

Rector's Decision

Nov. 13, 2007

Nr. 119/07

Dnr. C2007/368

Case:

Regulations for First and Second Level Education at Karlstad University

Administrator:

Lena Fries

Background:

Regulations for education at the first and second level at Karlstad University have been revised during the spring of 2007 in a working group under the direction of the director of student services. The working group has consisted of representatives of the university faculties and the Karlstad Student Union as well as the student services department. Participants from the university were Jens Beiron, Bengt Hällgren, Monica Björkström, Gun Klarqvist, Petra Wall, Thomas Bragefors, Birgitta Lindell, Inger von Zweigbergk and Lena Fries as well as Stefan Björk and Fredrik Olsson from the Karlstad Student Union.

MBL-information/negotiation:

Yes

Decision:

The Rector has decided to confirm that Regulations for First and Second Level Education at Karlstad University take effect as of the autumn term 2007.

Kerstin Norén

Lena Fries

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- Archive
- Faculties
- Student Union

REGULATIONS FOR FIRST AND SECOND LEVEL EDUCATION AT KARLSTAD UNIVERSITY. 3

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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.

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.

Portions of the regulations not extrapolated from laws and ordinances are to be followed by employees in accord with the decision-making and work regulations that are in effect at Karlstad University.

Supplemental information is attached to this document outlining where a student can turn if particular aspects of these regulations are not followed. This supplementary information shall be taken as general advice and instructions for those concerned.

4 § Exceptions to the rules

Exceptions to these rules may exist given special circumstances. Special circumstances are defined as instances that neither the university, employees, nor students can control or anticipate. An example of special circumstances can be illness. Special circumstances can never be referenced as the reason for breaking laws and ordinances.

5 § Revision of the document/rules

An annual review of this document shall be made in consultation with personnel and students at Karlstad University. Decisions are made by the Rector. Viewpoints on the document can be reported to the director of the Student Centre who is responsible for follow-up.

Chapter 2: Proper educational practices

1 § Legal and pedagogical standards

Recruitment and admissions to university studies, continual instruction as well as examination shall be carried out in a manner that is consistent with proper educational practices at Karlstad University.

These practices can be applied variously within different areas but shall always be consistent with policies established by the university board of directors.

2 § Responsibility for and development of proper educational practices

The faculty boards shall within their respective areas have comprehensive responsibility for the development and promotion of proper educational practices. The quality and content of education is the responsibility of each respective faculty board.

The financial and organizational conditions of education are the responsibility of the Dean and department heads.

Chapter 3: The University's general responsibilities

1 § Prohibition on discrimination

According to the law on the equal treatment of university/college students (SFS 2001:1286), Karlstad University is responsible for pursuing goal-oriented work that actively promotes students' equal rights irrespective of their ethnic or gender affiliation, their sexual orientation, or their functional disability. According to decision-making and work regulations, this responsibility rests with each respective workplace unit (Dean/department head).

If personnel at Karlstad University become aware of a student who has been harassed or can have been harassed, the university is responsible to investigate the incident that has occurred. No formal notification is required before the university is obliged to begin an investigation. Such an investigation shall be immediately initiated and shall be impartial and unbiased. The most appropriate individuals to contact are an instructor and/or an instructor's immediate supervisor. A student may also contact the university's personnel advisor, the general academic advisor at the student centre or the student union, or one of the student union's designated equity and diversity officers.

The equal opportunities ombudsman, the ombudsman against ethnic discrimination, the ombudsman against discrimination on the basis of sexual orientation, and the disability ombudsman are authorities outside the university that handle discrimination issues.

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 (SFS 1999:940). This means that the university shall adhere to the general public service duties that are outlined in 4 and 5 §§ 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 must be taken into consideration. The obligation to provide service implies that the university shall:

Take telephone calls and receive visitors. If particular hours are determined, these shall be made known to the public.

Be open to the public at least two hours each workweek, Monday through Friday (holidays excepted) in order to receive and register petitions requesting to be informed of the information archived by the university.

