entered into LADOK, i.e. code, title, higher education credits, degree level, progressive specialisation and grading scale, may not be changed. The main field of study can be added but not removed. The Office for Student Affairs must be notified of any change in prerequisites.

## **3 § Schedule and reading lists**

Reading list for a new course is approved and published at the same time as the syllabus. Revision of the reading list shall be approved and published six weeks at the latest before the start of course. A course schedule shall be made available on the website as soon as possible, and no later than two weeks before the start of course. Course schedules shall be made known per ten-week periods of study. Mandatory components must be scheduled.

The academic year shall be planned in two semesters of twenty weeks each, as well as a summer period of ten weeks.

## **4 § Study instructions**

Written study instructions, such as study guides, must conform to programme study plans, syllabi and schedule, and are thus subordinated documents.

## **5 § Study pace and period**

All scheduled teaching activities including examination shall be provided during the period in which the course is announced.

When the application period has started, the period of study, pace of study, form of delivery or place of study may not be changed.

## **6 § Language of instruction**

If a course is announced for application as being taught in Swedish or English, it shall be taught in English unless only Swedish-speaking students apply. The language of instruction may not be changed once the application period has started.

”Swedish and English” as language of instruction means that courses contain both languages and that Swedish is a prerequisite.

## **7 § Recording of instruction**

Students are not, as a rule, permitted to record or photograph instruction of any teaching and learning activities at Karlstad University. Students in need of special educational support may be granted permission to make recordings and to photograph activities.

## **8 § Support to functionally challenged students**

The university has a special responsibility to facilitate the opportunity to study for students with disabilities. Students may apply for special educational support to the coordinator of disability support services at the Office for Students Affairs. It is the student’s responsibility to contact the coordinator for access to support.

# **Chapter 6: Examination**

## **1 § Examination in general, and definitions**

Examination can be conducted in various ways provided that the rule of law can be guaranteed.

As a rule, written exams shall be anonymous, which means that the teacher marks and assesses all exam papers without knowing the names of the students.

Assessment is always made individually.

Each course shall always include at least one examination at which students verify their identity. For distance education it is sufficient with one such examination per semester starting from the second year.

A course that only includes take-home exams shall have at least one mandatory seminar at which students demonstrate their knowledge orally.

All take-home exam papers, including written assignments, essays and degree projects shall, as a rule, be submitted via the digital plagiarism checker provided through the learning platform used by the university, or a separate plagiarism checker system.

Examination formats are indicated in the syllabus.

**Examination:** Assessment of acquired knowledge and skills in relation to the learning outcomes and content of a course, and grading.

**Examination opportunity:** The date set for an examination of a component.

**Examiner:** A teacher, employed by Karlstad University, appointed to decide on grades in a course.

**Components to be assessed:** A course may include several components to be assessed. For example, examination for a course may consist of an overall appraisal of student performance in the components to be assessed, an exam in the form of a written test at a specific date and place, a written report on a completed laboratory assignment, and an account of literature studies presented in seminar.

Note that the above are only examples. Other examination formats may be used

**Supplementary examination:** Upon the examiner's approval, supplementary examination instead of re-examination is permitted if the result is very close to the requirements for a Pass grade, and if this alternative is stated in the syllabus. Procedures for the supplementary examination shall also be stated in the syllabus. This alternative only applies if shortcomings are minor and easily rectified within a short time after the regular examination.

**Re-examination:** Re-examination is an assessment opportunity after the regular exam for students registered on the course who have failed to obtain a Pass grade or not appeared for an exam.

**Final examination:** Umbrella term for three different examination formats concluding a course or module: written exam (date and place scheduled), oral exam (individual oral exam date and place scheduled), or take-home exam (written exam on scheduled time).

A marked and assessed examination paper is a public document when finalised. If someone requests a copy of a marked and assessed examination, the university is obligated to provide a copy unless it has been returned to the student. This applies to all examination formats.

