Doktorandråd EES: seminar on course administration

Part V: Administrative systems and routines

This handout focuses on administrative systems and routines around adding courses into KTH’s system, scheduling lectures, booking rooms as well as student registration and handling exams. The following flowchart summarises the most important steps.

After the first own planning where target group, course content, teachers, period, chronological order of teaching sessions, examination type etc. are decided, the course has to be entered into KOPPS which stands for kurs- och programplaneringssystem. This is usually done by one responsible senior, the so-called KOPPS-ansvarig, on a departmental level; ask your seniors. Information that can be entered in KOPPS include, for example, how many hours of lectures you want to give in a specified calendar week. The same holds for exercise sessions and lab sessions and you can even specify certain dates for excursions etc. In addition, one can also list dates where one does not want to have any lecture, e.g. Valborg. In KOPPS, you also enter a description of your course and a list of obligatory requirements, for example, another course that students need to take first. All descriptive texts have to contain the same information both in English and Swedish. It is also important to identify other courses with which you do not want any collision; these can be courses in other programs where you know that several of your students will take as well. When scheduling excursions in courses with many
foreign students, clashes with exams in Swedish courses should be avoided. To get an impression of the timeline: KOPPS planning is already done at the end of the calendar year before the academic year, i.e. at the end of 2014 for all courses during 2015/2016.

Based on all information entered in KOPPS, the central time scheduling office, often simply called schemaläggning, will arrange all lectures and other teaching sessions as well as possible so that students do not have to face too many overlapping courses etc. This is done in January for courses in periods 3 and 4 (i.e. autumn term, called HT - hösttermin) and in June for courses in periods 1 and 2 (i.e. spring term, called VT - vårtermin). The better prepared the whole own planning is from the beginning and the more details that are entered into KOPPS, the closer the resulting time schedule will be to your preferences. You find more information on time scheduling on [1].

As a first result from time scheduling, a preliminary schedule is distributed to each course responsible person, the so-called kursansvarig. While the course contact person can be a PhD student, the official kursansvarig has to be a senior. Who that person is has been specified in KOPPS. Based on this preliminary schedule, changes can be requested if necessary. Observe that all changes can lead to more clashes between courses so that your target students might not attend your course. For own safety it might be advisable to print a hard copy of the schedule in case something goes wrong.

In parallel to the time scheduling, the scheduling office also books rooms for all teaching sessions if you did not specify own rooms (i.e. rooms that are rented by your department or others and that are not available in KTH’s central room-booking system) explicitly in KOPPS. The chosen rooms are based on the amount of students you expect and your preferences that you can also enter in KOPPS. To search for suitable rooms and see how much they cost use [2].

When all scheduling is done, the schedule will appear on [3] as well as on your course page on KTH Social. In addition, also all teachers that were entered in KOPPS will be listed there. Now, all assistants can be manually added by the listed teachers.

The course description, target group and some other information that you added in KOPPS will also be transferred to KTH’s course and programme directory (kurs- och programkatalogen) and to your course page on KTH Social under “Course Information”. So, if strange things show up on KTH Social, you know now where you made a mistake.
The course and programme directory is important because here, students search for courses and this database is linked to My Pages (Mina sidor) where students apply and register for each course. Application (kursanmälan) and registration (kursregistrering) are obligatory and have to be done within specified time periods: application in November for courses in spring term and in Maj for autumn; registration around one week before to one week after course start. The procedure deviates between students that intend to take a course for the first time, so-called förstagångsregistrering, and those who want to repeat a course, so-called omregistrering. While for the latter one the student often has to contact STEX, our so-called Studerandeexpedition [4], all usual first-time registrations are done online by the student (webbregistrering). Here, the students log in on KTH Social within a certain time window – where they find a list of courses that are available for them under Courses > Registrations. It might be that your course is not listed here, for example, if you required (in KOPPS) another course as prerequisite that the student has not yet attended. In case of problems, contact STEX or ask the student to do so.

The status of all online applications can be found on your course page on KTH Social under Administration > Expected participants. Similarly, all students that registered online are listed on KTH Social as course participants. In case some of your students have for some reason not registered online, you will often notice that because they cannot access your course page on KTH Social as well as on Bilda; or later, when they cannot apply for the exam. Ask those students to contact STEX.

For all courses that include an exam, there is another obligatory application. This exam application (tentamensanmälan) is also done online by the students through My Pages.

For PhD students, course application is not obligatory, but course registration and exam application are. Those have to be done by STEX. Simply contact STEX or ask your PhD students to do so.

In the schedule, the exam is already included. The length of the exam was entered in KOPPS. The amount of seats is based on the number of students that applied for the exam. In this way, you have sufficient seats for your students and avoid booking too many rooms and examination personal which will increase the costs for your department. If a student has missed to apply for the exam in time, she/he can only take the exam if there are vacant seats available a certain time after the exam started. If this is the case, the exam will be marked and reported as usual.
The exam questions are best sent to STEX as a pdf file attached to an email some days before the exam. Then, STEX takes care of making hard copies etc. After the exams are written, they will be scanned and then, you can pick them up to mark them. After that, all results will be compiled in a list which the examiner has to sign and send to STEX together with the marked exams. Observe that all exams have to be marked and returned to STEX within 15 working days. STEX will then scan them once more and report the grades in Ladok, a national system where many Swedish universities document students' status and progress. Also financial student aid (studiemedel), statistical information and some decisions by student housing associations as SSSB are based on Ladok information. The students can access both scanned versions; hence they can – in case they have questions on grading – easily send you a copy by email along with their questions.

In case you run lab sessions, you might want to use the lab booking system at our school [5].

For any questions on time scheduling and room booking, you can ask the employees in KTH's scheduling unit, see [6]. For all other topics that were discussed, we suggest you ask STEX or Kathy Hammar [7]. If you need help with the tools, you can also ask KTH's teacher support [8].

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Links:
[2] Rooms: [https://facility.admin.kth.se/Undervisningslokaler/Lokaler_KTH_Campus.htm](https://facility.admin.kth.se/Undervisningslokaler/Lokaler_KTH_Campus.htm)