

Rules for examination

Published: 2020-06-02

Decision-maker: Vice Chancellor

Administrator: Jon Öberg, legal counsel, ULS

Decision Date: 2020-06-02

Period of validity: Until further notice

Summary

Rules for examination and who can be appointed examiner.

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Examination

A student is entitled to an ordinary examination in connection with the course along with two additional (re-examination) opportunities within one year. After the course literature has changed or a course is discontinued, the student is entitled to three examination opportunities for at least one year. The rules regarding this one-year period, transitional regulations (övergångsbestämmelser), must be stated in the course syllabus.

Ordinary examination

The date for ordinary examinations must be announced at the start of the course. Examinations are permitted on weekends but consideration should be given to students who do not have the opportunity to attend due to religious holidays.¹

Re-examination

The date of re-examination must be announced prior to or during the regular examination. The time between notification of ordinary examination results and the date for re-examination must be at least two (2) calendar weeks.

Evaluation period and notification of results

The evaluation period for examination at Mid Sweden University is a maximum of 15 working days. The time is counted from the day after the examination until the day the student is informed of the grading decision.²

New examination opportunity due to negligence or mistake from the university

If students, due to neglect from Mid Sweden University, cannot participate in an examination, the affected students must immediately be offered a new examination opportunity. The time for this new examination shall be determined in consultation with the affected students. The examiner may not pass a student who has not completed the examination or approve a student whose examination has been lost.³

¹ UKÄ, Rättssäker examination, fjärde upplagan, page 49

² Op. cit. page 73

³ Op. cit. page 67

Restrictions on examination and practicum internship

If an unlimited right to examination opportunities or practicum internship would lead to an unreasonable waste of faculty resources, it is possible to limit the number of such opportunities (examination opportunities or practicum internship opportunities). Restrictions shall only be granted selectively and shall, in order to be valid, be stated in the course syllabus. Mid Sweden University's aim is that as few students as possible shall be forced to interrupt their education due to reduced opportunities to undergo examination.

A department that has such restrictions shall establish general guidelines concerning how students who may be placed under such restrictions shall be supported.⁴

The number of occasions a student may undergo examination for a passing grade may not, according to the Higher Education Ordinance (SFS 1993: 100), chapter 6, paragraph 21, be less than five. The number of internship opportunities must be set at least two. A registration for examination, without the student participating, does not count as such an examination.⁵

Completion of compulsory part – final examination

Even if the student has not completed the compulsory parts of a course, the student normally has the right to participate in all examinations.

In rare cases, it may be inappropriate for a student to participate in a final examination before he/she in a compulsory part has proven to have the necessary knowledge and skills. If this is the case, it must be made clear in the course syllabus that completed and approved compulsory part is required for students to be allowed to participate in the final examination.⁶

Examination on discontinued courses

When a course ends, the department must in writing notify the students who did not complete the course that additional examination opportunities will be given during a transitional period. These students are then entitled to three examination opportunities during at least one year. Students that have been registered the last two times the course was given must be contacted. Other students who did not yet finish the course can be given access to the examinations as well. It is sufficient to send written information to the address provided in LADOK.

⁴ Op. cit. page 36

⁵ Op. cit. page 65

⁶ Op. cit. Page 68

Examiner

The examiner is a university lecturer appointed by Mid Sweden University to decide the grades for an entire course. Mid Sweden University employment regulations state the qualifications required to be appointed a university lecturer. Grades are determined on the basis of tests or other examinations in which other university lecturers may also participate. The examiner has an overall responsibility for examination within the course. The names of the university lecturers appointed as examiners shall be announced no later than at the start of the course.

The examiner is appointed by the faculty board or by the person the board has delegated this responsibility to. Each individual decision must be documented and made available.

In addition to the requirements stated in the Higher Education Ordinance, the examiner shall:

- a) for first cycle education, level C, hold a doctorate or corresponding competence in the subject/ main field,
- b) for second cycle education in subjects which do not lead to a magister or master's degree, hold a doctoral degree or equivalent competence in the subject/ main field.

In addition to the requirements stated in the Higher Education Ordinance, the examiner should:

- c) for postgraduate education in major fields leading to a Degree of Master (60 credits), hold associate professor competence in the subject/ main field,

Replacement of examiner

According to the Higher Education Ordinance, chapter 6, paragraph 22, a student who without a passing grade has done two examinations for a course or part of a course has the right to have another examiner appointed, unless there are special reasons to the contrary.

The application to have a new examiner appointed must be in writing. Assessment of the application is done by the head of department or her/his designee. A rejection of a request for a change of examiner shall be saved together with a written justification.

Grading and assessment

Grades shall be set by the examiner on the completed course unless otherwise stated in

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the course syllabus, chapter 6, paragraph 18 of the Higher Education Ordinance. Grades are determined on the basis of completed examinations in which other university lecturers can also participate. The course syllabus states which grading scale applies. The grade must be registered in LADOK one week after the student has been notified of the grading decision.

Supplementary examination

If the student's performance is close to an approved result, the department may offer supplementary assignments. The examiner decides whether such supplementary work should be allowed, how it must be designed and whether it can be done in written format or orally. Supplementary work shall take place within the time specified by the examiner. Assignments not received within the time specified by the examiner is normally not graded.

Correction, amendment and reconsideration of grading decisions

The examiner determines the grades. That decision cannot be appealed. If there is a reason to reconsider a grading decision, this should normally be done by the same examiner who made the original decision.

The Administrative Procedure Act (SFS 2017: 900) paragraph 36 provides for the possibility of rectifying obvious inaccuracies. Such a decision shall be made by the examiner in accordance with chapter 6, paragraph 23 of the Higher Education Ordinance. This can be a correction due to typos, calculation errors or similar oversights. A decision on correction may either be to the advantage or disadvantage of the student. A correction that is to the disadvantage of the student must be made with great caution and only in clear cases. Before such a decision is made, the student must be given the opportunity to comment.

A grading decision *may* be amended in accordance with paragraph 37 of The Administrative Procedure Act, if the decision is incorrect due to the addition of new circumstances or for any other reason. A lowering of the grade may only be made if the error is due to incorrect or misleading information given by the student. This includes cases in which the student has cheated during the examination.

According to chapter 6, paragraph 24 of the Higher Education Ordinance, the examiner *shall* amend a decision on grades that is evidently incorrect due to new circumstances or for any other reason, if it can be done quickly and easily and if it does not mean the grade is lowered.

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Grade improvement

Mid Sweden University does not permit participation in an examination for the purpose of improving an already passing grade.

Right to supervision and change of supervisor

The right to supervision regarding independent project (degree project) is limited to the time that the course is given, plus a short time thereafter.

A student who has left her/his studies unfinished and then returns and asks for more supervision and/ or a new supervisor (without being registered for the current course) can be given guidance as time allows. However, there is no guaranteed right to a new supervisor.

Conflict of interest

The provisions of The Administrative Procedure Act on conflict of interest apply. The examiner is obliged to be factual and impartial in the handling of grading matters, both in the actual grading and in any decisions during the course that may affect the grading. If there is any special circumstance that give reasons to question the examiner's impartiality, the examiner is disqualified and may not make the grading decision.

In cases where the examination is conducted anonymously, the examiner must read the names before the grade is passed on for registration, in order to assess and avoid any conflict of interest situation.