

# Course Module Leader

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## Course module leader

The course module leader has a central role in the planning and organization of course teaching in accordance with the curriculum and the continuous quality assurance of teaching.

## Responsibility and tasks

The module leader is responsible for

1. Planning and organization of the module, including
  - a. Module description.
  - b. Course plan covering the entire course.
  - c. Drawing up the course part for the semester description, sending it to the semester coordinator and uploading it to the course module room in Moodle.
  - d. Teaching material.
  - e. Uploading the above to the course module room in Moodle. Each lecturer is responsible for upload of course material and course descriptions to Moodle.
  - f. Organization of the course module on the basis of semester evaluation reports from the previous year.
  - g. At the first course session, informing the students of the items below (from item 3).
2. Course evaluation
  - a. Mid-term evaluation (alternative evaluation forms can be used, e.g. continuous evaluation).
  - b. Any adjustments of the course module on the basis of the evaluation from the semester group meetings.
3. Information (first course session)
  - a. Learning objectives.
  - b. Course form.
  - c. Examination form (if the examination form is not further stipulated in the curriculum, students and the study board must be informed of the form and the duration of the examination no later than two weeks after the start of the course - cf. Examination Policies and Procedures and any additional provisions laid down by the study board).
4. Coordinates the preparation of assignments for a written examination (cf. Examination Policies and Procedures, section 5.2).
  - a. Assignments are formulated in consideration of the teaching method and in accordance with the learning objectives of the module and are submitted to the study secretary no later than 14 days before the examination is to be held.
  - b. The examination assignment must be submitted to the external examiner for comment before it is submitted to the study secretary. If assessment is internal, the examination assignment must be reviewed by a relevant colleague at AAU.
5. To keep informed of feedback concerning the course module from semester group meetings (e.g. via minutes, participation in semester group meeting(s)).

Useful links:

[Examination Policies and Procedures](#)

[Joint Programme Regulations](#)

[Guidelines for Project and Course Examination](#)