Appendix. Process flow

Initiating a course			
Tasks	**GSM**	**Teacher**	**PO**
Decides • to give a course • total remuneration Appoints • teachers • an examiner (normally a member of GSM).	x		
Select lecture assistants and proposes how to share the renumeration		x	
Prepares and distributes decision letters for the teaching staff			x

Preparatory work				
Tasks	**GSM**	**Teacher**	**Examiner**	**PO**
Planning				
Initiate a planning meeting with the teachers			x	
Provides a checklist for the meeting				x
Course developments				
Initiate and carry out course developments		x	x	
Practicalities				
Book lecture halls, labs, lunch & coffee for the sessions with the help of local department administrator		x		
Book dinner for the first evening of the first course meeting (ie only one dinner per course), with the help of local department administrator. Approx 300 SEK pp, non-alcoholic beverage included.		x		
Information				
As needed update the • course description • the course plan		x	x	
Set up a course page at CANVAS KTH and support the teacher in using it.				x
Publish course information and administrate the course via CANVAS KTH (educational platform used by WASP). On this page the following should be clearly stated: • required preparations • mandatory parts • re-examined parts (~6months later) • consequences if a student misses a mandatory part or a deadline		x		
Publish information on the WASP intranet & calendar		(x)		x
Invitation				
Prepare and distribute the invitation to register for courses (LYYTI)				x

Task				
Set up an online report of participants and provide a link to the teachers.				x
Invite all participants to the CANVAS course page.				x
Write a welcome letter to all participants.		x		
Distribute the welcome letter shortly before the course/module starts.		x		(x)

Giving the course

Tasks	GSM	Teacher	PO
The course material should be made available for all in WASP • Slides to all lectures should be provided. • If possible, recordings of lectures should be provided. If given in distance mode, then recordings should be provided.		x	
Absence			
Document unauthorized absence and send a summary to PO.		x	
Follow-up on unauthorized absence with each student.			x

After the course

Tasks	GSM	Teacher	Examiner	PO
Credits				
Send a list of participant results to the examiner		x		
Send the final list of participant results for the entire course (Pass/Fail) in Excel format to PO anna.bjornemo@liu.se . If some students only completed some modules of the course, make a note of this in the document.			x	
Communicate results (Pass/Fail) to students			x	
Prepare and distribute course certificates to the approved students (main supervisor in CC)				x
Course evaluation				
Initiate the course evaluation as decided on the planning meeting			x	
Add questions to the standard questionnaire[1]		x	x	
Make an evaluation form in LYYTI and distribute the link to all participants (upon teacher´s request)				x
Initiate a de-brief session with student representatives			x	(x)
Present the course evaluation on an GSM meeting			x	
Prepare a course report			x	
Make the course report available				x
Re-examination				
Prepare a re-examination about 6 months after the course covering completion of missing parts[2]. Repeat the tasks in "Credits" above.		x		

[1] Document Updated course evaluation
[2] The re-examined parts can be identical with the assignments given during the course. The teachers do not have to create new challenges or tasks.