## 2 § Examiner

The examiner is, according to Chapter 6, § 18 of the Higher Education Ordinance, a teacher designated by the university to determine a student's grade. Such a designation shall normally be made on the suggestions of one or several teachers assessing student performance in relation to the learning outcomes of the course.

An examiner and a deputy examiner shall be appointed for each course. The deputy examiner steps in when the examiner is prevented. The examiner is responsible for ensuring that the examination is undertaken in ways that guarantee that learning outcomes are assessed, that the students' performances are assessed equally and lawfully, that grade levels correspond to national subject standards and that the examination conforms to other valid rules at Karlstad University.

An examiner is obligated to be objective and unbiased in handling the assessment and grading. If there is a special circumstance jeopardising the trust in the examiner's impartiality in a matter, the examiner is considered to be biased and may not be involved in the matter. Lists of examiners shall be available.

The examiner shall not be the supervisor for a student's degree thesis/project.

According to Karlstad University's procedure and delegation system, an examiner in undergraduate education shall have a PhD. The dean can make an exception in special circumstances. The examiner of Master level courses shall normally be an associate professor ('docent') or a professor.

### **3 § Mandatory components**

In principle, participation in instruction is voluntary on the part of the student. Mandatory components are permitted if necessary to achieve established course aims and thus make up part of the examination in a particular course, or is of the type of component that students must participate actively in to acquire knowledge or skills. Mandatory attendance may also be justified on the grounds that it is unsuitable for students to partake in subsequent components if they lack the knowledge and skills required, for example, a practical placement component. If special circumstances arise, a student shall be afforded a suitable alternative to the mandatory course component upon the approval of the examiner. A student shall be provided an assignment whose completion provides equal skills/knowledge and is of comparable scope.

Taking attendance during mandatory elements of the course shall take place in an orderly and legal manner.

Students who are prevented from partaking in a mandatory component shall be offered a new opportunity no more than two months after the original date in accordance with the rules of further examination opportunities in § 19, unless there are practical or resource limitations, for example, that the component requires the presence of co-students.

If special circumstances arise, a student shall be afforded a suitable alternative to the mandatory course component upon the approval of the examiner. A student shall be provided an assignment whose completion provides equal skills/knowledge and is of comparable scope. The examiner decides on the alternative assignment. Note that since the existence of a mandatory component is justified on pedagogical or safety grounds, the opportunity to complete the component in other ways shall be offered only in exceptional cases. The provision of an alternative to mandatory components shall be explicitly stated in the syllabus.

A student shall not be prohibited from participating in examination on the basis of having failed a previously mandatory component, unless this is stated in the syllabus.

### **4 § Examination date**

The time for submitting examination assignments shall be indicated in the course schedule for the study period in question. Regular examinations may not be set during points in time outside the period to which the course belongs.

A student, who is a follower of a certain religious faith, should inform the course convener at the course start in case an examination is scheduled at the time of a religious celebration. On condition that the student has informed the teacher at the course start, the student has the right to take the exam close in time to the regular exam date. The university may request a certificate from the religious community in question, verifying that the exam date coincides with a religious celebration.

**5 § Obstacles to examination**

If the examination cannot be carried out according to plan, and if this is due to circumstances that can be attributed to the university, the opportunity for a new examination shall be offered within a week, circumstances permitting.

In case of unforeseen incidents, such as fire or unexpected illness, examination in exam halls is cancelled and the examiner informed. Students are to be offered a new exam date as soon as possible.

**6 § Conducting examination**

Examiner and teachers who carry out examinations are responsible for ensuring that the examination is conducted in an orderly and legal manner. In this respect, students are to be treated fairly and cheating is to be prevented.

The teacher shall be available during the time of the exam, personally or via a phone.

**7 § Examination instructions**

Conditions for examination shall be identified in clear instructions. Information about authorised aids shall be provided at the start of the module in question. It is the students' responsibility to inform themselves about authorised aids prior to examination.

Particular attention shall be given to international students' needs for information of authorised aids during examination.

