

### Guidelines for the teacher responsible for the course

All courses at BIO have a course-responsible teacher who takes care of a number of tasks. The course-responsible teacher appears in the course description in [moduldatabasen](#) and [studieordningsdatabasen](#). If more than one teacher is listed in a module, the course-responsible teacher will be on top of the list. Teachers have special responsibilities for planning, evaluating and developing the courses they are responsible for. Normally, the course-responsible teacher will teach on the course, but this is not a requirement.

- **Module description** in Moodle is updated no later than 2 weeks before the start of the semester (respectively 15 Jan. and 15 Aug.), including which books and other materials the students must obtain before the start of the course. Literature for the course is provided on [Faktum-books ordering portal](#), which then prepares literature lists for each semester.
- **Lecture plan** (incl. excursions, exercises, etc.) is made by the study secretary in collaboration with the semester coordinator and the course-responsible teacher.
- **The exam plan** is made by the study secretary in collaboration with the semester coordinator and the course-responsible teacher. The course-responsible teacher makes recommendations for the format of the exam and the use of aids.
- **Exams.** Course-responsible teachers ensure that written exam assignments are handed in to the study secretary no later than 8 working days before the exam itself, and that they have been reviewed by a colleague. If the exam is carried out via systems other than DE, the lecturers responsible for the course are responsible for this part. The Board of Studies has prepared a guide for preparing exam questions.
- **Exam evaluations** are reported in Digital Exam according no later than 15 working after the exam. If [cheating or plagiarism](#) is suspected during an exam, the course-responsible teacher informs the Head of Studies.
- **Course evaluations** (in SurveyXact) are prepared by the student secretariat the following semester. The teacher responsible for the course reviews the evaluation of her/his own courses, assesses whether changes should be made to the course's description, content and teaching style, and comes up with any recommendations in this regard to the study board or head of studies. The teacher responsible for the course also forwards the course evaluations to other teachers on the course.

Studyboard and head of studies, April 2023