Further, according to 7 and 8 §§ of the Administration Act regarding handling of issues such as admissions and examination, the following pertain:

Each issue shall be handled as simply, quickly, and inexpensively as possible without neglecting security matters

Employees shall take into account the possibility of obtaining information from other authorities

Representatives of the university shall express themselves clearly and in a comprehensible manner

Karlstad University shall, in other ways, make it simple for the individual student to deal with the university

Interpreters shall be contracted, at the university's discretion, when the university deals with an individual who has limited Swedish proficiency, is seriously hearing or speaking impaired, or has another disability where the services of an interpreter would facilitate communication.

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

If a course is offered and announced as being taught in either Swedish or English, it shall be taught in English unless only Swedish-speaking students have been admitted.

Chapter 4: Student responsibilities

1 § General duties

A student who is admitted to first level education at Karlstad University shall be reminded 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, herein are named existing laws that prohibit various forms of discrimination including the law governing equal treatment of university/college students that even pertains to intra-student relations (SFS 2001:1286). A student who violates or infringes upon another student or employee can consequently be expelled from university studies (SFS 2001:100).

The student is responsible for being informed about the rules which apply at Karlstad University.

The student is 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. The student must follow the various security regulations that pertain at Karlstad University.

The student is also obligated to follow the “Ethical and general rules for students using the university’s computers and data communication systems” (Karlstad University 1997-02-10, dnr 87/97). These regulations, for instance, prohibit use of the Internet to violate the integrity of another.

A student who does not follow the rules at Karlstad University can be reported to the disciplinary board. Grounds for disciplinary measures against students include cheating, disruptive activities, theft of library materials, disruptive behaviour toward instructors and/or other students. Forgery, plagiarism, and sexual harassment are other grounds for disciplinary measures. For further information in terms of guidelines for disciplinary matters, see Reg.no C2007/D79.

2 § Student Union fees

All who study at Karlstad University shall, according to SFS 1983:18 (unless otherwise prescribed or determined) be members of the Karlstad Student Union. This also pertains to international students.

The responsibility for monitoring that students have paid the established fees, lies with Karlstad University. According to the Student Union’s own determination, a student with 15 higher education credits or fewer remaining before graduation shall be free from the obligation to pay fees. However, proof of membership for the term in which the student last took courses must be provided.

Chapter 5: Admissions to university studies

1 § General admissions information

In the Higher Education Ordinance, the seventh chapter (SFS 1993:100), regulations governing access to first levels of higher education are provided. Detailed rules for admissions to education on the first and second level at Karlstad University are outlined in

“Admissions regulations at Karlstad University”. These admissions regulations can be retrieved on the university intranet and on the university student website. 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 such can be appealed. Admissions regulations are ratified annually by the university board.

2 § Prerequisites

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

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 approval of an entire course of study shall be determined by the Rector; a determination that is delegated to the director of the Student Centre. The approval of a portion of a course of study shall be determined by the examiner.

The university shall, during review for approval, assess the aim of an educational program as a whole in terms of established educational programs and syllabi.

Chapter 6: Ongoing instruction

1 § General

The faculty board is to guarantee that educational programs offered are of the highest quality.

2 § Syllabi

Syllabi and educational plans, exclusive of literature lists, shall be defined and made available in print as well as on the Internet at least one month before the last day to apply for study during the next term. After that point, only minor adjustments to the syllabi or plan can be made. Prerequisites and study pace may not be modified.

3 § Schedule and literature lists

Literature lists shall be made available, both in print and on the Internet, at least one month before a course is set to begin. Schedules shall be made available for the current period of study both in print as well as on the Internet as soon as possible, but no later than two weeks before a course is set to begin. Course schedules shall be made known per ten-week periods of study.

The academic year shall be planned in two terms of twenty weeks each, as well as a summer term of ten weeks. The calendar year consists of five periods of study of ten weeks each.

4 § Mandatory components

In principle, participation in instruction is voluntary on the part of the student. Mandatory aspects may occur if necessary to achieve established course aims which compose a portion of the examination in a particular course. All mandatory course elements shall be made clear to the students by the course introduction at the latest, and shall be defined in the syllabus and course schedule. If a mandatory component is moved, students shall be informed within a reasonable time frame and the change shall be made in consultation with the students.

