

TEACHING AND EXAMS

Practical information on teaching and exams for new lecturers
at the Department of Economics and Business Economics

For new lecturers at the Department of Economics and Business Economics (ECON)

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Teaching and exams / study administration

Each [study programme](#) and each course are associated with a specific [teaching coordinator](#) and a [study administrator](#) (see ECON web: <https://econ.au.dk/en/>).

The teaching coordinator acts as your sparring partner when it comes to the academic content of your teaching.

The study administrator helps with the practical and administrative aspects of teaching. This applies to, among other things, book orders, scheduling and exam planning, support in connection with Blackboard and WISEflow, contact with students on general questions, proofreading of exam assignments and much more.

Systems

In order to log in to the systems, you need a user ID, i.e. an AU ID, which you will be given at the beginning of your employment. You can find your AU ID and create a password by going to <https://mit.au.dk/> and logging in with *WAYF* (choose nemID as "institution" for the first time, so you can access the page). It is important that you log in quickly after receiving your AU ID, as the study administrators will then be able to give you access to your courses in Blackboard as well as your exams in WISEflow.

Network

Once you are an AU employee, you can log on to the EDUROAM wireless network using your AU ID as well as the password you created. However, please note that as a username you must write: (your AU ID)*@uni.au.dk*.

IT support

IT support is available every weekday and Saturday. Read more about IT support here: <http://medarbejdere.au.dk/en/administration/it/>. This page also contains links to guidelines on access to wireless networks at AU as well as contact information for the support.

Blackboard

Blackboard is our learning platform. Here, lecture plans and teaching material are uploaded, messages can be sent out to the students on your course, etc.

Login and guidelines to Blackboard: <https://medarbejdere.au.dk/en/administration/au-studies-administration/study-systems/blackboard/>

WISEflow

WISEflow is our digital exam platform for both oral and written exams. All grades must be entered in to WISEflow – from both oral and written exams. If there are multiple assessors for an exam, all assessors must enter the grade. At an oral exam, it is important that the entry is made **on the day of the exam**.

WISEflow offers automatic plagiarism control via [URKUND](#) and, as examiner, you will have access to the plagiarism reports. If you suspect [plagiarism](#), you can contact the study administrator for guidance.

Login and guidelines to WISEflow: <https://medarbejdere.au.dk/en/administration/au-studies-administration/study-systems/digital-exam-wiseflow/assessor/>

Teaching

Study programmes

The study portals of the individual programmes may be relevant, as there is information on e.g. exams, teaching, bachelor's and master's theses, links to timetables, exam schedules, course catalogue etc.:

- Economics and Business Administration (HA and merc)/BSc and MSc:
<https://studerende.au.dk/en/studies/subject-portals/business-administration/>
- Economics and Management (Oecon)/BSc and MSc:
<https://studerende.au.dk/en/studies/subject-portals/economics/>
- Continuing education (Danish): <https://studerende.au.dk/studier/fagportaler/efteruddannelse-aarhus-bss/>

Course responsibilities

Each course has a course responsible lecturer, and the course responsibility (and thus the quality assurance of the content in the course) will normally lie with an internal, scientific staff member, who researches in that subject area.

On the other hand, if you are employed as an external lecturer, you will in principle have full academic responsibility for the course(s) you teach. Of course, you are welcome to seek professional sparring with the department's other lecturers and the teaching coordinator. If you are employed as a teaching assistant, your primary contact is the lecturer who is course responsible, but of course you are also welcome to contact the teaching coordinator.

Course catalogue

All courses offered by the Department of Economics and Business Economics are described in our course catalogue, which you can find here: <https://kursuskatalog.au.dk/en>

The course catalogue describes the learning objectives for each course. The course descriptions are reviewed prior to each semester to ensure that they are up to date before the students have to register for the courses in the upcoming semester. It is **not** possible to change the course description after its publication on 15 October/15 April. This also applies to the exam forms etc. All course descriptions must be approved by the relevant study board.

Library

As a lecturer or supervisor at the Department of Economics and Business Economics, you can use AU's library. Read more about user creation here: <https://www.kb.dk/en/become-library-user>

In addition to a rich book collection, the library provides access to a wide range of electronic resources such as articles, databases, etc.

External search is possible in all databases that are not marked with a key symbol. For some databases marked with a key symbol, you will also be able to access remotely; this requires that you have a user account created specifically on the library server. Contact the library directly, if you are interested in this.

Curriculum / books

You will usually be able to receive an inspection copy of the book that you will need in the course directly from the publisher. In addition, your students must be able to purchase the books at [BSS Books](#) well in advance of the beginning of the semester. The study administrator will send out an email when the

semester book orders are due. In connection with copyright, you can read more about the rules at AU here: <https://library.au.dk/en/teachers/>.

