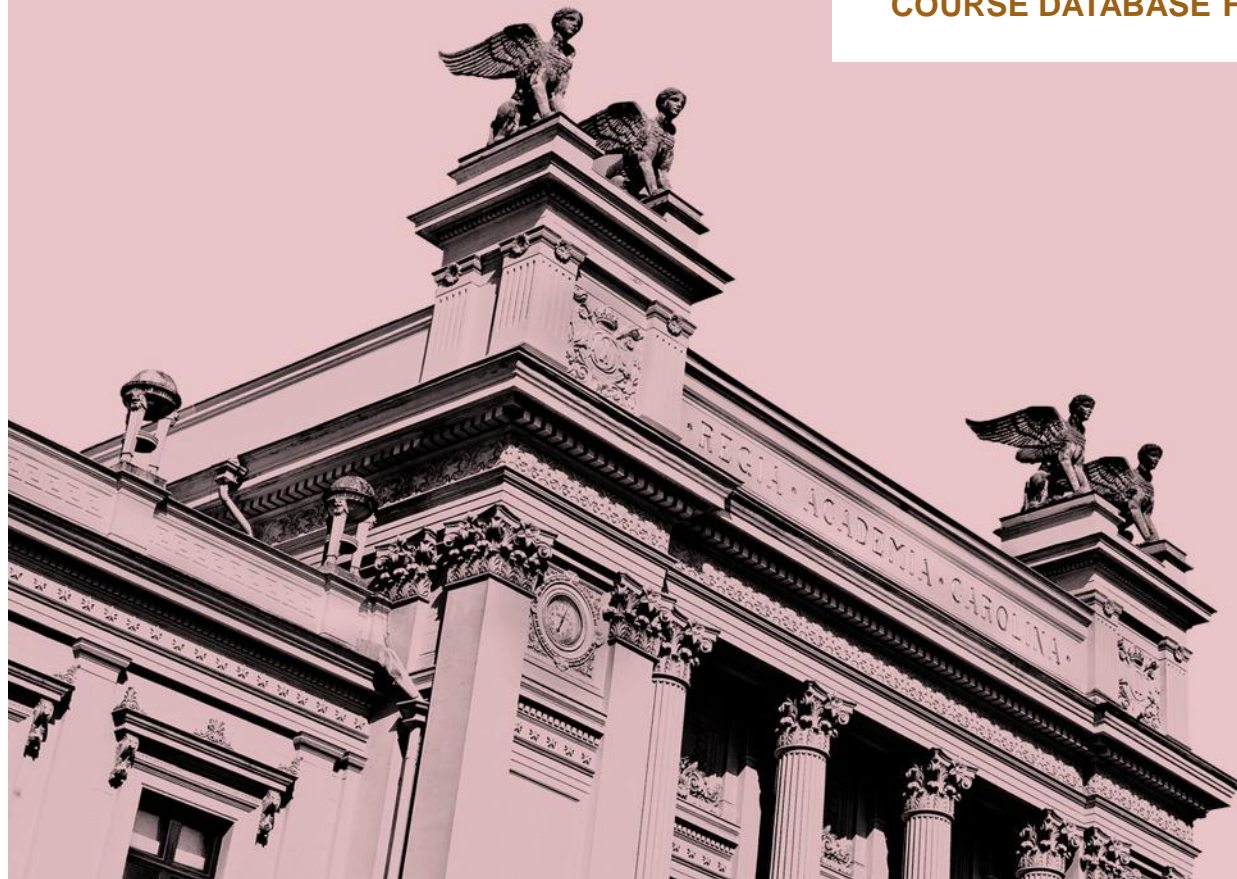




LUNDS
UNIVERSITET

FUD

COURSE DATABASE FOR THIRD-CYCLE COURSES



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Introduction

- PhD courses shall have an established course syllabus (Dnr U 2016/572). ¹⁾
- Course syllabi are submitted through FUD at: <https://fukurser.lth.se/fud/>
- You log in with your LU account username and password (formerly called Lucat ID).
- A user is automatically assigned a Course Coordinator role based on the organisational roles registered in Lucat. For different level of authorisation, please contact the [FUD support](#).
- Language settings are found on the top right of every page above the University logo.
- The menu items in edit mode are accessed through the Course Administration tab.
- The course, course syllabus and course occasion are created in turn. A course occasion can be added, when the course syllabus has been established.

¹⁾ Course syllabi shall be approved in Swedish and shall be translated into English, unless there are valid reasons to the contrary.

