

## 4. Teachers and examiners

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### 4.1 Starting points

#### *Important concepts*

##### *Teachers*

SLU has the following teacher categories:<sup>1</sup>

- professor
- visiting professor
- adjunct professor
- senior lecturer
- associate senior lecturer
- adjunct lecturer
- lecturer
- adjunct senior lecturer.

However, in everyday speech, the term “teacher” is often used to describe all teaching staff, including those who do not belong to any of the above categories.

##### *Examiner*

See section [4.5 Examiner](#).

##### *Course coordinator*

The *course coordinator* is the teacher or other SLU employee who is operationally responsible for the implementation of the course. For contracted courses, the course coordinator can be a teacher or other employee from another higher education institution. The course coordinator and examiner can be the same person.

##### *Policy*

SLU’s vision, objectives and strategy to attract, recruit and maintain teaching expertise is described in other governing documents. Among other things, see the SLU strategies and strategic direction documents.

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<sup>1</sup>The appointment procedures at SLU.

### *Rules*

Rules concerning employment at SLU can be found in other governing documents. Among other things, see the appointments procedure at SLU.

### *Who is responsible for what?*

The faculty boards<sup>2</sup> plan teaching appointments to give courses and programmes the prerequisites for quality based on an academic or artistic footing and on proven experience.

The responsible department must ensure that students have access to contact information for

- the course coordinator (on the course page)
- the examiner (on the course page)
- the head of department (on the department page) and
- the department director of studies (or equivalent) (on the department web).

The faculty offices are responsible to ensure that contact information for programme directors of studies can be found on the student web programme pages.

### *Links*

[Appointment procedures for teachers at SLU](#)

[Strategies and strategic direction documents](#)

[My employment](#)

## 4.2 Educational development

### *Policy*

Courses and programmes must meet high scientific and teaching quality requirements. SLU places great importance on such qualifications when employing and promoting teachers. There must be opportunities for educational and other types of professional development since they contribute to new thinking and course development as well as specialised subject knowledge and research connections.

### *SLU rules*

The appointment procedures at SLU regulate the competence requirements for various types of employment.

### *Who is responsible for what?*

The Educational Development Unit (EPU) at the Division of Educational Affairs works to promote higher education development at SLU. The unit is responsible for the university's courses in higher education teaching.

### *Links*

[Unit for Educational Development \(EPU\)](#)

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<sup>2</sup> The SLU Board's delegation of authority.

### 4.3 University teacher with merit-based salary increment (“Excellent teacher”)

#### *Important concepts*

The title of “*excellent teacher*” enables SLU to reward and highlight skilled and educationally aware teachers. Excellent teachers are expected to actively take part of quality assurance work relating to education and teaching within the subject area and the university.

#### *Policy*

The title of “excellent teacher” enables SLU to reward and highlight skilled and educationally aware teachers. Excellent teachers are expected to actively take part of quality assurance work within the subject area and the university.

#### *SLU rules*

The vice-chancellor decides on specific rules and instructions regarding the appointment of excellent teachers. Teachers (lecturers, senior lecturers and professors) or those with corresponding expertise and duties employed for an indefinite period can be appointed excellent teachers.

In order to be appointed excellent teacher at SLU, the applicant must have broad teaching expertise. In order to be appointed an excellent teacher, the candidate must have expertise within the following five knowledge areas:

- teaching expertise
- scientific and developing approach
- cooperation with colleagues and educational leadership
- holistic perspective and cooperation within the university and with society
- critically grounded in the subject.

#### *Who is responsible for what?*

The Board for the Appointment of Excellent Teachers (Nex) manages calls and applications regarding the title of excellent teacher.

#### *Instructions*

Complete information with instructions for excellent teacher applicants at SLU can be found by following the link below.

#### *Links*

[Unit for Educational Development \(EPU\)](#)

[Excellent teachers](#)

### 4.4 Degree-awarding powers at department level

#### *Important concepts*

##### *Subject*

Courses at first- and second-cycle level at SLU are among other things classified according to the subject content. SLU subjects are listed in Annex 3: First cycle and second cycle subjects at SLU.

##### *Main field of study*

Some subjects are main fields of study and act as a basis for general qualifications. Main fields of study at SLU are also listed in Annex 3: First cycle and second cycle subjects at SLU.

