

Teacher's FAQ

Department of Computer Science

From May 2019: paper grading protocols are replaced with Digital Exam (DE)

From 22.March 2019: all references to Arne Nis Jensen ajensen@au.dk are changed to Pia Larsen pila@au.dk

Scheduling a course

- When is the schedule published?
 - Preliminary plan for Bachelor's and Master's courses are sent out by e-mail XX number of weeks/days before commencement.
 - The final schedule is published on the study portal approx. 2-3 weeks before commencement. Though for first semester bachelor's courses publishing may be delayed until the week prior to commencement.
- How do I change the number of hours for my course?
 - The number of hours is specified in the course description. If the number of hours must be changed, it must therefore be changed in the course description.
 - For master level courses there should be at least 5 hours scheduled per week and for bachelor's courses at least 6 hours per week.
- Time, location and list of students can be seen in the [timetable](#).
- How to find participants lists WITH STUDENT ID NUMBERS (login required):
 - <http://timetable.scitech.au.dk/apps/login/loginForm.asp?URL=http://studerende.au.dk/en/studies/subject-portals/computer-science/teaching/academic-calendar-and-timetable/>
 - Contact Arne Nis Jensen <ajensen@au.dk> to get username and password.
- "Academic quarter":
 - Teaching 10-11 means you teach from 10:15-11. The 15 minutes delay is the "akademiske kvarter" that allow students and instructors time to move between activities on campus. Teaching 10-12 means that you have a break 11:00-11:15, so you teach 10:15-11:00 and again 11:15-12:00.

Planning and teaching a course

- [Web portal for students](#)
- Course descriptions
 - [AU Course catalogue](#)
 - Twice a year teachers receive a call for changes to the course description. Then you may submit changes. Ideally, you first formulate the objectives (learning goals) of the course then you design a form of examination that is customized to measure in detail to what degree the student satisfies the learning goals. Finally, you select a course contents and teaching method that helps them to perform well at the exam. See more about

[constructive alignment](#) and the video “Teaching Teaching – Understanding Understanding”:
<http://www.daimi.au.dk/~brabrand/short-film/>.

- The call for changes includes a template for course descriptions.
- Expect the deadline for fall courses to be in the previous December/January, and expect the deadline for spring courses to be in the previous June/August.
- Course administration web services
 - [Blackboard](#) (joint learning management system at Aarhus University).
 - Note that all ordinary courses in the course catalogue will be set up automatically in Blackboard.
 - Blackboard course pages for unofficial courses like PhD courses, TA teaching courses, EVU courses can [be requested here](#).
 - [Blackboard Groups for TA Classes and Handin Groups](#)
- How to get on the mail alias for teachers at the department
 - The Department of Computer Science has a mail alias for the lecturers and it is very important that all lecturers are on the mail alias.
 - Please send an email to Jan Frederiksen jrf@cs.au.dk to get on the laerer.cs@maillist.au.dk alias.
- How does my course fit into the (Bachelor) study program / box diagram
 - <http://bachelor.au.dk/en/computerscience/> (select program structure)
 - <http://bachelor.au.dk/en/itproductdevelopment/> (select program structure)
- Course workload and ECTS
 - One ECTS is equivalent to 28 hours of work (EU definition is 25-30 hours of work).
 - A 10 ECTS course requires the student to work 280 hours all included (classes, homework, examination, preparation).
 - The workload should be distributed evenly. For a 10 ECTS semester course that is 15 hours weekly over the 14-week teaching period and the remaining 70 hours are spent in the 1-week mid-semester break, the 2-week break between the teaching period and the examination period, and during the examination period preparing for the examination.
 - Ideally, the course website (slides for the first lecture) explains to the students how they are supposed to spend their time. As an example you may specify that the 15 hours weekly during the 7 weeks of teaching are spent like this
 - 4 hours of lectures
 - 3 hours of exercise classes
 - 2 hours for preparing lectures
 - 2 hours for preparing exercise classes
 - 4 hours for solving homework assignments
 - If there are study café hours associated with the course, then the preparation and the home work can take place in the study café
 - Deadlines for project work in a course should be within the teaching period, so the breaks and the examination period is free to prepare for the examinations in this and other courses
- Improve quality of teaching
 - [STLL](#) (ST Learning Lab) offers various help:
 - Resources: e.g. Mentimeter, screencasts.
 - Courses: e.g. teacher training <http://upnet.au.dk/en/teacher-training-programme/>.
 - Medialab: e.g. studio for recording teaching material.