The library offers to prepare electronic curriculum lists and at the same time ensures that all copyright rules are adhered to. Read more about the syllabus service here:

<https://library.au.dk/en/teachers/semesterliterature/reading-list-service-aarhus-bss/>

Classrooms and equipment

The planning office allocates classrooms based on, among other things, number of students and room size. You can see an overview of classrooms and auditoriums at Fuglesangs Allé through this link:

<http://econ.medarbejdere.au.dk/teaching/equipment-and-classrooms/rooms/class-rooms-and-auditoriums/>

The overview shows which equipment is installed by default in the various classrooms. In almost every room, there are network access, projector, blackboard and whiteboard.

The teaching has during Corona been partially converted to [Zoom](#) – i.e., you may find that half of your class attends the teaching onsite, while the other part sits at home and follows the teaching via livestream on Zoom. You can get much more information about the technical aspects by contacting your [teaching coordinator](#) or the IT support. You can also read more here:

<https://medarbejdere.au.dk/en/administration/it/main-academic-areas/aarhus-bss-it-support/streaming-and-recording-of-lectures/>

Timetable

You can view your personal timetable at any time via this link:

<https://medarbejdere.au.dk/en/faculties/business-and-social-sciences/teaching-and-examination/timetabling/timetables/>

The timetable is scheduled based on these guidelines:

https://medarbejdere.au.dk/fileadmin/user_upload/Principper/ENG_Principper_for_skemalaegning_paa_Aarhus_BSS_180116.pdf

Cancellation of teaching

Contact the study administrator if cancellation due to e.g. illness is required, and make sure to inform your students through Blackboard as soon as possible.

Course evaluation

The students will be asked to evaluate all courses or supervision programmes. In order to ensure a high response rate, you need to set aside 15 min. during a lecture for evaluation when the form is opened. You will receive an email from the system when the evaluation form is ready.

Supervision

If you are assigned a project as a supervisor, it is recommended that you contact the student during the start-up phase, if he/she has not contacted you within a reasonable time. Read, comment on, and approve the problem statement and the outline. Remember that your approval of the problem statement is the student's assurance from you that he/she is on the right track. If you need information about what supervision entails at this department, you can contact a [teaching coordinator](#).

Exams

Grading

The exams in the vast majority of the courses are assessed according to the [7-point grading scale](#), but there may also be exams where the grading scale is simply pass/fail. See the course description. Remember to use “*administrative*” grading, where needed. Read more [here](#).

Planning the exam

The study administrator, in collaboration with the planning office, will set the date and time for the exam. The study administrator will call for information about specific dates and times during the examination period (ordinary and re-examination) for which your exams cannot be scheduled. See the guidelines here: <https://econ.medarbejdere.au.dk/teaching/exam/> and here: https://medarbejdere.au.dk/fileadmin/user_upload/Principper/Principper_for_eksamensplanlaegning_paa_Aarhus_BSS_godkendt_ENG_180209.pdf

Oral exams

If the oral exam is based on exam questions that the students draw, you must prepare an appropriate number of questions covering the curriculum of the course. For oral exams, it is very important that the grade is entered in to WISEflow on the exact day of the exam by all assessors. You and the internal/external co-examiner are also required to take notes in case of complaints.

Written exams

When submitting an exam assignment to the study administrator, you must be aware that the assignment must be fully completed (i.e. written using the official exam template, proofread and approved) no later than two weeks before the exam. The study administrator will email you the template and inform you of the deadline. According to department policy, an internal approver/reviewer must review the assignment before it is sent to the study administrator, who then finalizes it (layout and proofreading) for you. The study administrator must also be informed of the name of the reviewer and of telephone number for you in case of problems during the exam.

When you submit the exam paper for the ordinary exam, you must **also** submit the re-exam paper. The re-exam assignment must be ready at the same time as the assignment for the ordinary exam in case something goes wrong at the ordinary exam.

Important: Guidelines regarding content of the exam paper etc. can be found here: <https://econ.medarbejdere.au.dk/teaching-and-exams/>. Note that you should under no circumstances reuse exam assignments/questions from other years.

The standard examination forms used in ECON's programmes are described in the guidelines available on ECON's common O-drive here: O: \ BSS_ECON-Course-descript \ Templates_guidelines_regulations.

A guiding solution should be uploaded to Blackboard after the exam and sent to the co-assessor/external co-examiner along with the exam assignment itself no later than the day after the exam was held.

The assessment of the exam answers from the students must be submitted no later than four weeks after the examination day (there may be a shorter deadline at the end of an examination period as well as during the re-examination period – see the date in WISEflow) and preferably before. Students can complain about their grade until two weeks after the grade is published.

At written onsite exams, you must be reachable by telephone during the first hour of the exam in case of questions. For take-home exams, the students can send you emails with questions during the first four hours, after which you must send the answer(s) to all students through Blackboard.

See more about exam forms and digital exams here: <https://studerende.au.dk/en/studies/subject-portals/business-administration/temp/digital-exam/guidelines/>

Co-examiners – internal or external

In the course catalogue, it is stated whether an exam is with no, internal, or external co-examination. If an internal co-examiner is needed (i.e. a person employed by the department), your teaching coordinator will be able to help you find this examiner.

Other

Please do not hesitate to ask the study administrators anything you may come across regarding teaching and exams. They will always help you or refer you to someone else who can.

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