**8 § Handling of examination papers**

Confidentiality pertains to assignments that are included in, or provide the basis for assessment. Handling must therefore take place in such a way as to preserve confidentiality and maintain orderliness and legality.

**9 § Submitting exam papers**

Exam papers such as essays, reports, case studies and similar written assignments shall be turned in within the time that the examiner states in order to be valid. The examiner may make exceptions if special circumstances arise. In such cases the examination is processed as if it was in time with the same grade levels as for other students.

Submitting examination assignments shall take place in a manner that guarantees orderliness and legality for both the instructor and the student.

Examples of legally safe submission of written assignments are:

- via e-mail, preferably via the plagiarism checker used
- via the platform provided by the university
- via a physical receiver in a limited time period
- via a locked mailbox (as opposed to a pigeonhole)

**10 § Assessment**

The examiner or the examining teacher shall mark corrected pages as well as blank pages during the assessment of written examination assignments in order to prohibit illicit supplements to the examination after the task has been returned to the student.

### **11 § Grading scale**

One of the grades (Pass with) Distinction, Pass or Fail shall be awarded. In addition, the Vice Chancellor has decided that the grading scale 5, 4, 3 and Fail can be used in the engineering programmes at Karlstad University (Dnr C 2007/62) and the grading scale AB, BA, B and Fail in the university's law programme (C2017/202).

The Vice Chancellor may grant exemption from the three-grade scale

The grading scale shall be indicated in the syllabus.

### **12 § Grading decision**

In the Higher Education Ordinance Ch.1 § 4a grading decisions are exempted from the legal duty to provide justification under the Administration Act. However, a student should be provided some type of feedback, for example, problem-solving suggestions, review, or other clarification on how learning outcomes could have been fulfilled. Feedback may be provided individually or in groups.

### **13 § Time and place for announcing examination results**

Students shall be notified of how and when examination results shall be announced. Students shall have the right to obtain examination results within fifteen workdays prior to re-examination. Exceptions to this rule can be made in case of extremely large student groups or illness, and shall be made known to the students.

### **14 § Return of examination papers**

Marked and assessed examination materials may be returned electronically through the student net and the learning platform, or if this channel is not possible, through the Welcome Centre.

For legal reasons, the student must sign for assessed examination returned through the Welcome Centre. A student who intends to apply for a re-evaluation or correction of assessment should not sign out for it but review a copy of the exam assignment.

Assessed examination materials that are not collected by the student will be kept for two years from the day the grade is set.

### **15 § Correction and reconsideration**

Grading decisions cannot be appealed. However, a student who feels that an exam has not been correctly assessed can apply to the examiner for a re-evaluation of the decision. Should the examiner find that a grade decision is clearly a mistake on the basis of new factors or for other reasons, the examiner shall change the decision as long as it can be done simply and quickly, and does not imply a lowering of the grade (Chapter 6, § 24 Higher Education Ordinance).

The law does not provide a specific time limit for the reconsideration of a grade. In the Administration Act it is however stipulated that reconsideration can occur provided it can take place simply and quickly. Because the university maintains the right to remove assessed examination assignments two years after the original grade is awarded, a two-year limit in normal cases is the natural limit for reconsidering a grade

To ensure that a correct re-assessment can be made, it is necessary for students who wish their grade to be reconsidered to apply as soon as possible.

The examiner may decide on correction of typographical errors, miscalculations or similar oversights that pertains to grades (Administration Act § 36). A student is to be informed of such corrections (Chapter 6, § 23 Higher Education Ordinance).

Request for reconsideration or correction must be made in writing, using the appropriate form.

#### **16 § Reporting of examination results**

The faculties are responsible for reporting examination results in Ladok (student registry) five workdays, at the latest, after the grade is awarded.

#### **17 § Completed components of course**

Completed components of examination that have not been independently reported in Ladok (student registry) shall be preserved and shall be valid as long as the same syllabus pertains to the course, and for at least one year after the examination.