Add Course

Search | Course Administration | User Administration | Logout | Help | Contact

Logged in as stu-mko (Minn)

Click "Course" and when the submenu displays click "Add Course"

Course

- o Add Course
- o Edit Course
- o Assign Course Code

Course Syllabus

Course Occasion

New Course

General

Course code: ??0470F

Status: Temporary

1. Navigate to <https://fukurser.lth.se/fud/admin/> and sign in with your Lucat login. The link takes you directly to the Course Administration tab.
2. Click "Course" and then "Add Course" in the submenu to add a new course.

A temporary course code is generated without saving. Required minimum data before saving are marked with an asterisk (*).

3. To save the course scroll down to the Actions section and click "Save the course to the database". No data is automatically saved.
4. Logout.

Course code

Course code: ??0470F

Request course code: ☒

The course is intended to be publicly accessible and thus it should get a course code.

☐

The course will only be used internally at the department for the occasional doctoral student, and thus the course will not be publicly accessible and cannot be subject to funding.

Course Code

You request a course code via the **Request course code** radio button in the **course syllabus**. When the course syllabus is established, a course code request is automatically sent to FUD support. Once the course code has been entered in FUD, an automatic e-mail confirmation is sent to all concerned parties.

Edit Course

Click "**Course**" and "**Edit Course**" in the submenu.

Course

- Add Course
- Edit Course
- Assign Course Code

Edit Course

375 courses. [Add New Course](#)

Course code ▾	Name ▾	Division ▾	Status ▾	Established ▾	Latest change ▾
??0242F	Paper Mechanics	Solid Mechanics	Temporary	2015-10-06	2015-11-12 22:45:11
??0250F	Popularization of research results	Construction Management	Temporary	2015-06-02	2015-06-02 15:24:31
??0251F	Practical application in the research subject	Construction Management	Temporary	2015-06-02	2015-06-02 15:27:28

When the course list displays, find your course (eg. press CTRL+ F and write the course code in the search box). Click on the **course code** link to get to the course edit mode.

Actions

Save the course to the database

* denotes required field

To edit saved content or to add details:

1. Go to <https://fukurser.lth.se/fud/admin/> and sign in with your Lucat login. The link takes you directly to the Course Administration tab.
2. Click "**Course**" followed by "**Edit course**" in the submenu. A course list will be displayed after some time. High-level users have longer access time.
3. Click on the **course code** link to open your course in edit mode.
4. Remember to save when you're done. The "**Save the course to the database**" button is found further down in the Actions section. You can edit the course until the course syllabus has been established.

Note that while editing, the course is protected by a session lock, which persists until you logout, i.e. just closing the web browser will not remove the lock. After logging out it's possible for others to edit the course content.

Add Course Syllabus

Search Course Administration User Administration Logout Help Contact

Logged in as stu-mi

Click "Course Syllabus" and choose "Add Course Syllabus" in the submenu.

Course Syllabus

- o Add Course Syllabus
- o Edit Course Syllabus
- o Establish Course Syllabus

Course Occasion

New Course Syllabus

Please select course below.

378 courses.

Course code ▾	Name ▾	Division ▾	Status ▾	Established ▾	Latest change ▾
FAF150F	Medical Optics	Atomic Physics	Temporary	2013-02-24	2013-02-25 14:51:45
FAFN10F	Advanced Optics and Lasers	Atomic Physics	Temporary	2013-02-24	2013-02-25 14:59:36
ETIN75F	Advanced Analogue Design	Electrical and Information Technology	Temporary	2013-02-25	2013-02-26 08:36:57

Click on the **course code** link to add a new or revised course syllabus.

To add a new or revised course syllabus:

1. Go to <https://fukurser.lth.se/fud/admin/>. Sign in with your Lucat login.
2. Click "Course Syllabus" and then "Add Course Syllabus" in the submenu. A course list will be displayed but it might take some time.
3. Click on the **course code** link to add a course syllabus.

You can add as many course syllabi you wish. Any current established syllabus will be used as an template.

4. To save the content, scroll down to the field "Actions" and click the "Save the course to the database" button. You can edit the course syllabus until it has been established.

Note that "Valid from" can't be edited after saving.

Under "Request course code", always select "The course is intended to be publicly accessible and thus it should get a course code".

New Course Syllabus

Course code: ??0252F

Valid from: Autumn 2019 ▾

The course syllabus has [] been handed in to

Edit Course Syllabus

The screenshot shows the 'Course Administration' tab selected. A callout box points to the 'Course Syllabus' sub-menu, which contains 'Add Course Syllabus', 'Edit Course Syllabus', and 'Establish Course Syllabus'. Another callout points to the 'course code' links in the table below.

Edit Course Syllabus

Please select course syllabus below.
437 course syllabi.