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

If special circumstances arise, a student shall be afforded a suitable alternative to the mandatory course element upon the approval of the course instructor/representative. A student shall be provided an assignment whose completion provides equal skills/knowledge and is of comparable scope.

5 § Educational pace and time

A course shall be designed in such a way that student work can follow a pace that has been previously announced.

All scheduled education shall be provided during the term in which the course is announced. Exceptions can be allowed, for example in the examination of theses, but shall take place in consultation with the students in question.

Chapter 7: Examination

1 § Examination in general

Examination can be conducted in various ways without diverging from proper educational practices.

Examination forms shall be indicated in the syllabus.

The examiner is, according to Chapter 6 § 18 of the Higher Education Ordinance, one of the university's designated instructors who determines a student's grade. An examining instructor is, according to these rules, the instructor who is responsible for carrying out and correcting the examination.

2 § Presentation requirements

The respective instructor or course representative shall establish requirements for content, form, and times for presentation of laboratory work, assignments, projects, papers, and the like. Requirements can pertain to both oral and written presentations. The students' manner of fulfilling these requirements shall impact the assessment of the work in grading if no special circumstances arise.

A student shall not be prohibited from participating in examination on the basis of incomplete or unsatisfactory achievement in previous elements of the course. Exceptions from the main rules can be allowed but are to be detailed in the syllabus.

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. Potential limits shall be identified in the syllabus and the number of examination opportunities shall be at least five. In terms of limits connected to internships and workplace related training, at least two opportunities to fulfil these practice-related requirements shall be offered. (SFS 2004:289)

3 § Examination time

Time for examination shall be determined by the examiner, or the course representative in consultation with the examining instructor. Time for examination and time for the handing in of examination assignments shall be indicated in the course schedule for the ongoing study period.

Regular examination occasions may not be set during points in time outside the period to which the course belongs. Extra examination opportunities shall be noted on a department's bulletin board at least eight weeks prior to examination, to the extent that no other arrangement has been made with students in question.

4 § Obstacles for 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.

5 § Supervisory responsibility during examination

Instructors who carry out examinations are responsible to see to it that examination is conducted in an orderly and legal manner. In that regard, students are to be treated fairly and cheating is to be prevented in every manner feasible.

6 § Assistance

Conditions for examination shall be identified in clear instructions. Information about possible assistance afforded to students shall be provided by the examining instructor or course representative at the time of course introduction as long as special circumstances do not prohibit. Information about assistance permitted to students shall be, at the very latest, provided at the course introduction of the ongoing course section. It is the student's responsibility to inform him/herself about permitted assistance prior to examination.

Particular attention shall be devoted to international student needs for information about assistance available during examination.

7 § Handling of examination assignments

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

8 § Handing in various examination forms

Examination forms such as essays, papers, case studies, and such shall be turned in within the time that the examiner states in order to be valid. Exceptions can be allowed by the examiner if special circumstances arise. The handing in of examination assignments shall take place in a manner that guarantees orderliness and legality for both the instructor and the student.

9 § Correction

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

10 § Determination of grades

Grades shall, according to chapter 6 § 18 of the Higher Education Ordinance, be determined by the examiner. In the case of assessing thesis/degree work, a further instructor shall contribute to the assessment of work, as long as special circumstances do not prohibit.

11 § Grading scale

According to Chapter 6 § 19 of the Higher Education Ordinance, the terms fail, pass, and pass with distinction are to be used as grades, as long as Karlstad University has not determined by a Rector's decision that another grading system is to be used. The grading scale shall be indicated in the syllabus.

12 § Explanation of examination determination

According to the Administration Act, decisions about grading belong to the type of decisions that are made under the auspices of the legal duty to provide justification. However, there is no legal demand that states that grading decisions are to contain the particular reasons for the result.

However, for legal as well as pedagogical reasons, a student should be provided some type of feedback.

For written examinations, the examining instructor shall, through simple markings, provide the student with instructions as to what determined the result of the test. In addition, some form of oral review shall take place. As an alternative to oral review, an appropriate assessment criteria/correction template can be used in connection to the results. If the latter is used, the possibility of asking questions of the examining instructor in some context shall be offered.

