

Registration of course credits for PhD students

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All course credits have to be registered in LADOK. This is handled by the post graduate studies administrator by INES. However, the PhD student and the department representative (IR) need to, in some cases, provide information to the post graduate studies administrator. Also, they should follow up that the course credits have been registered in the yearly updates.

For **PhD courses at Lund university** with established syllabuses, there are specific examiners, and the registration of course credits will therefore be done by them. The PhD student should check with the postgraduate studies administrator at the department that this has been done at the yearly ISP updates. The IR should, when reviewing the ISP every year, see so that this has been done by the PhD student.

For **other courses, e.g. undergraduate courses or courses at other universities in Sweden or abroad**, the IR should be consulted before course start, approve that the PhD student may attend the course, and set the number of credits based on information about the course by e.g. the course coordinator. After course completion, the IR needs to write and sign a certificate, which is then handed in by the PhD student to the post graduate studies administrator at INES for LADOK registration.

Also **for other components that can give course credits**, e.g. conferences and excursions, the IR is responsible for approving the component as part of the courses, setting the number of credits and being the examiner. Before doing this, the IR should check the directives in the CGB study plan. After completion, the IR needs to write and sign a certificate, which is then handed in by the PhD student to the post graduate studies administrator at INES for LADOK registration.

The IR is the examiner for the **Problem analysis course and the Midway seminar**, and needs to write and sign a certificate, that is then handed in by the PhD student to the the post graduate studies administrator at INES for LADOK registration.