- The Department offers Introduction to Science Teaching to all teaching assistants each semester, see <https://bb.au.dk/>.
- Teaching Assistants
 - The teacher of mandatory courses and in some cases elective courses may have help from teaching assistants (TA's)
 - Most mandatory courses have the participants divided into classes with 20-25 students per class for so-called "theoretical exercises". In such case, one TA is assigned per class. In special cases, the teacher may also have an additional administrative TA assigned.
 - For elective courses, TAs are only assigned if requested and based on negotiation
 - A TA is expected to work 140 hours per semester (150 hours for non-phd students). This includes meeting the students in class, preparation, grading hand-ins, answering questions before the examination etc.
 - The teacher is expected to conduct weekly meetings with the TAs to ensure a common understanding of the goal of the exercise classes, rules for grading hand-ins, etc. Preferably, solutions to exercises are distributed to the TAs at the weekly meetings including explanation of the points of an exercise and possible pitfalls. At the meeting, pros and cons of solution alternatives may be discussed as well. This allows the TAs to concentrate on helping the students as opposed to spend their paid time working solutions out themselves.
- Course evaluations
 - All courses are evaluated at the end of the semester, and you actively participate in the evaluation of your course and interact with the students, see <http://scitech.medarbejdere.au.dk/en/for-teachers/course-evaluation/>.
 - The Head of Department and the Chairman of the Education Committee will receive the complete course evaluations and may contact the lecturer for a dialogue on how any problems can be remedied.
- Buying books / printing material
 - Students may buy books at [Stakbogluden Naturfag](#).
 - Please let the [bookshop](#) know which books you want the students to buy several months before teaching starts.
 - Books for you or for TA's are ordered via the [bookshop](#). You have to supply account/payment information when ordering. Your research group coordinator can help with this.
 - If you require customized compendia, you may negotiate a printing of a custom collection with the relevant publisher (most publishers offer such deals).
 - Alternatively, you may make your own compendium for printing locally, see <http://trykkeri.au.dk/en/>. In this case you must respect the [copy right rules](#) negotiated with the university.
- [Copyright](#)
- Illness
 - If you fall ill on a day, where you have lectures and if it is not possible to find a replacement lecturer, you may have to cancel the lecture. With only few attendants rescheduling may be an option.
 - In any case, please notify participants via email using the course administration system.
- Project work (formerly Study groups)

- A "project work" activity is 5 or 10 ECTS and the number of participants are normally 1-3 master students.
- The activity is supervised by a tenured teacher.
- The participants must beforehand update their master's contracts, so that it includes the project work activity and the contracts must be approved.
- The participants sign up for the project work by filling out and signing a [project work contract](#), and finally emailing it to Arne Nis Jensen ajensen@au.dk.
- A "project work" activity must follow the course description for "project work in computer science" / "project work in IT-product development", see the course catalogue
- In particular the activity is evaluated by the supervisor and an internal co-examiner with a 7-scale grade, following a 20 minute oral examination based on a written report about the work carried out.
- Before the examination, ask Arne Nis Jensen ajensen@au.dk for a grading protocol. The protocol is filled out, signed and returned to Arne by email

Ordinary Exams

- The [academic calendar](#) lists teaching, examination and re-examination periods
- Who is planning the exam?
 - The Study Administration plans time and place for all written exams.
 - The teacher finds the co-examiner/external examiner. See External examiner / co-examiner -bullet
- Time, location and list of students can be seen in [the examination schedule](#).
- How to find participants lists WITH STUDENT ID NUMBERS (login required):
 - <http://timetable.scitech.au.dk/apps/login/loginForm.asp?URL=http://studerende.au.dk/en/studies/subject-portals/computer-science/examination/examination-schedules/>
 - Contact Arne Nis Jensen <ajensen@au.dk> to get username and password.
- Form of examination
 - The course description contains detailed information about the form of examination in the specific course, see the [course catalogue](#). The course description must be followed!
 - For changes to the course description, see "Course description bullet".
- External examiner / co-examiner
 - If the course description specifies external grading then an external examiner from the list must participate in the grading.
 - You select the external examiner from this [list](#), however no employee of the department can be used as external examiner.
 - In case of oral exams, a co-examiner must be present. Hence, if there is no external examiner involved, you must use a colleague (of at least post-doc level) as co-examiner.
 - From the law on examination (eksamensbekendtgørelsen) § 21 All examiners must take notes during their deliberations on performance and grading for use in response to formal complaints. Notes must be kept for at least one year and in addition until any appeal is completed.
 - [External examiner portal](#)
- Number of examination attempts
 - If a student passes an exam then the grade cannot be improved by retaking the exam.