13 § Time and place for announcing examination results

Examination results shall be posted on the department bulletin board. Students shall be informed about how the results are posted. Students shall have the right to obtain examination results within three workweeks, though no later than two weeks prior to re-examination. Exceptions to this rule can be made on the basis of extremely large student groups, illness or other unusual circumstances that can arise and thus shall be made known to the students.

14 § Return of examination assignments

Assessed examination materials shall for legal reasons be signed for by the student. Assessed examination assignments shall be returned through the student office or department office upon the signature of the student. Assessed examination materials that are not collected by the student will be kept for one year from the day grades are posted.

15 § Student right to review

A student has the right to review his/her assessed examination assignments under supervision, or alternatively to review a copy of the assessed assignment. A student who intends to apply for re-evaluation or correction of the examination assignment should not sign out the examination assignment.

If a student wishes to see his/her assessed examination assignment without retrieving it, the review shall take place in such a way as to prohibit the student from changing his/her or another's examination assignment and then requesting re-evaluation.

An assessed examination assignment is a public document once the issue of grading is complete. If someone wishes to obtain a copy of the assessed examination assignment, the

university is responsible to release such, as long as the assignment has not been signed for and collected by the student.

16 § Correction of typographical errors, et al.

Grading decisions cannot be appealed. According to 26 § of the Administration Act about the correction of typographical errors, miscalculations, or other similar oversights that pertain to grades, any determinations shall be made by the examining instructor. A student is to be informed of such corrections. (6 chapter 23 § Higher Education Ordinance).

17 § Reconsideration

A student can request a review of the grading decision made by an examiner. Should the examiner find that a decision is clearly mistaken on the basis of new factors or for other reasons, he or she shall change the decision as long as it can occur simply and quickly, and does not imply a lowering of the grade. (6 chapter 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 purge assessed examination assignments one year after the original grade is determined, a one-year limit in normal cases is the natural limit for reconsidering a grade.

So that a correct re-assessment can be made, it is necessary for the student who wishes their grade to be reconsidered to, as soon as possible, apply for such. Request for reconsideration must be provided in writing and be handed in to the examining instructor.

18 § Reporting of examination results

The faculty administrator is responsible for reporting examination results in Ladok (student registry) five workdays, at the latest, after the grade determination is made.

19 § Completed sections of a course

Completed aspects 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.

20 § Lost examination data

If some form of examination assignment that has been handed in to university personnel 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.

21 § Further examination opportunities

A student shall be offered further examination opportunities at the latest two months after the regular examination opportunity. 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 opportunity, at least two examination opportunities shall be offered the student within one year of the original examination.

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. The introduction of a new syllabus shall be announced. 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 upon cancelled courses shall be provided upon two occasions during the first academic year that the course is no longer offered and upon one occasion in the second academic year, should any student desire to be examined.

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

22 § New examiner

A student who fails a particular course or particular section of a course twice has the right, upon application and if no special circumstances prohibit, to secure another examiner or examining instructor. Such an application shall be made in writing and shall be made to the **Dean of the faculty board** that is responsible for the course.

23 § 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.

24 § Cheating

Cheating is defined as a student attempting to mislead an instructor or another person about performance upon an examination with the assistance of prohibited help materials or other aids. The copying of text, in other words plagiarism, as well as unreferenced quotations or references are defined as cheating. Upon suspicion of cheating, a report to the Rector shall immediately be made according to the instructions in the guidelines for disciplinary matters, dnr C2007/79.

Upon suspicion of cheating, the responsible instructor or examiner shall await the outcome of the disciplinary board's deliberation before awarding a grade.

Chapter 8: Fees and charges

1 § Studies without charge

Studies at Karlstad University are free of charge. A student has the right to free information such as syllabi, schedules, and CVs. A student shall have the possibility of retrieving verifiable certification from the student website.

2 § Student Union fees

All who study at Karlstad University are to be members of the Karlstad Student Union. See further Chapter 4, § 2.