#### **18 § Lost examination data**

If some form of examination assignment that has been handed in to university staff is lost, and it can be proven that this is not caused by the student in question, the student shall immediately be offered a new examination date, preferably within one week.

#### **19 § Further examination opportunities**

The number of times that a student may be examined in order to attain satisfactory results in a course or section of course can be limited if an unlimited right to re-examination would lead to unreasonable waste of resources. Any limit, and the reason for it, shall be indicated in the syllabus and the number of examinations shall be at least five. Regarding practical placement, at least two periods must be offered (Chapter 6, §21 Higher Education Ordinance). In case there is a limit to available practical placement, the students may apply for an extra examination.

One of the set number of examination opportunity is forfeited if a student has formally received a Fail grade in the assessment. If a student participated in the examination but failed to produce anything that can be assessed, for instance, submitting blank sheets, the examination is not assessed and graded and does not count as an examination opportunity forfeited.

A student shall be offered further examination opportunities two months after the regular examination date at the latest. Exceptions to this rule can occur if there are special circumstances, or when it is not possible due to the end of the term. In addition to the regular examination, at least two examination opportunities shall be offered the student within one year of the original examination. Re-examination date shall be announced two months at least two months in advance.

At re-examination, the same grading criteria that applied to the regular examination shall apply.

The right to be examined according to a former syllabus shall be permitted for one year from the date that a new syllabus takes effect. It is the responsibility of the student to notify the examining instructor at least three weeks prior to the examination opportunity that the student wishes to be examined according to the former syllabus.

The possibility to be examined according to the requirements of terminated courses are treated in Ch.7, § 2.

A student cannot undertake a new examination in order to get a higher grade than the Pass grade already awarded.

### **20 § New examiner/examining teacher**

A student who fails a particular course or particular section of a course twice has the right, upon request and if no special circumstances prohibit, to have the examination assessed by another examining teacher. The right includes having a new examiner appointed. Such an application shall be made in writing and shall be made to the head of department.

### **21 § Support services**

A student who fails in his/her studies shall early on be offered the possibility to obtain support services. These services can vary in light of the circumstances in each individual case. The faculties shall provide information about possibilities for support services.  
(see also Ch. 5, § 8).

### **22 § Examination adjustments for disabled students**

The university has a special responsibility to facilitate the situation for students with functional disability. If a student has a written approval of the Office for Student Affairs to receive special educational support because of functional disability (see Ch. 5, §8), the examiner decides how the adjustments to the examinations in question should be made to make them more accessible to the student. The opportunity to adjusted examination shall be indicated in the current syllabus.

### **23 § Cheating**

Cheating is defined as a student attempting to deceive a teacher or another person in the examination. The copying of text (including student's own), in other words plagiarism, as well as unreferenced quotations or references are defined as cheating. Receiving help from others in an electronic examination via technical support, is also cheating.

Upon suspicion of cheating, a report to the Vice Chancellor shall be made.

Upon suspicion of cheating, the responsible teacher or examiner shall await the outcome of the disciplinary board's deliberation before assessing the exam.

## **Chapter 7: Termination of courses and study programmes**

### **1 § Termination of course**

Terminating a course means that the syllabus ceases to be valid one year after the cancellation date. When the syllabus expires, its status as a legally binding document ends.



## **2 § Procedure for terminating a course**

Decision to terminate a course is taken in accordance with the current order of delegation.

When a decision to terminate is taken, the following procedure comes into force:

- No students may be admitted to the course
- No more course opportunities may be created for the course
- Opportunity to be examined on terminated courses shall be provided at student request on four occasions during the first academic year that the course is no longer offered. For courses including practical placement, two opportunities are offered during the following academic year.
- Notify all students registered on the course in the current and previous academic year of the termination and the procedure. A template of notification is available at Inslaget.

