

Coordination regarding master's specialisations at CS

Coordination of the students' choice of master's specialisations at the 2nd semester of master's programmes and coordination of specialisation courses at the 3rd semester is conducted as follows:

1. Spring (2nd semester)
 - a. The secretary of the pre-specialisation semesters (3rd semester of the master's programmes) initiates and coordinates the process of getting the students of the 2nd semesters of all master's programmes to choose their area of specialisation
 - b. The semester coordinator of the joint 3rd semester of the master's programmes presents the specialisation opportunities jointly for the students of the 2nd semesters of all master's programmes
 - c. Each area of specialisation selects a representative to
 - i. coordinate consultations and presentation of the specialisation area's project proposals to the students
 - ii. answer questions from students regarding, for example, studying abroad in the 3rd semester, making a pre-specialisation project with or in a company, etc.
2. Fall (3rd semester / pre-specialisation semester)
 - a. Each area of specialisation selects a representative for the associated course that
 - i. makes a draft schedule for the course that is coordinated among teachers of the course
 - ii. communicates the draft schedule to the secretary of the pre-specialisation semesters and acts as the contact person for the secretary
 - iii. is responsible for the Moodle page of the course
 - b. The semester coordinator performs the normal tasks of a semester coordinator, but does so jointly for all 3rd semester master's programmes

Resources

Each area of specialisation gets 15 hours for taking care of specialisation-specific coordination, including both spring and fall tasks. The spring and fall tasks can be handled by the same person or by different persons, as determined by those responsible for the specialisation area. If the spring and fall tasks are handled by different persons, it's agreed by those responsible how to divide the resources. Hours for specialisation coordinators are assigned in the fall semester.

The semester coordinator is paid the standard number of hours for semester coordination.