### *SLU rules*

In order for a department to have the right to assess first-cycle students within one of SLU's main fields of study, it must have teachers with a doctorate employed for an indefinite period and who have relevant subject knowledge and/or researchers employed for an indefinite period with docent expertise within a relevant field.

In order for a department to assess students at second-cycle level within one of SLU's main fields of study, it must employ at least one professor with relevant subject knowledge.

In order for a department to assess students studying subjects other than SLU's main fields of study, it must employ at least one teacher within a relevant subject area.

In order for a department to assess students taking courses belonging to two main fields of study or subjects (double-classed courses), the department must have degree-awarding powers within both main fields of study/subjects. Otherwise, another department that has the power to award degrees in the other main field of study or subject must award the degree together with the responsible department.

For contracted courses from another higher education institution, the competence requirements from that institution apply to the examiner.

The responsible faculty can decide to grant time-limited exemptions regarding the right to award degrees to a department in relation to a subject or main field of study.

### *Who is responsible for what?*

Each faculty must define which of SLU's main fields of study that the faculty departments and any units are allowed to assess. This must also be done for subjects that do not constitute main fields of study at SLU.

The faculty board decides which bodies within the faculty organisation will decide on each department's right to award degrees.

## 4.5 Examiner

### *Important concepts*

The *examiner* grades student performance within a course.

*Grading criteria* connects grades to levels of meeting a course's intended learning outcomes. A pass grade means that the student has fundamentally met the objectives in the course syllabus.

### *National regulations*

"Unless otherwise provided by the higher education institution, a grade shall be awarded on completion of a course. [– –] The grade shall be determined by a teacher specifically nominated by the higher education institution (the examiner)."<sup>3</sup>

"The Swedish University of Agricultural Sciences may also appoint someone who does not hold a teaching post to act as examiner in first, second and third-cycle courses and study programmes."<sup>4</sup>

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<sup>3</sup> Higher Education Ordinance (1993:100) Chapter 6, Section 18.

<sup>4</sup> Ordinance for the Swedish University of Agricultural Sciences (1993:221) Chapter 5, Section 3a.

### *SLU rules*

As a rule, each course must have one examiner. Information about the examiner for individual courses must be available on the course page no later than when the course begins.

There are specific rules for independent projects. See chapter [9. Independent project \(degree project\)](#).

For contracted courses or other forms of cooperation with another higher education institution, the examiner can be employed by the other institution. In those cases, the rules at the higher education institution in question apply to the examiner.

### *Who is responsible for what?*

The head of department<sup>5</sup> at the responsible department appoints examiners. See the section Excellent teachers.

[4.4 Degree-awarding powers at department level](#), [4.6 Competence requirements for examiners](#) and [4.7 Change examiner](#).

The faculties must document and follow up examiners for each course.

The responsible department must ensure that the examiner is listed on the course page no later than when the course begins.

### Examiners

- are responsible to ensure that course content and level follow the established course syllabus;
- establish grading criteria (see section [7.1 Early course information](#));
- are responsible for assessing student performance;
- decide grades by authorising results in Ladok.

Other teachers may take part in the examination by co-grading in accordance with the examiner's instructions, but it is the examiner who is ultimately responsible and makes the grading decision.

There are specific rules for independent projects. See chapter [9. Independent project \(degree project\)](#).

## 4.6 Competence requirements for examiners

### *SLU rules*

#### *First-cycle level*

Examiners at first-cycle level:

- have (at least) a Degree of Master within a relevant field, or a professional qualification at second-cycle level within a relevant field;
- are employed at the responsible or jointly responsible department;<sup>6</sup>
- have taken a course on examination and grade assessment, and
- meet one of the options below (1a, 1b or 2).

#### *Second-cycle level*

Examiners at second-cycle level:

- have (at least) a Degree of Doctor within a relevant field;
- are employed at the responsible or jointly responsible department;
- have taken a course on examination and grade assessment, and

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<sup>5</sup> The vice-chancellor's delegation of authority.

<sup>6</sup> See the section Excellent teachers.

[4.4 Degree-awarding powers at department level](#).

- meet one of the options below.

#### *Option 1a*

In accordance with SLU's *current* appointment procedures, the person has a teaching post as one of the following:

- professor, visiting professor, adjunct professor or
- senior lecturer, associate senior lecturer, adjunct senior lecturer
- adjunct lecturer, adjunct senior lecturer.