## **3 § Termination of study programmes**

Terminating a study programme means that the programme study plan ceases to be valid when the last admitted student (to term 1) has had the opportunity to complete the programme during its nominal duration plus one year. Place guarantee only applies if a course/programme is offered. Note that there are specific rules pertaining to teacher education that supersede these rules.

Decision to terminate study programmes does not mean that programme courses are terminated automatically. Any termination of courses is made according to specific procedures.

## **4 § Procedure to terminating a study programme**

Decision to terminate a study programme is taken in accordance with the current order of delegation.

When a decision to terminate is taken, the following procedure comes into force:

- No students may be admitted to the programme.
- No more programme opportunities may be created for the programme.
- Which programme courses to terminate must be considered. The phasing out of programme courses must not affect the students' rights to complete the programme within its nominal duration plus one year.

All students admitted to the programme from the date of the latest revised programme plan (but always at least three academic years) who have not fulfilled the requirements shall receive a letter of notification at their registered residence informing of the phasing out and the procedures. A template of a letter is available at Inslaget.

The programme coordinator, the study and career counsellor, the student representative and the faculty office concerned develop an action plan in conjunction.

# **Chapter 8: Fees and charges**

## **1 § Studies without charges**

Studies at Karlstad University are free of charge (see §4 for exception). A student has the right to free information such as syllabi and schedules. A student shall have the possibility of retrieving verifiable certification from My Page.

## **2 § Course materials**

Compendia, copies or other materials that the university furnishes can only be sold at cost price, at the most.

## **3 § Other costs**

Generally, components involving costs for the students shall be minimised. If the course of study includes elements that carry with them extra costs for the students, beyond the cost of course literature, for example, commuting to practical placement, these shall be outlined in the syllabus. Respective department shall make known the estimated extra costs before the course begins if these exceed 200 SEK. If possible, alternative educational features shall be offered and stated in the syllabus.

## **4 § Fees**

Applicants and students who are not citizens of an EU country, an EES country or Switzerland pay an application fee as well as tuition fee, in the amount decided by the Vice Chancellor.

# **Chapter 9: Course evaluation**

## **1 § General**

Course evaluations are important tools in the university's quality assurance system and it is critical that both students and teachers participate in the efforts to promote quality. In order to maintain effectiveness, course evaluations shall regularly be handled in the appropriate fora with students represented. The university applies a joint course evaluation system with standardised questions and the opportunity to add course specific question.

Further instructions on course evaluations are available in, for instance, RB117/15 Dnr C2015/331.

## **2 § Conducting evaluations**

To make course evaluations meaningful, it is imperative that the evaluation provides a relevant basis for course improvement. The course evaluation shall be carried out during scheduled course time. The course evaluation shall not be undertaken in connection with the examination. It shall be possible to hand in the course evaluation anonymously.

According to the policy for student influence, the director of study is responsible for ensuring that course evaluations are summarised and for informing others of the results and any potential measures taken as a result of the course evaluation. This shall be done in connection with the introduction of a new course opportunity.

The dean is responsible for analysing completed course evaluations published at the university website. The information of where the analyses are available shall be made known to the students.

**3 § Filing**

The summaries of course evaluations shall be filed and kept in a database for course evaluations, functioning as a searchable archive. The raw data of the joint course evaluation system shall be kept in a database for two years. In case further written raw data exist, these shall be kept for at least two years by the respective subject, or, if appropriate, by the respective faculty.

**Chapter 10: Student influence****1 § General**

At Karlstad University developing a well-functioning system for student influence is a central feature of the university's quality assurance. Active students who wish to and can influence their study situation are seen as prerequisite for high quality in our courses of study. Students shall have the right to take an active part in the development of education ( Higher Education Act, Ch. 1, § 4a).

Student influence is organised by the Karlstad Student Union.

## **Appendix 1 – Where shall students turn with their questions?**

### **1 § General**

During a course of study, it may be necessary for a student to turn to some person or department at the university in order to solve a study-related problem. The organisation of the university is described on the university website. The university's document on procedures and order of delegation also states under which laws and regulations first and second level education falls. Below is a brief description of useful contacts.

