

## **Guidelines for marking, presentation, and guidance in connection with course examination at the Department of Electronics Design (EKS)**

In accordance with the first- and second-cycle course examination rules and guidelines at Mid Sweden University (Ref No MIUN 2008/1306), EKS aims for 15 working days for marking as a rule, applying to all types of examinations at the department. In the event this rule cannot be met, due to unforeseen events or high workload, students affected by this must be notified as soon as possible.

The guidelines are developed to increase students' contact with teachers and teacher-controlled guidance during the course. The guidelines are also developed with consideration to the teachers' work situation, and so that they will be able to plan their time in advance, taking other tasks into account.

During the course, students are always welcome to visit the teachers in their office, for questions or guidance. If the teacher is not available at the time, the student and teacher should schedule a new appointment for guidance at a later time.

### **Signing up for an exam**

Students sign up for exams in the Student Portal according to the usual procedure; the final day to sign up is 5 working days before the date of the exam. For written examination off-campus special rules apply which could be found in Studentportalen <http://portal.miun.se>

### **Laboratory assignment presentation/guidance**

Students need not sign up for laboratory assignment presentation and guidance during the course. Guidance for and presentation of laboratory assignments take place during the scheduled laboratory session and/or according to instructions from the teacher.

After the end of the course, 2 extra presentations and guidance for laboratory assignments are scheduled each semester (once each study period). These dates will be on your schedule in the Student Portal. On these dates you will have the opportunity to present laboratory assignments from previous courses and receive some guidance from the teacher attending.

In order for the teacher in charge to be able to plan ahead, students must sign up for the presentations at the Student Office in advance (at least 2 weeks).

*After the end of the course, students cannot expect to receive guidance or be able to present their assignments at any other time than specified above.* It is therefore important that you during the course follow the course pace and come well prepared for the scheduled laboratory sessions.

### **Reporting compulsory attendance on course units and campus meetings**

Distance learning courses may, in order for students to be able to collaborate on projects, and to maintain legal certainty, include course units where attendance is compulsory. Participation in these course units is compulsory for all students and required in order to be able to complete the course.

Exceptions are only granted in exceptional cases by the course coordinator, provided that there is a valid reason. Completion of the compulsory course units is generally only offered the at the next course date.

### **Project work and Thesis presentations/guidance**

During the course, the student and supervisor agree on guidance for project work and degree projects. The students will start by scheduling their work according to [Guidelines for Degree Project at EKS](#). This schedule will also include planned guidance sessions.

Presentations of project work and degree projects are scheduled twice each semester (once each study period). The dates for the presentations are posted on the department website and on your schedule in the Student Portal. The student signs up for the presentation after consultation with the supervisor.

### **Assignment presentation/guidance**

Students need not sign up for assignment presentation and guidance during the course. Assignment presentation and guidance take place according to instructions provided by the teacher during the course.

Assignments turned in after the end of the course are handled in connection with the scheduled presentations, 2 each semester (once each study period). The dates of the presentations will be posted on the department website and on your schedule in the Student Portal.