

# Important Decisions in Course Planning and Delivery at Cemus

**Course work group (a group of researchers, teachers, practitioners and students that help with quality control and input into the planning of the course):** decided by coordinators and director of studies, after suggestion by coordinators

**Schedule:** decided by coordinators and resource person<sup>1</sup>, after suggestion by coordinators and input by course work group

**Literature:** Decided by coordinators and resource person, after suggestion by coordinators and input by course work group

**Examiner (the teacher responsible for examination):** Decided by director of studies, but the process is open to suggestions from coordinators

**Grader (if not examiner, someone who suggests grades that are then formally approved by examiner):** Decided by director of studies and examiner, but process is open to suggestions from coordinators

**Examination structure (all mandatory tasks, pass/fail and U-3-4-5, that students need to do and pass, in order to pass the course):** decided by coordinators and director of studies, after suggestion by coordinators and input by course work group and resource person. Note that this structure needs to be in line with the course syllabus. Sometimes this needs to be discussed with examiner as well.

**Lecture, workshop and seminar structures and design:** largely up to coordinators to decide, highly experimental designs should be discussed with resource person

**Pass/fail assignment instructions (written):** decided by coordinators and director of studies, often delegated to resource person for ok. Instructions are prepared by coordinators, but should be sent to resource person for feedback. Note: examiner is formally responsible also for this examination, but the practical work of collecting the basis for assessment is delegated to course coordinators, so transparency is key. Use your resource person in the process. For more information, see “Examination at Cemus” document.

**Graded assignment instruction:** collaboration between coordinators and examiner/grader. The assignment is prepared by coordinators, but should be sent to grader or examiner (depending on who is doing grading in your course) for feedback and revisions, and be approved by examiner before sent out to students. Use your course resource person for input. For more information, see “Examination at Cemus” document.

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<sup>1</sup> Each course has an assigned resource person from the educational coordinator pool, read more about this in course coordinator guide.