#### *Option 1b*

In accordance with SLU's *previous* appointment procedures, the person has a teaching post as one of the following:

- professor, adjunct professor or
- senior lecturer, adjunct senior lecturer
- lecturer, adjunct lecturer
- research associate
- part-time or visiting lecturer.

#### *Option 2*

The person does not have a teaching post but does have a

- doctoral degree
- an indefinite period employment which requires a doctoral degree or corresponding expertise
- relevant educational expertise which correspond to the requirements to be employed as a senior lecturer.

#### *Exemptions*

Time-limited exemptions concerning the right to award degrees within a course are granted by the responsible faculty.

#### *Equivalence assessment*

For courses with considerable elements of occupational skills training, an equivalence assessment may be made of the student's relevant professional experience. An equivalence assessment may also be made of artistic development work for courses within the artistic field.

#### *Who is responsible for what?*

The responsible faculty makes equivalence assessments.

## 4.7 Change of examiner

#### *National regulations*

"A student who has taken two examinations in a course or a part of a course without obtaining a pass grade is entitled to the nomination of another examiner, unless there are special reasons to the contrary."<sup>7</sup>

This request can also concern nominating another teacher to take part of the assessment without acting as examiner. Special reasons speaking against the student's request can for example be that there are no examiners or teachers with the right qualifications.

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<sup>7</sup> Higher Education Ordinance (1993:100) Chapter 6, Section 22.

*Who is responsible for what?*

The head of department decides whether to change examiner or participating teacher for individual students.

*Instructions*

The student must submit a written request to change examiner (or co-grading teacher) to the head of department or department director of studies (or equivalent) at the responsible department.

## 4.8 Teacher copyright

*Important concepts*

*Intellectual property rights* involve rights that have been or can be protected as intellectual property in accordance with current legislation, e.g. patents, copyright, trademark, design protection and plant variety rights.

*Policy*

According to SLU's intellectual property rights policy, the starting point is that intellectual property rights created in relation to university teaching and research is given to the originator. Both students and employees at SLU can be originators (i.e. have copyright) of literary and artistic works. Everyone is treated equally in this sense. SLU has no right to any inventions or similar that are created in connection with student works, regardless of whether they are patentable or not.

*National regulations*

Reproducing other people's texts, tables, images and other illustrations can be a violation of copyright. This applies even if a citation is marked as such and the source is given.

*SLU rules*

*Teacher material*

Teachers who develop their own teaching material during their employment own the material copyright. However, SLU has the right to use teaching material developed within the framework of the employment. It means, among other things, that SLU has the right to make the material available and to make copies of it, both printed and electronic.

Students are not allowed to publish or spread teaching material without the teacher's permission.

*Teaching*

Audio/video recordings or photography relating to teaching is only allowed if this is stated in the course syllabus, or following agreement with the students in question. This applies to all types of teaching, including excursions, study visits, etc. It is not allowed to publish or spread photos, film or audio relating to teaching through e.g. social media without the teacher's permission.

Students with disabilities may receive learning support, which can include, for example, audio or video recordings relating to teaching. See 3.5 Study with a disability. The recordings are only meant for personal use, and they too require the teacher's permission.

*Links*

[Intellectual property rights policy](#)

## 4.9 Staff liability issues

### *National regulations*

If a staff member intentionally or through carelessness disregards their obligations, this may be regarded as neglect of duty. In certain cases this will lead to disciplinary measures in the form of a warning or salary deduction.

The staff disciplinary board deals with issues regarding the following:<sup>8</sup>

- dismissal from employment due to personal conditions [– –]
- disciplinary responsibility
- notifications of legal action
- suspension.

### *Who is responsible for what?*

The head of department at the staff member's department decides whether to report staff liability issues to the vice-chancellor. If the staff member works within university administration, their head of division makes the decision.

The staff disciplinary board decides whether neglect of duty will lead to measures or not. The Government Disciplinary Board for Higher Officials decides on measures for higher posts.

### *Instructions*

If a student wants to make a complaint about a staff member at SLU, they must primarily turn to the head of department where the person in question is employed. Also see section [3.15 Complain procedures](#).

Deputies have the right to receive a fee when they work, i.e. replace a regular member. Student representatives should contact the respective body's secretary for practical management of their fees.

The staff disciplinary board only handles serious staff liability cases.

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<sup>8</sup> Government Agencies and Institutes Ordinance (2007:515)