### **2 § Study-related issues**

If a student wishes to convey viewpoints about a degree programme, the student can turn to the programme director of the respective programme or to the student representatives that serve on the respective programme committee or faculty board. If the question pertains to a particular course, a student can turn directly to the teacher responsible for the course.

Study-related problems between the teacher and a student in a programme or a course should be addressed firstly by those directly involved. Secondly, the course convener is contacted and thirdly, the programme director. If the problem cannot be solved through these channels, the student shall turn to the director of study.

If the problem remains unsolved, the student can turn to the Karlstad Student Union's student representative.

### **3 § Individual issues**

At the Office for Student Affairs there are staff giving advice and support to students, such as study and career counsellors and the coordinator of educational support to students with functional disabilities. The Welcome Centre under Campus Services also provides advice and help to students.

The faculty administrative officers can handle a great number of practical and administrative questions about programmes and courses.

If a student has a problem of a more private nature that affects studies, the student can contact the student health centre at Office for Student Affairs and be referred to a counsellor, health pedagogue or a university chaplain.

### **4 § Other contacts**

A student who feels uncertain about where to turn with an issue, or who needs advice or help with a study-related issue can turn to the Welcome Centre or to the Karlstad Student Union.

## **Appendix 2 - Rules for written examination in an examination room at Karlstad University**

### **1. Introduction**

A written exam is an invigilated examination. It can take place on university campus premises or elsewhere at the request of the university, or through the net. All written exams are anonymous. The teacher marks all exam papers without knowing who sat the exam.

This appendix is part of the documents “Regulations for first and second level education” and “Guidelines for anonymous examination”.

### **2. Procedures for written examination**

#### **2.1 Before the exam**

The syllabus includes information about the examination formats used in the course.

##### *Registering for examination*

A student shall register for written examination via My Ladok. The registration period starts at the latest one month before the exam date and ends six workdays before the exam date. Registration for a paper-based exam generates an anonymity code which the students shall bring to the exam hall. It may be possible to sit several exams on the same occasion. Students are advised to contact the examining teacher or an administrative officer, who contacts the exam coordinator when the registration is made.

Withdrawing from the exam shall be made via My Ladok, or to the course administrator before the exam starts.

##### *Disability and special needs*

Disabled students who have been granted special educational exam support (by the coordinator of educational support) shall notify the exam coordinator of their needs at least six days before the exam.

##### *Information before the exam*

The course convener or examining teacher informs the students well in advance of the exam about authorised aids, for example, calculator, tables and dictionaries. The same information shall be attached to the box containing the exam papers and if the exam is computer-based be available on the platform.

The following information pertaining to the examination shall be given:

- Name of the course
- Course code
- Date and Time of examination
- Examining teacher's name and telephone number and when she/he is available
- Authorised aids
- Date of return for marked examination
- In certain cases, grading scale

## **2.2 The examination**

Students shall arrive at the examination hall in good time and present a valid photo ID and state their anonymity code. The exam hall is opened at least 30 minutes before the exam begins.

When the exam is computer-based, students shall arrive at least 10 minutes before the exam starts to ensure that all technical devices are set up so the exam can start without disruption. Students who arrive later than 10 minutes before the exam are not allowed to enter until the exam has started.

Students can only leave the hall for visits to the toilet, and the time of their departure from and return to the hall in paper-based exams shall be recorded on a list, and entered directly by the students on the platform in computer-based exams.

A student who has registered for an exam is allowed into the hall up till 45 minutes into the exam.

Coats and bags may not be brought to the desk. When the exam has started, no items may be taken out of bags or outdoor clothing. Mobile phones, surfboards and smartwatches shall be turned off and kept in a bag, outdoor clothing or designated place.

Only the writing paper and the cover sheet handed out before the paper-based exam begins may be used and the aids authorised by the examiner. The student is responsible for making sure that there is nothing else on the desk. The student must fill in all the requested details on the cover sheet and give their anonymity code, the number of tasks and provide consecutive pagination on each answer sheet.