3 § Course materials

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

4 § Other costs

If the course of study includes elements that carry with them extra costs for the students, beyond the cost of course literature, these shall be outlined in the study program and syllabi. Respective faculty shall make known the estimated extra costs before the course begins if these surpass 200 SEK. If possible, alternative educational features shall be offered.

Chapter 9: Course evaluation

1 § General

Course evaluations are important tools in the university's quality assurance work and it is critical that both students and instructors participate in the work of promoting quality. In order to maintain effectiveness, course evaluations shall regularly be handled in appropriate fora at both the departmental and program levels, with students represented.

The university board of directors has established a policy for student influence, Reg. no. C2006/310, in which instructions for course evaluations are outlined.

Kommentar [sm1]: I chose the plural "FORA" twice, but the spell checker doesn't like it! It wants FORUMS ...

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.

The course coordinator shall see to it that course evaluations are summarized and shall inform other of the results and any potential measures that shall be taken as a result of the course evaluation. This shall be done in connection with the introduction of a new course opportunity.

3 § Filing

The summaries of course evaluations shall be filed with each respective subject or in some cases with respective faculties, and shall be accessible to students. Students shall be informed about where these are filed. In cases where written raw data exists, this is to be saved for at least one year.

Chapter 10: Student influence

1 § General

“Development of well-functioning fora for student influence is a central feature of the university’s quality work. Active students who wish to and can influence their study situation are seen as prerequisite for high quality in our courses of study.” This quote is taken from the university’s policy for student influence at Karlstad University, dnr C2006/310.

Kommentar [sm2]: FOR UMS?

Appendix I – 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 problem, contribute viewpoints on the development of university operations or in order to convey some other opinion. On the university's website there is a link concerning how the university is organized (www.kau.se/omuniversitetet/organization/). The decision-making and work regulations at Karlstad University identify those laws and ordinances that are meaningful for education at the first and second level. A brief description of various ways to make contact is provided herewith.

2 § Comprehensive questions

The university board of directors is the university's highest decision-making body. The university board of directors has the overall responsibility for university operations and activities and is responsible for long-term and comprehensive questions. Students are represented on the board by three representatives. The rector leads the university's operations under the university board of directors and answers to board.

3 § Education related questions

If a student wishes to convey viewpoints about an educational program, the student can turn to the program director of the respective program or to the student representative that serves each respective academic study committee or faculty board. If the question pertains to a particular course, a student can turn directly to the instructor responsible for the course.

Education related problems between the instructor and a student within a program or a course should be addressed first by those directly involved. If necessary, then the course representative or program director shall be contacted. Occasionally, the head of department can be the appropriate contact person.

If the problem cannot be solved through these channels, the student shall turn to Dean of the faculty. The Karlstad Student Union can assist students with these contacts.

4 § Individual questions

There are academic advisors in each faculty as well as at the student centre. An academic advisor can provide advice and support in terms of general questions about a course of study, as well as in terms of issues of a more individual nature that pertain to studies. A great number of practical and administrative questions about programs and courses can be handled by the faculty's administrators or student advisor.

If a student has a problem of a more personal nature that impacts the study situation, contact can be made with the university student health centre at the Student Centre. Through the student health centre, students can get in touch with nurses, midwives, psychotherapists, doctors, physical therapists, and student priests. At the Student Centre there is a contact person for students with disabilities.

5 § Other contacts

A student who feels uncertain about where to turn with an issue, or who needs advice or help with an issue can turn to the student centre, to the academic advisor within a faculty or department, or to the Karlstad Student Union.

Appendix II – Rules for written examination in an examination room at Karlstad University

1. Information about examination routines

Information about these routines can be found in this document as well as in a brochure that is directed to students and is distributed to students at e.g. course introductions.

2. Reserving examination times

Reserving examination times shall be performed in connection with course scheduling. The examination coordinator can determine which times are available for reservation.

3. Student Union fees

All who study at Karlstad University shall according to SFS 1983:18 be members of the Karlstad Student Union. This pertains to international students as well.

University personnel are responsible for checking that each student has paid pertinent student union fees in conjunction with examination opportunities. This implies that no registration for examination or release of examination results can occur until valid proof of membership for the current term is produced. A student with 15 higher education credits or fewer remaining before graduation shall be free from the obligation to pay fees. However, proof of membership for the term in which the student last took courses must be provided.

