The function and tasks of the semester coordinator

The semester coordinator has a central role in planning, coordination and quality assurance of the teaching in the semester for which the person in question is the coordinator. The coordinator reports to the board of studies and is responsible for planning, managing, monitoring and evaluating the teaching and other academic activities during the semester. The coordinator exercises his function through meetings with students (via semester introduction, 2 semester group meetings, semester evaluation) and one planning meeting with the teachers. The semester coordinator is responsible for

1) Planning. Review and revision of lecture and exam plans based on a proposal from the study secretary and planning meeting with lecturers and supervisors prior to the semester (preferably early August or January) and to discuss semester evaluations from previous semesters.

2) Project catalog. Call for project proposals from project supervisors. The project catalog is posted on Moodle one week before the start of the semester.

3) Semester description. Review and possibly adjusting the semester and project descriptions, as well as ensuring that these are posted on Moodle no later than 15 August or 15 January.

4) Semester start is normally held on the first day of the semester, used for group formation and project selection. The coordinator informs the students about the semester's content, including course and project modules, study intensity and time consumption, and refers to the semester description and schedule on Moodle as well as learning objectives described in the curriculum. On the 1st semester of all programs, the study activity model is presented. A brief presentation of the project proposal is given and approx. 15 min to carry out a teaching evaluation of the previous semester via SurveyXact. The date for project handover will be announced.

5) Semester group meetings. Determining and holding 2 semester group meetings. Additional meetings may be held at the request of students, lecturers, the coordinator, or the board of studies. Moderation of minutes in relation to tone and personal sensitive information (GDPR) before publication on Moodle. The coordinator uploads the report and, if relevant, forwards it to the study board.

6) Problem handling. Intervene in problems that are brought up at semester group meetings, initially with those directly involved and possibly later with the involvement of the chairman of the study board or head of studies, who are informed about unusual or particularly problematic circumstances.

7) Semester evaluation. The semester coordinator is responsible for preparing a semester evaluation report at the end of the semester after the exam. The report is based on teaching evaluation, minutes of semester group meetings, and other relevant materials, which are attached as an appendix. The report is completed together with the semester group preferably in the following semester in connection with a semester group meeting. However, a semester evaluation report is not made for the Master's theses and the 7th semester of the diploma engineering programmes. The report is send to the studyboard with conclusions and proposals no later than 15 April regarding autumn, and 15 Nov. relating to. the spring semester.

Head of studies and studyboard, June 2019