

Guidelines for Responsible Course Manager at BMB – incl. support from SAS

The purpose of this guide is to help the responsible course managers with the tasks related to being the responsible lecturer and thus hopefully save both time and effort in connection with the conduct of the course.

The course manager is the lecturer who has the main responsibility for ensuring that a course is didactic and professionally conducted in a way that ensures optimal learning for the students. The course manager will normally carry out a significant part of the lectures her-/himself.

The course manager is responsible for the following activities:

- **Teaching team**
 - Some courses have only one lecturer, while other courses are held by a lecture team set by the management at BMB in consultation with the relevant lecturers. At BMB, it is considered important that the course for the students is experienced as an intact course. To ensure this, it is recommended that the team set up a thorough process for alignment of expectations.
- **Course descriptions**
 - Changes in course descriptions as well as construction of descriptions for new courses are prepared in cooperation within the lecture team and must be approved by the Teaching Committee (UVU) and the Study Board.
 - As Course Manager, you receive an email every semester from studiesekretærmalboxen with relevant deadlines and description of the process. The exact deadline depends on the type of changes. If you want changes, Magnus Malling Pedersen (MMP) will in collaboration with NAT-FAK ensure that existing course descriptions or templates for new courses are opened for editing in [ODIN](https://odin.sdu.dk) (odin.sdu.dk) by the responsible lecturer.
 - The default template in ODIN is used for new courses. See also the instructions for ODIN here: [Link](#).
- **Schema requests**
 - For each semester, the Course Manager must fill in form requests using the following link –<https://natfak.sdu.dk/belastning/vip.php>. Please note that it is possible to select to reuse wishes from previous years is available in the system. Deadline is sent from studiesekretærmalboxen.
- **Instructors**
 - In collaboration with Karin Hjernø (KH) appoints and finds the Course Manager the necessary professional instructors with the necessary professionalism.
 - The use of PhD students and Postdocs should always be considered and must be continuously coordinated and compared with the curriculum (Contact KH, [hjerno@bmb.sdu.dk](mailto:hjernoe@bmb.sdu.dk)). In collaboration with Karin Hjernø, the Course Manager completes the semester's curriculum plan (i.e. the plan of lecturers and instructors, which is used, among other things, for the recruitment of instructors). PhD- students and Postdocs are responsible for registration of their teaching hours in the SmartReg system – they are welcome to contact Lise J. Nielsen or Karin Hjernø for help and guidance.
 - When hiring students (D-VIP appointments), it is highly recommended to host a short interview with the student as well as check of CV and exam transcript. The instructors are considered to play

a crucial role in the learning process of the other students. When hiring instructors without a job posting, a short professional assessment must be prepared. It is possible to request a list of already employed instructors from SAS by sending an email to KH, [hjerno@bmb.sdu.dk](mailto:hjernoe@bmb.sdu.dk). If necessary, Jeanett Wiedekam, jwi@bmb.sdu.dk (JWI), can officially post instructor positions for the relevant semester alongside with any other unoccupied positions.

- When hiring D-VIP, it is the course manager who reports teaching hours to JWI. An email with the procedure is sent from JWI/KH. Please also remember to inform Jeanett if the hourly rate changes.
- Please note that instructors can only be hired twice without applying to an officially posted position, so it is important that the agreements are in place well in advance of the semester start. Contact the Jeanett Wiedekam Bøgh in case of doubt.
- Special agreements on instructor hours (other than the normal agreements*, see the table on page 6) must be agreed and approved by the Head of Education at BMB (Lars Grøntved) and KH must be informed.
- It is always the Course Manager/lecture team who coordinates and communicates with the instructors about the actual teaching hours and the academic content. It is the Course Manager's responsibility that instructors have access to adequate standard answers and are well-prepared for the teaching task. Remember also to forward relevant information to the instructors, such as the rescheduling of teaching hours.
- Please also note that **a limited number of instructor hours per course are set aside based on the number of practice/lab hours and the number of students**. If there is any doubt about this, then please contact MMP/KH. The department can choose to make a teaching settlement per course. In the settlement the course manager reports how the hours available for teaching at the course have been covered (i.e. number of teaching hours per teachers/instructor). Please be aware of the limited number of hours available already when planning the course.