Course code X	Course Name X	Subject X	Established X	Syllabus X	First name X	Second name X	Established X	First name X
??0242E	Paper Mechanics	Solid Mechanics	2015-10-06	Spring 2015	2015-03-11 09:36:40	2015-08-31 10:27:20	2015-10-06 08:12:30	
??0250E	Popularization of research results	Construction Management	2015-06-02	Autumn 2013	2015-04-17 09:47:15	2015-04-30 11:59:50	2015-06-02 15:24:30	
??0251E	Practical application in the research subject	Construction Management	2015-06-02	Autumn 2013	2015-04-17 09:48:00	2015-04-30 12:02:27	2015-06-02 15:27:30	
??0252E	Reading course in construction management	Construction Management	2015-06-02	Autumn 2013	2015-04-17 09:49:18	2015-04-30 12:07:09	2015-06-02 15:29:30	

1. To edit or add information to a course syllabus go to <https://fukurser.lth.se/fud/admin/> and sign in with your Lucat login. The link takes you directly to the Course Administration tab.
2. Click “**Course Syllabus**” and then “**Edit Course Syllabus**” in the sub menu. After some time a course list is displayed.
3. Find your course (eg. CTRL + F + course code). Click on the **course code** link to open the course syllabus in edit mode.
4. Remember to **save** when you’re done editing.

If you want to revise a syllabus, select “**Add Course Syllabus**” instead. The previous established syllabus will be used as a template.

Hand in Course Syllabus

Click **"Course Syllabus"** > **"Edit Course Syllabus"**. When the course list is displayed click on the **course hyperlink**.

Course Syllabus

- Add Course Syllabus
- Edit Course Syllabus
- Establish Course Syllabus

Course Occasion

??0411F Differential Geometry

Course code: ??0411F

Valid from: Autumn 2018 ▼

The course syllabus has []
been handed in to
department administrator

The course syllabus has []
been handed in to
coordinator

The course syllabus is []
established

Actions

Save the course syllabus to the database

Hand in the course syllabus to department administrator

1. When you wish to submit the course syllabus, sign in at <https://fukurser.lth.se/fud/admin/>.
2. Click **"Course Syllabus"** > **"Edit Course Syllabus"**.
3. Select the course from the displayed list by clicking on the **course code link**.
4. Scroll down to the Actions field and click **"Hand in the Course Syllabus to Department Administrator"**.

The Department Administrator, in turn, will forward it to the Coordinator representing the Research Board (FUN) for a second review and establishment. If necessary, the Coordinator and the Department Administrator can return the course syllabus for completion.

Scroll down to "Actions" and click **"Hand in the Course Syllabus to department administrator"**

Add Course Occasion

Search Course Administration User Administration Logout Help Contact

Logged in as

Click "Course Occasion" > "Add Course Occasion" to display a course list with established course plans.

Course Syllabus

Course Occasion

- o Add Course Occasion
- o Edit Course Occasion

New Course Occasion

Please select established course syllabus with course code below.

344 course syllabi.

Course code ▾	Course Name ▾	Division ▾	Established ▾	Valid from ▾	First hand in ▾	Second hand in ▾	Established ▾	Latest change
KAT002F	Transport Phenomena	Chemical Engineering	2013-02-11		2012-12-17 11:39:28	2013-01-22 11:19:27	2013-02-11	2015-17:15
KET070F	Optimization of Process Systems	Chemical Engineering	2013-02-11		2013-01-23 08:37:50	2013-01-23 16:12:14	2013-02-11	2015-17:15
MVK015F	Reacting Transport Phenomena and Modeling	Energy Sciences	2013-02-11	Spring 2013	2013-02-07 14:40:37	2013-02-07 14:42:00	2013-02-11	2015-17:15

Click on the **course code** link to add a new course occasion. Remember to **save** when your done.

Once the course syllabus is established, you are able to add a course offering.

1. Login to <https://fukurser.lth.se/fud/admin/>.
2. Click on "Course Occasion" to show the submenu, then click "Add Course Occasion".
3. Find your course in the displayed course list and click on the **course code** link.
4. When the details about the course occasion are completed, use the **save** option at the bottom of the page in the Actions field.

Note that the start date can't be edited after saving.

Edit Course Occasion

Search Course Administration User Administration Logout Help Contact

Logged in as stu-mko (Minna Kokko).

Course

Course Syllabus

Course Occasion

- o Add Course Occasion
- o Edit Course Occasion

Edit Course Occasion

Please select course occasion below.

159 course occasions.

