**Admission:**

Application rounds:
Mars 15th – April 15th for the spring semester
September 15th – October 15thr for the autumn semester

The students at our GU-programmes applies to their Courses at antagning.se
A minor admission is administrated by the Department for some course i.e. for Thesis courses and still also for a few of the courses in the Software Bachelor’s Programme.

Application round for the international students apply to our international programmes
1 dec – 15 jan

**Antagningsordning (The admission regulation)**
Högskoleförordning (HF, one of the laws that governs all the universities) provides that every University needs to establish an Antagningsordning (admission regulations) and also what it should contain. Antagningsordningen regulates how the admission to different education within the University is to be handled. It contains for example rules for the applying, entry requirements and urval(?). The purpose for the antagningsordning is to increase the legal certainty of the students and to clarify the information about the admission process both internal and external

**Archive list/Arkivlista**The Archive list is the final control-list for reporting grades. The examiner checks that the information on the list is correct and after that signs it. The signed archive-list is a premise in order for the Student Office to finalize the grades in Ladok.

**Grading scales / Betygskala**
Tregradig skala U, G och VG. På Chalmers: U-3,4,5.

**Examiner /Examinator**Due to Högskoleförordningen (HF), the grades of a course is to be decided by a special teacher appointed by the University, the Examiner. It is the Head of the Department/vice head of the Education that formally decides who will be an examiner at the CSE Department.
The process of this decision is initiated by the Head of division.

More often than not, the Course responsible and the Examiner is the same person but this is not always the case.

It is the Examiner who has the final responsibility for an examination and the reporting of grades for it. The reporting of grades is an exercise of public authority. In the preparatory works to the law FL (another law the governed the universities) the public authority is defined as: *Decisions or other actions that is an expression for the public authoritative power for its citizens.*

This means that the grading process needs to be handled legal certainty for the students. The role of Examiner involves a great responsibility and a high quality is demanded when fulfilling this role.

The examiner is responsible for that the grades are finalized no later than three weeks (15 working days) after the examination occasion. This “three-weeks” role is based on Förvaltningslagen (another law that governs all the universities). It is important to take all this into consideration when the role as Course Responsible and Examiner is not the same person, e.g. that no grading lists will be laying in ones post box too long.

A reported grade can’t be appealed, only be reviewed, and not be lowered. In case of typing error, we are not allowed to just correct the error, especially if the correcting will be of disadvantage for the student. It has to be an apparently error and the student needs to be contacted in order to be able to deliver opinions first, before a correction can be made. In case of a typing error, contact the Student Office.

*Example of ”things” that governed the work of the examiners.*The syllabus regulate how the course will performed and examined. The Regelsamlingen på GU also regulate the conditions for examination, course assistants etc.
In addition there also laws and regulations which govern and are important for the decision process of the examiners , such as: regeringsformen, högskoleförordningen, förvaltningslagen, myndighetsighetsförordningen (for some parts).

**Thesis / Uppsats**Extensive Information regarding Master thesis at CSE: länk
Information for teachers regarding exjobb at the Internals pages of CSE: länk

In order to report a thesis, this has to be delivered to the Student office by the examiner.
Master level: a final version of the thesis in pdf-file, a filled in and signed workcard as well as the Publishing Agreement.
Bachelor level: A final version of the thesis in pdf and the Publishing Agreement.

In addition the templates for the title-side needs to be used by and filled in correctly by the students.
Länk:

**ECTS-betyg**Is no longer reported in Ladok.

**GUL:**
GUL = University of Gothenburg’s learning platform. A web-based platform/system in where the course homepage for all our GU-courses are published.

This ground information needs to be published at every course homepage: syllabus, schedule and reading list. Everyone (potential students, external stakeholders, current students) needs to be able to access this ground information before the course starts. Therefore, this information needs to be published on the open sides. It is the student administrators who create a platform for the course homepage, publish the ground information and give the course teacher access to the course homepage. The teacher of a course has to make sure to send in the needed information to the Student Office in time.

For joined courses: The teachers have to send a mail containing the Literature and a link to the course hompage that is used.