- If a student fails an exam then he/she may retake the exam up to a total of 3 examination attempts.
- In special circumstances, the Study Administration may grant a 4th examination attempt.
- Grading
 - The course description specifies whether to use pass/fail grades or the 7-scale.
 - The Danish grading scale (7-skalaen) is described in [karakterbekendtgørelsen](#)
 - 12: For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.
 - 10: For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.
 - 7: For a good performance displaying good command of the relevant material but also some weaknesses.
 - 4: For a fair performance displaying some command of the relevant material but also some major weaknesses.
 - 02: For a performance meeting only the minimum requirements for acceptance.
 - 00: For a performance which does not meet the minimum requirements for acceptance.
 - -3: For a performance which is unacceptable in all respects.
 - The grading is absolute and based on the objectives (learning goals) stated in the course description
- Examination protocols
 - Examination protocols will be sent to you automatically by the Study Administration or by Arne Nis Jensen.
 - Fill in correctly. All entries in the protocol must be given either a grade or "UB". The latter referring to a "no-show" student.
 - It is possible to transfer grades automatically from a spreadsheet to the protocol using [this tool](#).
 - The filled out and signed protocol is (scanned and) emailed as a pdf-file to [Arne Nis Jensen](#)
- Written assignments
 - Assignments for written exams must be prepared by the teacher, and he can get help on copying the assignments by our [student assistants](#). The front page of the assignment (which is made by the teacher) must contain the following information:
 - Examination in: (subject)
 - Duration of the exam
 - Aids permitted
 - Number of pages in the assignment (including the front page)
 - Any weighting of questions
 - In due time, Arne will send the relevant teachers a packing note (remember to fill in the lacking information). The pile of assignments must be packed and submitted to the examination supervision, Fredrik Nielsens Vej 5, 8000 Aarhus C, Att. Lone Svensson by the teachers themselves. The student assistants might help transporting the assignments to the examination supervision.
 - Note that the assignments must have reached the examination supervision no later than 8 days before the exam.
- How to handle exam anxiety

- Information for examiners:
http://scitech.medarbejdere.au.dk/fileadmin/site_files/studier/Exam_anxiety_long_UK.pdf
- Information for students: <http://studerende.au.dk/en/boost-your-student-life/>
- Students with disabilities
 - Students with disabilities, such as dyslexia = dyslectic or read and writing problems or wheelchair bound.
 - Students with disabilities may apply the board of studies for dispensation like extended examination time, examination in a private room, use of computers for exams, etc. Applications should be sent via the self-service system (mit.au.dk) and sent directly to the board of studies. The examiner will receive a copy of the letter of granted dispensation via the program coordinator. The student can apply for special educational support (PC and special tools) at the Counselling and Support Unit at AU.
 - If a student wishes to have prolonged time for the examination for an **oral examination** (e.g. due to stuttering or other speech problems), he can make the examiner aware of this in due time before the exam. In the exam situation, the internal and external examiners must show the due consideration towards the student. Therefore, it is acceptable to spend extra time in the examination, if it is clear that there is a need for it. The student should not apply for prolonged time to the Board of Studies. However, the student must always apply for prolonged preparation time to the Board of Studies.
 - The examiner is not allowed to promise a student prolonged time at **written exams**. If a student needs to have prolonged time at a written exam, he/she should contact Rådgivnings- og Støtteenheden (Counselling and Support Unit) and apply to the Board of Studies for prolonged preparation / examination time.
- Cheating
 - At the course web site you may refer the students to this [web site](#)
 - If you discover cheating then follow these [guide lines](#)
- If you fall ill
 - If the examiner falls ill during or before an (oral) exam, the default is that the exam continues with a replacement examiner, since cancellation will create scheduling problems – and the students supposedly have prepared to take the exam at this very point in time.
 - If you are not able to find a colleague that can replace you then please contact the Chairman of the Teaching Committee
- If the student falls ill
 - <http://studerende.au.dk/en/studies/subject-portals/computer-science/examination/illness-in-connection-with-exams/>

Reexams

- Fall courses have reexamination late May, and spring course have re-examination in August, see [the examination schedule](#).
- Are there any special rules for re-examination when few people have signed up?
 - There are no special rules for re-examination when few people have signed up.
 - However, there might be some practical things to discuss, so contact Gudmund Frandsen.