4. Registration for examination

A student shall register for written examination via the Internet. A student shall register no later than one week prior to the examination day. If registration falls concurrent with major holidays, registration for examination must occur earlier since the examination representative must report the number of exam registrants at least five workdays prior to the examination

date. The department shall pay for the number of registrants. Students shall log in on the student website and follow the instructions that are provided under the headline, examination registration.

5. Anonymous examination

If a student so desires, an anonymous examination shall be arranged for the entire student group in question. Such a request shall be made at least two weeks before the designated examination day. The request shall be made to the department administrator who administers the examination in question. The implementation of anonymous examinations shall be carried out according to guidelines. See Appendix III.

According to the Rector's decision 108/07 dnr C2007/319, a trial involving anonymous (coded) examinations will take place during the 2007/2008 academic year in the faculty of social sciences, in the department of geography, tourism and social studies, and in the subject of political science.

6. Conducting examinations

The examination room shall open thirty minutes before the examination begins. The proctor shall monitor the arrival of students and shall check that the student is registered by ticking off a registration list. The student will thereafter be shown to a seat. In cases of late arrival, the student shall be afforded the opportunity to be examined if the arrival takes place within 40 minutes of the examination's start.

Students who have not registered for the examination shall be offered an examination seat if a reserved place has not been used within 40 minutes of the examination's start. Examination seats shall be offered by lottery if the number of unregistered students is greater than the number of seats available.

Examining instructors shall be available during the entire examination.

7. Tools of assistance

The responsible instructor shall inform students about tools and aids that are permitted during examination, far in advance of the examination. On the cover sheet, the examining instructor shall clearly outline the tools and/or aids that are allowed, for example hand-held calculators, tables, and dictionaries. In terms of calculators, it is the instructor's duty to check for pre-programming and to clear all memory units.

8. Cover sheet (First page of a written examination)

The cover sheet of a written examination shall clearly indicate the following:

- Name of the course
- Course code
- Time of examination

- Examining instructor's name and telephone number
- Permitted tools and aids
- Date of return for corrected examination
- In certain cases, grading scale

9. Examination sleeve

A uniform examination sleeve shall be used and can be ordered through the university's printing office. A student shall fill in all information requested on the sleeve, i.e. the course, the course code, the examination date, the student's name, personal number, as well as indicate the assignment that is turned in and/or the corresponding anonymity code.

10. Answer sheets

A student shall note his/her answers on answer sheets provided by the university. These answer sheets shall be ordered through the university printing office. A student shall note his/her name, personal number or anonymity code, the assignment number, and page number on every answer sheet.

11. Intermission

A student shall be permitted to eat from his/her own refreshments at his/her examination seat during the examination. Intermissions that require that a student leaves the examination room, are permitted 40 minutes after examination start, at the earliest, and then only in the company of a proctor, to the extent that this is possible.

12. Examination end

The written examination shall be turned in within a specified time period. Even if a student has not answered questions, a "blank" written examination shall be turned in, i.e. a completed examination sleeve. The earliest that such can be turned in is 40 minutes after the examination start.

13. Handling of examination assignments

A written examination assignment shall be turned over to the examination coordinator no later than 12 noon the workday before an examination. If the examination tasks are to be sorted by the examination coordinator, the tasks shall be turned over to the examination coordinator no later than two workdays before the examination in question.

Examination assignments shall be stored in a secure manner.

14. Correction of examination assignments

Every instructor shall mark both corrected pages as well as blank pages during the correction of examination assignments, for example with a diagonal stroke, in order to prohibit students from making illicit supplementary additions once an examination assignment has been returned.

Even corrected examination assignments shall be stored in a secure manner.

15. Publication of examination results

Dates of birth and examination results shall be printed and posted on the departmental/course bulletin board. The personal number and name may not be printed on examination lists that are posted according to a decision by Data Inspection.

A student has the right to obtain examination results within three workweeks, though no later than two weeks before a re-examination. Exceptions from this principle are permitted on the basis of extremely large groups of examined students, illness, or other special circumstances that may arise so long as notice is provided to students.