Courses only for GU-students (i.e. not joined courses): The teachers have to send in both the schedule and the literature list.

Information of when this information needs to be available in GUL, please look further in document “Local Rules for Studies”, headline nr 2: http://www.utbildning.gu.se/digitalAssets/1455/1455651\_1450025\_local-rules-for-studies.pdf

The teachers who are a Course responsible for course that contains only GU-students administrate their course via GUL.
Apart the basic information, it is the teacher who publishes course specific information on the course homepage for the course he/she is responsible for.

Link to GUL information about GUL, Support and Log on: http://gul.gu.se/public/courseId/38096/lang-en/findPublicEvents.do

**GUPEA**It’s a full text database for e-publishing for thesis at GU. The Student Office publishes a student’s thesis after agreement by the student.

Form for Publishing Agreement at GU: länk **Course Registration / Kursregistrering**
In order to participate in a course the student must be to the course and also be registrered on it. För att få delta i en kurs måste studenter vara antagna och kursregistrerade.
At GU the students registrered via the Studentportal (Ladokweb) It is importantGU-studenterna registrerar sig själva via Ladok-på webb. Det är viktigt att studenterna registrerar sig vid kursstart annars förlorar dem sin plats. Självregistrering är möjligt på kurser som sökts via antagning.se.

Det är **endast** studenter som har ansökt och antagits till kurser som kan bli registrerade. Om en student saknas på formella listor, inte har access till kurshemsida i GUL etc., hänvisa studenten till studieexpeditionen. De kollar du upp det hela och lämnar besked till studenten.

 **Syllabus / Kursplan**
The syllabuses are legal documents and
Kursplanerna är Juridiskt bindande dokument och anger bl.a. förutsättningarna för hur kurserna ska genomföras och examineras.
Kursplanemallen reglerar hur kursplanerna ska skrivas och vad den ska innefatta. Mallen är beslutad av rektor.
Institutionen granskar och fastställer sina respektive kursplaner.

Kursplanehandläggare och granskare: xx
Fastställare: xx
Studentrepresentanter: xx

Deadline för att lämna in mindre revidering av kurser till nästkommande läsår är 1 februari. Deadline för större revidering och nya kursplaner är 1 september. För ytterligare information, se Insidan på D&IT.

**KursplaneGuBas**Från och med 1 juli 2010 handläggs alla kursplaner på D&IT i kursplanemodulen. Lärare med x-konto lägger själv in revideringar direkt i kursplanen i modulen och skapar även nya kursplaner där.
 **Kursutbud**
Utbudet av kurser inför kommande läsår inklusive kursdatum fastställs **1 oktober.** Majoriteten av kurserna utannonseras i en kurskatalog och på webb. Det utbud vi publicerat inklusive förutsättningarna för respektive kurs är det som gäller. En eventuell ändring av utbudet beslutas skriftligen av vice prefekt.

**Ping Pong**
Chalmers motsvarighet till GUL.

**Plussning**Plussning innebär att en student skriver om en redan godkänd tenta för att få högre betyg. Detta är inte möjligt för GU-studenterna**.

Programplaner**Handläggs och fastställs av IT-fakulteten

**Regelsamling för studier vid Göteborgs universitet**Dokumentet *Lokala studieregler vid Göteborgs universitet* är ett lokalt styrdokument, beslutad av rektor. Det rör förhållandet mellan Göteborgs Universitet och studenten. Där står bl.a. när Kursinformation såsom schema, kurslitteratur ska finnas tillgängligt för studenterna och regler för examination. Motsvarande dokument finns för studier på forskarnivå (doktorandreglerna)
Länk: http://www.utbildning.gu.se/digitalAssets/1447/1447861\_lokala-studieregler-vid-gu.pdf
Länk: http://www.utbildning.gu.se/digitalAssets/1455/1455651\_1450025\_local-rules-for-studies.pdf

**Grading Protocol /Rättningsprotokoll**Underlag för rapportering av betyg. Studieadministrationen använder sig av rättningsprotokoll som skrivs ut ur Ladok.