• Books

- Remember to order books for the students well in advance of the start of the semester. There may be a long delivery time. You can order from studenterboghandelen's website: <https://www.academicbooks.dk/en/lecturers>
You can also order by mail to sdu@academicbooks.dk
Books for instructors can be ordered through the local Purchasers (Please contact Birgit Gotthardsen Jacobsen, birjac@bmb.sdu.dk)

• Teaching, schedule, and rooms

- It is the Course Manager who ensures that teaching is prepared and held.
- Classrooms and schedule hours are allocated by the Faculty of Science (NAT-FAK) and are shown in the schedules, which can be found in the course description on ODIN and are also sent from the studiesekret@rmailboxen, when the schedule is ready from NAT-FAK. If there is a reasonable need for schedule changes during the course, the Timetable Scheduler (Lisbeth Anni Mortensen) is contacted in collaboration with BMB studiesekret@rmailboxen. Please note that schema changes are a very laborious process that should be avoided as far as possible.
- For courses that have laboratory exercises and will use practice laboratories and theory rooms in Oasen, please coordinate the schedule with the MMP. If necessary, in collaboration with other lecturers at a coordination meeting.

• Information relevant to the digital exam system (<https://digitaleksamen.sdu.dk/>)

- The Study Secretary (Hanne Algot Nielsen) will in collaboration with NAT-FAK create prerequisite and exam elements in the digital exam system for mandatory elements held during the course. For the purposes of this, the Study Secretary needs the course manager to register the start/end hours of the tests. The deadline and procedure are sent to the course manager from studiesekret@rmailboxen and the relevant assessors receive a link to the digital exam by email during the semester.

- **Evaluations**

- Each semester, the Teaching Committee (UVU) selects a number of courses for evaluation based on a number of criteria. For each semester, at least one course, must be evaluated and new courses must be evaluated. When a new responsible Course Manager is assigned to a course, the course must also be evaluated. It may also be relevant to evaluate courses with lecturers who need the evaluation in connection with e.g. associate professor assessment or Lecturer Training Programme (LTP).
- When evaluating a course, MMP contacts the Course Manager by email on behalf of BMB's UVU. The e-mail contains a description of the process and relevant deadlines (the course must be evaluated before the final exam). Based on the evaluation result, an action plan must be prepared by the lecturer team and the final action plan must be approved by UVU as well as the Study Board. Finally, the action plan should be published on the relevant course page at itslearning (for the class that has evaluated the course).
- It is also okay to evaluate the course even if it has not been selected for evaluation. Please send the results of such evaluations to bmb-studiesekretær@sdu.dk.

- **Exams and External Examiner**

- Dates for the final exams are set by NAT-FAK based on the student exam registrations. Any wishes for exam dates are summoned from the studiesekretær@mailboxen and must be approved by the Head of Department. After the exam plan has been approved, it requires an application to the Study Board to change the exam date.
- The course manager is asked to arrange an appointment with an external examiner from the external examiner corps (<https://www1.bio.ku.dk/censorkorpset-for-biologi/> - click on the external examiner's corps on the right to retrieve the list). If it is not possible to use a censor from the corps, an adhoc appointed censor should be used. The appointment process takes at minimum 14 days, so please contact the Study Secretary (Hanne Algot Nielsen) well in advance.
- **NB:** For Course Managers at a course on the Pharmacy programme, it should be noted that the external examiner is appointed/allocated using the Censor IT-system, and thus cannot simply be appointed by the lecturer himself. This also applies to bachelor projects and thesis' in Pharmacy. The Study Secretary will make sure to obtain the necessary information from the lecturer/Supervisor and will arrange for the ordering of the external examiner. The lecturer is notified when the external examiner is appointed.
- For written examination, exam sets as well as re-exam sets are prepared by the lecture team. The Course Manager forward the censor-approved exam set or re-exam set for Søren Sten Hansen from NAT-FAK with cc to studiesekretær@mailboxen no later than 5 weekdays before the exam.
- The Course Manager makes sure that the exam is carried out and the Course Manager must be available on the examination day for written exams, in case questions/uncertainties arise during the examination. The lecturer does not need to be physically present, however, he/she must be contactable by phone during the ENTIRE exam. If the lecturer cannot participate himself, the lecturer must make an appointment with another relevant lecturer who can professionally take on this task on the day of the exam.