16. Return delivery of written examination assignments

Assessed examination assignments shall, for security reasons, be signed for by students. Assessed examination assignments shall be returned via the student office or department office upon the signature of the student.

A student maintains the right to review his/her assessed examination assignment under supervision, or to review a copy of the assessed work. Students who wish to request re-evaluation or correction of the examination assignment should not sign for release of the examination.

If a student wishes to see the assessed examination assignment without retrieving it, this shall take place in such a way so that the student cannot modify his/her own or another's assessed examination assignment and thereupon request re-evaluation.

So that a correct re-evaluation can be made, it is necessary for the student who wishes their grade to be reconsidered to, as soon as possible, apply for such. Requests for re-evaluation must be provided in writing and be handed in to the examining instructor.

Assessed examination assignments that are not retrieved by the student shall be retained for one year from the date of grade posting.

17. Cheating

Cheating is defined as a student attempting to mislead an instructor or another person about performance upon an examination with the assistance of prohibited help materials or other

aids. The copying of text, in other words plagiarism, as well as unreferenced quotations or references are defined as cheating. If a proctor suspects a student of cheating, the proctor shall speak to said student, take care of any possible evidence and immediately contact the responsible instructor. A student may not be asked to leave or be forced to terminate an examination on the basis of suspected cheating.

In cases of suspected cheating, a report shall immediately be made to the Rector according to instructions in the guidelines for disciplinary matters, dnr C2007/79.

Upon suspicion of cheating, the responsible instructor or examiner shall await the outcome of the disciplinary board's deliberation before awarding a grade.

18. 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. The proctor shall report the incident directly to the Rector and responsible instructor.

19. Examination in another location

Written examination shall occur at Karlstad University or another course location where Karlstad University has arranged courses of study. Exceptions may occur if these can be administrated by the examining subject and special circumstances have arisen. Residency or employment in another location does not normally constitute special circumstances. Special circumstances may be defined as service abroad, illness, or other personal reasons.

The university is not responsible to pay costs that may arise from examination in another location, with the exception of perhaps postage or the like.

If examination is to take place in a location other than Karlstad University, the following demands must be met:

The examination shall be taken at the exact time the examination is taken at Karlstad University (note special issues related to time zones), and shall, if possible, take place in an examination room together with other students.

A student shall be supervised during the entire examination.

The student who is permitted to take an examination in another location is responsible for establishing the initial contact with an instructor or other individual in the location where the examination shall take place. The examiner is responsible to guarantee that the examination takes place in a proper and secure manner.

The examination assignment shall only be conveyed via fax as an exception, and then only under secure circumstances.

Special fees may not be required of a student who is examined in another location, unless special authorization has been obtained from the government.

Appendix III – Guidelines for arranging anonymous examinations

- a) The examination shall have two covers that both shall be filled in. The first cover shall be retained by the faculty administrator and the other shall accompany the assignment answers.
- b) The examined shall fill in name and personal number in a coded list next to a personal code. This code shall be filled in on both examination cover one and two.
- c) The examined shall provide name, personal number, and additional information on the examination cover one. On examination cover two, only the code and details about the examination shall be filled in.
- d) The examined shall clearly note the code on each answer sheet. The examined is responsible for verifying that the code on each answer sheet corresponds with the code on the examination cover when the examination is turned in.
- e) When the examination is turned in, the proctor shall check that the name, personal number and code on the examination cover correspond with the correlating information on the code list, and with the code on each answer sheet.
- f) Written answers and code lists shall be returned to the responsible faculty administrator.
- g) The faculty administrator will make the examination anonymous by removing examination cover one from each exam. The code list as well as the examination covers shall be stored in a secure manner, while the examinations themselves are turned over to the examining instructor.
- h) The instructor shall record the results on examination cover two and the examination results shall be returned to the faculty administrator.
- i) The faculty administrator shall then pair the results with the corresponding examination cover one.
- j) The faculty administrator shall then compose a register consisting of names, points, and grades.
- k) The grading instructor shall then go through materials and determine the final grade.
- l) The faculty administrator shall then post the examination results in the customary manner, with birth date, but not code number.