Course code ▲	Course Name ▼	Division ▼	Established ▼	Course syllabus valid from ▼	Start Date ▼	End Date ▼	Published ▼	Last changed
VVR060F	Water Energy Nexus	Water Resources Engineering		Spring 2018	2018-05-02 (approximate)	2018-08-21		2018-08-21 15:21
VVR045F	Advanced Hydrology	Water Resources Engineering		Autumn 2016	2018-10-25 (approximate)	2018-11-30		2018-11-30 10:10
VTV010E	Evaluation of ITS Applications	Traffic and Roads		Spring 2014	2017-09-13			2017-09-13 14:21

Click "**Course Occasion**" and then "**Edit Course Occasion**" in the submenu. After a while a course list with editable course occasions will be displayed.

Click on the **course code** link to open the course occasion in edit mode.

If you want to edit or add content to a course occasion:

1. Go to <https://fukurser.lth.se/fud/admin/> and sign in with your Lucat login.
2. Click "**Course Occasion**" > "**Edit Course Occasion**".
3. Click on the **course code** link in the displayed list to open the course occasion in edit mode.
4. Remember to **save** when you're done editing. The course occasion can be edited until it's published.

You can edit the course occasion until it is published.

Publish Course Occasion

Search Course Administration User Administration Logout Help Contact

Logged in as stu-mko (Minna Kokko).

Course

Course Syllabus

Course Occasion

- o Add Course Occasion
- o Edit Course Occasion

Edit Course Occasion

Please select course occasion below.

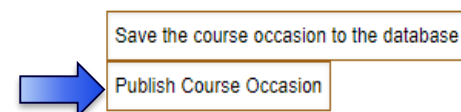
159 course occasions.

Course code ▾	Course Name ▾	Division ▾	Established ▾	Course syllabus valid from ▾
GEM065F	Academic Writing for Publication in the Engineering and Science Disciplines	Doctoral Research Training	2013-08-29	Autumn 2013
GEM065F	Academic Writing for Publication in the Engineering and Science Disciplines	Doctoral Research Training	2014-07-04	Autumn 2013

To make the course occasion available for applicants, the course occasion needs to be published in the database.

1. Login to <https://fukurser.lth.se/fud/admin/>.
2. Click on **"Course Occasion"** > **"Edit Course Occasion"**. Select the course from the displayed list.
3. Scroll down to "Actions" and click **"Publish Course Occasion"**.

Actions



If you have any questions or need further information, please contact FUD_support@lth.lu.se

Roles in Course Database

There are four roles with different user permissions in the course database. These give the user access to perform different tasks.

Course Coordinator

The default user permission which is automatically assigned to first time users. Allows to create courses for organisational units based on the information registered in Lucat. Gives permission to add and edit course syllabi. A course syllabus that has been handed in must be returned all the way to Course Coordinator before editing is possible.

Some tasks performed by the Course Coordinator:

- Add courses and course syllabi in FUD.
- Request a course code via FUD.
- Revise the course syllabus if needed.
- Submit the new or revised course syllabus for Department Administrator approval.

Additional Considerations

- Capitalization of words in the English course title.
- Bullets are automatically added in the **Goals** section.
- If the number of course participants are limited, remember to specify the selection criteria in the syllabus.

Any feedback is given before the syllabus is officially established.

Department Administrator

In addition to the default user permission, the Department Administrators are able to return and hand in course syllabi to Coordinators. They also have access to the user administration.

First Review of the Course Syllabus

The Department Administrator receives an email notification when a course syllabus is submitted. Any feedback is given before the Department Administrator submits it to the Research Board for a second review and final approval.

Coordinator

The role gives permission to establish course syllabi for all LTH organisational units on the behalf of the Research Board. Coordinators are able to edit and return course syllabi, but can't add own courses or course syllabi. Contact the [FUD support](#) if the access level temporarily needs to be changed.

Second Review and Establishment

An email is sent to the FUD support when a course syllabus is submitted to the Research Board for establishment. The FUD support notifies the Board member who is responsible in the scientific area.

Administrator

Higher level of access.

Quick Links

Sign in via these direct links and you can skip clicking through a menu or two, but you still need to wait for the course list to display.

<https://fukurser.lth.se/fud/admin/course/add/>

Add a new course

<https://fukurser.lth.se/fud/admin/course/edit/>

Edit course details

<https://fukurser.lth.se/fud/admin/courseplan/add/>

Add new or revised course syllabus

<https://fukurser.lth.se/fud/admin/courseplan/edit/>

Edit/Hand in course syllabus

<https://fukurser.lth.se/fud/admin/courseoccasion/add/>

Add a course occasion

<https://fukurser.lth.se/fud/admin/courseoccasion/edit/>

Edit/Publish course occasion