- **Teaching inventory - not conducted every year**

- During the semester, the responsible Course Manager fills in the teaching inventory stating the names of people involved in running the course as well as the number of hours spend on teaching and preparation. As far as possible, the inventory is pre-filled by SAS and therefore often only needs to be completed/approved by the Course Manager. The schedule and deadline are sent from the studiesekretær@mailboxen

- **itslearning (<https://sdu.itslearning.com/>)**

- The course page is created in itslearning by NAT-FAK, which also ensures that the students and lecturers have access to itslearning. Instructors and other trainers who do not appear in the course description are not automatically admitted access to the course page and can be added by the other lectures or by the Study Secretary.
- The lecture team adds material etc. on itslearning and communicates with the students at the course via itslearning.

Support People Gallery - 2022

Study Secretary – Hanne Algot Nielsen

Education Coordinator – Magnus Malling Pedersen

Personnel Management - Jeanett Wiedekam

Financial Administration - Marianne Rasmussen

Purchasers - Birgit Gotthardsen Jacobsen and Tina Holm Svenstrup

Teaching plan - Karin Hjernø and Lars Grøntved

Education Manager – Lars Grøntved

PhD committee chairman – Frank Kjeldsen

Study Secretary mailbox: bmb-studiesekretar@sdu.dk

Study Secretary/Education Developer, BMB

- Sends information to the course manager when calling for the preparation/updating of new course descriptions and evaluation of the course, - including relevant deadlines
- Seek as far as possible to avoid putting deadlines close to other important deadlines (cf. annual wheels) and announce deadline well in advance when possible – it is however often depending on the deadlines set from the faculty and SDU in general.
- Supports the course manager's process of finding the necessary instructors if no agreements have already been made with PhD students and/or postdocs
- Call for schema requests
- Provide information to teachers about course schedules when schedules are ready from NATFAK.
- Creating digital exam protocols as well as registration of censor and extra time for students with special agreements provided by the Study Board.
- Order/book classrooms for exams
- Provides censor settlements via digital exam
- Disclose information about any foreign students if/when the information is made available from the International Staff Office (ISO)
- Host instructor meetings before the start of the semester and informs the instructors about relevant instructor courses.

Personal administration, BMB jwi@bmb.sdu.dk

- Provides the specific employments of D-VIP (instructors, who are not PhD-students and postdocs – i.e. primarily students) based on the teaching plan/curriculum provided by the Course Manager
- Manages hours for D-VIP employed instructors. Responsible teacher provide the number of teaching hours for jwi@bmb.sdu.dk (preferably with cc. to the D-VIP) (PhD-students and postdocs self-report their teaching hours in the SmartRegSystem (<https://smartreg.dk>))
- Advertise D-VIP job positions at the request of the Course Manager when needed.
- Enroll postdocs and PhD-students in the SmartReg system.

Financial Management, BMB

- Deals with questions about available funds for laboratory supplies related to the specific courses.

Purchasers, BMB

- Takes care of e.g. inquiries regarding the purchase of materials for e.g. laboratory exercises and books for instructors.

Others, BMB

- Ditte Neess Pedersen (Tbio) deals with questions regarding access and conditions in The Teaching Oasen (the colored laboratories – blue, red, black laboratory. (Note that the reservation of the laboratories in the Oasen is arranged by the Educational Developer, Lise Junker Nielsen)
- Head of Department and education manager appoint Course Managers and any co-lecturers (agreements related to the individual lectures can be clarified internally in the lecturer team).
- PhD-committee chairman, Education manager and/or appointed employees in SAS approves the hours in Smartreg.

Faculty, NAT

- Provides classrooms for teaching
- Provide schedules and make these available to students
- Open courses in It's learning and the Digital Exam system
- Provide exam schedule for final exams
- Run the written examinations in collaboration with the Study Secretary and responsible lecturer

Faculty, SUND

- Please pay special attention to courses that are run in collaboration with SUND. Stine Sonne Carstensen and Rigmor Jepsen are BMB's special contact persons at SUND.

The standards in force are:

-	Preparation factor ^{a)} e-hours	Preparation factor ^{a)} laboratory hours
Paid instructors/D-VIP (students) ^{b)}	First time: 2.5 Subsequent times: 1.75	First time: 2.5 Subsequent times: 1.75
PhD student	3.5	3.5
Postdocs (also applies to PI)	2.5	1.5

Included in the preparation factor: Preparation and execution of teaching and correction of tasks/reports. If additional corrective hours are to be allocated, it must be agreed with the Head of Department.

a) Training sessions repeated within 2 weeks are allocated full preparation time (here 2.5) for the first training session and half preparation time (here 1.75) to the subsequent ones. I.e. accurate repetition of teaching and not generally for the performance of the same subject.

Overview – please notice that deadlines may change from year to year