During a computer-based exam only a computer designated for exams may be used and only the aids authorised by the examiner. The student is responsible for making sure that there is nothing else on the desk.

Students who have not registered for the examination shall be offered an examination seat if a reserved place has not been used within 45 minutes of the start of the examination. Examination seats shall be offered by lottery if the number of unregistered students is greater than the number of seats available.

The examining teacher shall be available for a certain part of the examination, personally or on the phone. Information on when the teacher is available shall be clearly announced.

## **2.3 When time is up**

The earliest that exam papers can be turned in is 45 minutes after the examination start.

When time is up for a paper-based exam, the filled-in cover sheet and answer sheets are handed in to the invigilator. Even if a student has not answered the questions, a blank answer sheet shall still be handed in, that is, a completed cover sheet. Students are required to show their photo ID and sign the attendance list when they hand in the papers.

In computer-based exams, the invigilator submits and concludes the exam for each student via a special password.

All items must be removed from the desk and the student must leave the hall immediately. The university's stationery shall be handed in to the invigilator.

#### **2.4 Suspicion of cheating**

Cheating is defined as a student attempting to deceive a teacher or another person in the examination. The copying of text, in other words plagiarism, as well as unreferenced quotations or references are defined as cheating. Receiving help from others in an electronic examination via technical support, is also cheating. If an invigilator suspects a student of cheating, the invigilator shall speak to student, retrieve possible evidence and immediately contact the teacher concerned. A student may not be asked to leave or be forced to terminate an examination on the basis of suspected cheating.

Upon suspicion of cheating, a report to the Vice Chancellor shall immediately be made according to the instructions in the guidelines for disciplinary matters. If a student has been reported to the disciplinary board the responsible teacher or examiner shall await the outcome of the disciplinary board's deliberation before assessing and awarding a grade. Students who are found cheating or attempting to deceive can be warned or expelled for a period of six months at the most.

#### **2.5. Disruptive behaviour**

An individual who clearly disrupts or interferes with an examination can be required to immediately terminate the examination and leave the examination room. If needed, the head of university safety can be called on. The invigilator shall report the incident directly to the examination coordinator who contacts the examining teacher directly.

#### **2.6 Returning marked exam papers**

When the exam papers are marked, they are scanned at Karlstad University and returned to the students in digital form on My Page, learning platform, or if the electronic format is not possible, to the Welcome Centre. Computer-based exam results are made available via the platform.

#### **3. Fire alarm and similar disruption**

An alarm means that the hall must be evacuated and the exam is interrupted. The invigilator directs the students to the point of assembly and stays there until the fire department or the police gives instructions. A new examination is arranged as soon as possible.

#### **4. Further rules for examination in another location for distance students**

The opportunity to sit exams in another location can be offered if there are good reasons and the rule of law can be guaranteed. Examination in another location in Sweden and abroad is only permitted if the location has been approved by Karlstad University. The students must meet any extra costs incurred from the examination.

Examination in another location in Sweden is only arranged at study centres with which Karlstad University has an agreement, see [www.kau/tentamen](http://www.kau/tentamen) for a list of study centres. Students should register for the exam through My Page fourteen days before the exam date at the latest. Withdrawal is registered through My Page or to the study centre.

Students who have not registered can only be offered a seat if the study centre in question has the opportunity to arrange this.

Students who have been admitted to a specific study location shall sit exams where they are registered or on campus.

Examination abroad is only arranged at a Swedish Embassy or a university with which Karlstad University has an exchange agreement. The student is responsible for establishing the initial contact with an approved location abroad to inquiry about the possibility and informing the university about contact details referring to the examination registration (at the latest 4 weeks before the exam date). The contact person must be able to communicate in Swedish or English. The examination shall be taken at the time specified. In case of time difference, the examiner can give permission to individual students to sit the exam at different time, with due consideration of the risk of cheating.