Master's Thesis Supervision

- Theses written in the spring: start date 1st February, submission date 15th June, completion date 30th June.
- Theses written in the fall: start date 1st September, submission date 15th January, completion date 31st January.
- The thesis contract should be filled out and approved before the start date.
- The students submit the thesis using "[Digital Eksamen](#)".
- The oral exam must take place no later than the completion date.
- What are the obligations of main supervisor and project supervisor, respectively?
- From the Master's Thesis course description: *The Master's thesis is prepared under the guidance of one or more academically qualified and research-active supervisors. One main supervisor is appointed. The student's main supervisor is appointed and approved by the department where the degree programme is offered. All tenured professors, associate professors, senior researchers, tenure track assistant professors, and tenure track researchers at Science and Technology can act as main supervisors once they have been approved. Other supervisors are assigned to the project as project supervisors. Scientific research-active employees at Aarhus University, other public research institutions or private research institutions/companies can be appointed as project supervisors. Project supervisors must be approved by the head of department where the degree programme is offered.*
If one or more project supervisors are assigned, an agreement is entered into with the main supervisor, specifying the workload allocation between the supervisors, so that the main supervisor ensures that the thesis complies with the requirements stipulated for theses carried out at Science and Technology, Aarhus University. The main supervisor has the formal responsibility for the student's academic guidance during the thesis project, and the main supervisor must take part in the final exam.
- The principal supervisor will get a checklist for the individual Master's thesis, so that all steps in the thesis process will be carried out in the correct order. This checklist is sent out by Arne approx. 1 month prior to the deadline for handing in the thesis. The checklist describes, among other things, the following:
 - Find a co-examiner
 - Agree on the date for defending the thesis
 - Book a room
 - Send the examination question to the student and co-examiner
 - Protocol
- Approximately one month before the deadline for submitting the thesis Arne sends a list of "Theses the next month" to the lecturer-alias (laerer.cs@maillist.au.dk). On this list, you can see who the supervisor of each Master's theses is. All Advisors should be on the lecturer-alias including project supervisors.
- How much time spend on supervision?
 - Usually you agree on meeting one hour per week. It is recommended that you encourage the student to submit material in writing to you ahead of each meeting. You will have to read and comment on this material.
 - We recommended that you also comment on a draft version of the entire thesis before final hand-in.
- Grading

- For the Master's Thesis, learning objectives and form of examination are specified in the [Master's Thesis course descriptions](#).
- Can I turn down a prospective thesis student?
 - If a student has followed a specialization column (30 ECTS) of courses offered by your research group then the student should be offered a thesis project with supervision from you or some other member of your research group.
 - You may encourage several students to work together in a single group. They benefit from internal discussions in the group, and you save time compared to advising them individually. A win-win situation.
 - You are not obligated to advise projects that students have come up with.
- Is it possible to dissolve a Master's thesis contract?
 - No. It is the responsibility of the main supervisor that the initial subject of the thesis has the necessary potential for both academic depth and for finishing within the deadline.
 - If the student falls ill, he/she may apply for extension of the deadline.

Miscellaneous

- Collaboration with external partners
 - In connection with courses or thesis supervision there may be collaboration with private companies. As a university employee you should only sign nondisclosure agreements and other legal documents after consultation with the [technology transfer office](#).
 - For students there is information [here](#).
- Use of lab equipment
 - The department has a number of research and teaching labs. Please contact the lab committee if you need special equipment, access to labs, etc., see <http://cs.staff.au.dk/boards-and-committees/lab-committee/>.
- Students working in groups
 - In connection with Master's Thesis, Bachelor's project, some courses and independent project work it is allowed and encouraged that students work in groups.
 - The group size must be 1-3. I.e. if 4 students want to work together they can split in two groups of two people each. It must be possible for a single-person group to complete a project/assignment/thesis etc. This may be necessary when other members of a larger group drop out of the course or a group member falls ill for a longer period.
 - There must be an individual component in the grading of students. The course description specifies the details of the examination form. The individual component is often an oral exam. If students have handed in a group projects/thesis then they are not allowed to attend each other's individual oral exam.
 - You may refer students to this page <http://studerende.au.dk/en/boost-your-student-life/study-groups/>.