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Rules for examination

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Examination

Examination means that an examiner determines a grade based on the frame of assessment of the student's performance specified in the syllabus. Thus, the type(s) of examination must be clearly stated in the syllabus.

Ordinary examination

A student is normally entitled to an ordinary examination before the end date of the course, along with two additional (re-examination) opportunities within one year. Exceptions may occur in certain special types of examination and in examinations for practicum internship, see more below under the section Re-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 Consideration should also be given to students who do the examination elsewhere, as the premises offered by others, such as municipal learning centers, are normally not open on Saturdays and public holidays.

Completion of compulsory part

It is common for a higher education department to require participation in a compulsory part of a course, in order for the student to be approved on the course. This may include, for example, requirements for participation in seminars or completion of laboratory work. When the students in this manner are required to participate in a compulsory part in order to be able to pass the course, the compulsory part is a part of the examination. The compulsory part should therefore be specified in the syllabus.

In order for the examiner to be able to derogate from the syllabus's regulations on compulsory elements and provide the possibility of

¹ UKÄ, Rättssäker examination, fjärde upplagan, page 49.

replacement tasks, there must be support for the action stated in the relevant syllabus.²

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 examination.³

Language in teaching and examination

If a course is to be given in a language other than Swedish, it shall be prescribed in the syllabus.⁴ Students must also be informed before the start of the course that the course is given in another language.

The syllabus must also indicate whether the examinations in a course, in whole or in part, are done in a language other than Swedish. A student who participates in a course given in Swedish does not normally have the right to oral interpretation or written translation during examination.⁵

Please note that the right to sign language interpretation is not affected by the rule. A student who participates in a course given in English is normally entitled to use Swedish for examinations, unless this affects the achievement of the learning outcomes specified in the syllabus.

Individually adapted examination

If a student has a message from Mid Sweden University's coordinator for students with disabilities, the examiner has the right to give adapted

² Op. Cit. page 7.

³ Op. Cit. page 68.

⁴ Op. Cit. page 42.

⁵ A student who speaks Danish or Norwegian can be given the right to use his/her respective language in the examination, unless this affects the achievement of the learning outcomes specified in the syllabus.

examination to the student.

Evaluation period and notification of results

The evaluation period for examination is a maximum fifteen (15) working days. The time is counted from the day after the examination until the day the student is informed of the grading decision. If the student is notified of the grade before it is registered in Ladok, the subsequent registration of the grade should take place within one (1) week of the notification.

Re-examination

The date of re-examination must be announced prior to or during the ordinary examination. The time between notification of examination results (by notification to the student or when registering the grade decision in the study register Ladok) and the date for re-examination must be at least two (2) calendar weeks.

The time between notification of results from the ordinary examination and the date for re-examination should not exceed two (2) months.⁶ If the time between notification of the results of the ordinary examination and the date for re-examination exceeds two months, the students concerned shall be informed in good time what conditions apply for re-examination.

For certain special types of examination and for practicum internship examinations, exceptions may need to be made regarding the timeframe of re-examination stated above as well as from the general rule on the number of examinations per year. Reasons for exception may be that it would lead to unreasonable financial costs or major practical difficulties for Mid Sweden University or a partner.

If, due to mistakes from Mid Sweden University, a student is unable to take part in an examination, the affected student must promptly be given a new examination opportunity. The timing of this shall be determined in consultation with the students concerned. The examiner may not approve a

⁶ UKÄ, Rättssäker examination, fjärde upplagan, page 96.

student who has not completed the examination or approve a student whose submitted examination has been lost.⁷

Examination when a course is discontinued or undergoes significant changes

When a syllabus is retired and a course is discontinued, students who have not yet passed the course are entitled to three examination opportunities for at least one year. This period is referred to as a transition period. The procedure is regulated in more detail in "Handläggningsordning för nedläggning av kursplan/avveckling av kurs på grund- och avancerad nivå (MIUN 2020/2780)".

When a course undergoes significant changes in content, course literature, examination or learning outcomes, the students' possibilities to finish the course shall be considered. The department must decide whether transition provisions in the syllabus are necessary. The transition provisions aim to specify the details of the transition period.

Limitation of the total number of occasions a student may undergo 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). Limitations 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.

The number of occasions a student may undergo examination for a passing grade may not, according to the Higher Education Ordinance (SFS 1993:

⁷ Op. Cit. page 67.

100), chapter 6, paragraph 21, be less than five.⁸ The number of internship opportunities must be set at least two.

An department having limitations shall establish general guidelines on how students who are at risk of not graduating or who otherwise face practical difficulties can be supported.

Examiner

Chapter 6, paragraph 18 of the Higher Education Ordinance provides that grades are to be decided by a lecturer specifically appointed by the university (examiner).

The examiner is a university lecturer appointed by Mid Sweden University who determines grades for course or part of a course. Other teaching staff may also participate in the grade assessment. The examiner has an overall responsibility for examination within the course. The categories of university lecturers are shown in Mid Sweden University's employment regulations. The name of the university lecturer appointed as examiner shall be announced no later than at the start of the course.

The examiner is appointed by the faculty board or by the person to whom the board has chosen to subdelegate. Each individual decision must be documented and made available.

In addition to the provisions of chapter 6, paragraph 18 of 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,

⁸ An application for the exam without the student then taking part is not counted as such an examination, see the Swedish National Agency for Higher Education's decision 2005-12-08, reg. no 31-1733-05.

- 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 provisions of 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. Special reasons against such a replacement may be, for example, that there is no other suitable examiner.⁹

The application to have a new examiner appointed must be in writing and shall be sent to the relevant department. Every decision shall be made in writing and accessible.

Grading and assessment

Grades are determined based on the student's performance during examination. A grading case starts with the registration of a student on the course and ends with a decision on grades.

Grades shall be set by the examiner on the completed course unless otherwise stated in the course syllabus, according to chapter 6, paragraph 18 of the Higher Education Ordinance. The course syllabus states which grading scale applies. After the student, within 15 working days of the

⁹ UKÄ, Rättssäker examination, fjärde upplagan, page 8.

examination, has been notified of the grade, it must be registered in Ladok within one week.

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.

Reconsideration, correction and amendment of grading decisions

The examiner determines a grade. That decision cannot be appealed.

Reconsideration means that an examiner reconsiders the grading decision.

This can be done at the request of a student or for other reasons. A

reconsideration may in turn lead to a decision on correction or amendment.

If there is reason to reconsider a grading decision, this should normally be done by the same examiner who took the original decision.

Correction

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.

Amendment

A grading decision may be amended in accordance with paragraph 37 of the Administrative Procedure Act (SFS 2017:900), 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.

The responsible examiner can contact the university legal counsel to get support in assessments regarding correction and amendment of grading decisions.

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. If the department wishes to further restrict the right to supervision, it must be stated in the syllabus.

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 on conflict of interest in paragraph 16-18 of the Administrative Procedure Act apply to all employees of Mid Sweden University.

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

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course that may affect the grading. The same applies to lecturers who participate in the correction of the examination or otherwise in the handling of the grading case. 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.

Employees should contact the university legal counsel in case of uncertainty about a possible conflict of interest situation.