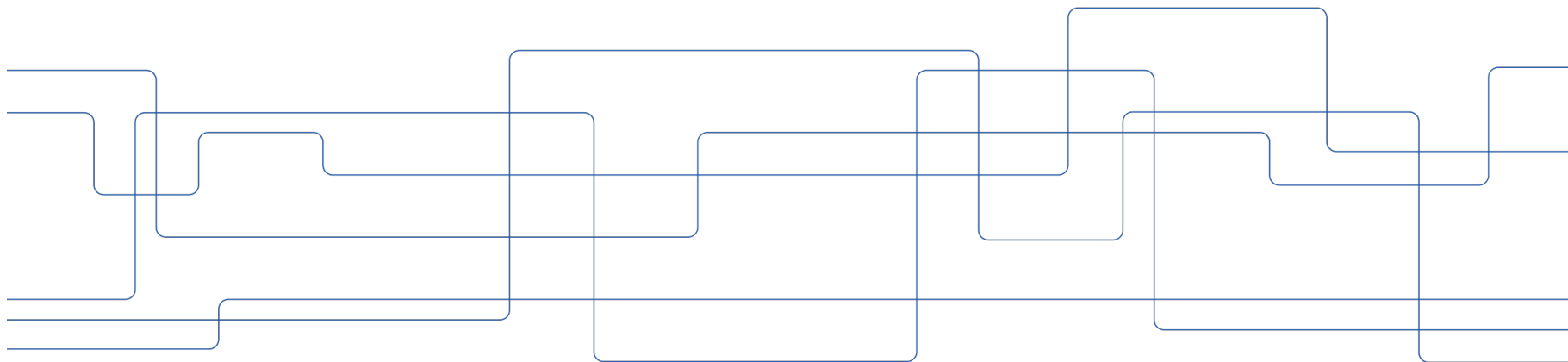




Introduction to Ladok for teachers and examiners

200616





KTH – Sweden's largest technical university

- **Undergraduate and graduate level (2019):**
 - 12 400 full-time equivalent students at the undergraduate and graduate level
 - 10 400 annual performance equivalent students
 - 4 500 degrees issued
- **PhD level**
 - 2 000 active PhD students
 - 291 degrees issued
- 5 000 employees
- 1 faculty
- 5 Schools, which are further divided into departments/institutions



Table of contents

- What is Ladok
- "One" KTH
- Admission to degree
- Important concepts
- Full-time Equivalent Student & Annual Performance Equivalent Student
- Tuition fee
- Acts and ordinances governing the Ladok study registry



Ladok...

- ... is our study registry system where we have information about student's registrations, study results and degrees.
- ... is a national system, jointly owned by 37 Universities, University Colleges and CSN



Data in Ladok provides information to

- NyA (Admissions system)
- Swedish Board of Student Finance (CSN)
- Provide the basis for decisions regarding degrees from KTH or other higher education institutions in Sweden
- Official statistics (Statistics Sweden and Swedish Higher Education Authority)
- The annual report

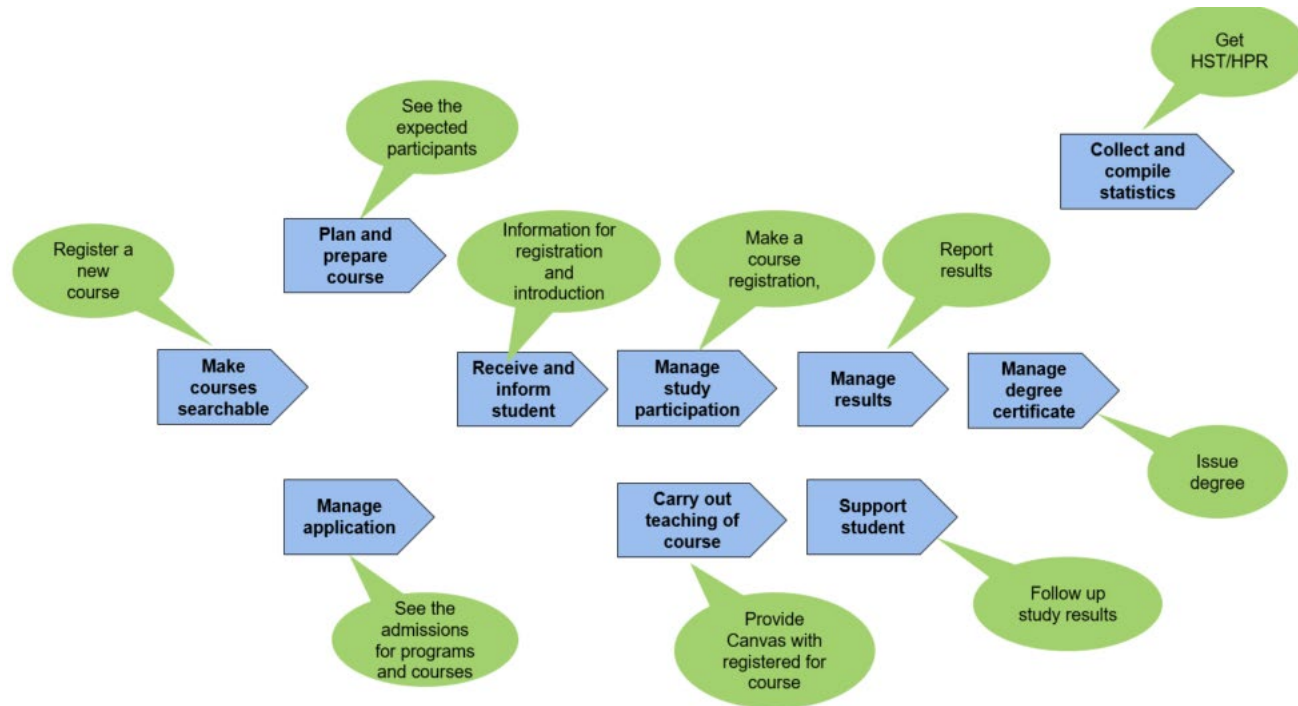


Ladok as a finance system

- Data in Ladok such as program/course registrations are used as a basis for:
- ...the allocation of funds to the KTH Schools and the School's operational assignments
- ...KTH's Annual Report – which are shared to the Ministry of Education and Research and impact KTH's economic framework
- KTH annual reports and other follow-up reports are available on the KTH intranet:

<https://intra.kth.se/styrning/planering-och-uppfoljning>

Ladok i study administration





One Ladok, One KTH

- Ladok is *One* Ladok for students at undergraduate, graduate, and postgraduate levels.
- The goal is that all Schools work similarly, but it is up to the schools themselves to decide if teachers report results in Ladok or not.
- Access to different functions are determined by the Schools.



Workflow in Ladok





Catalog

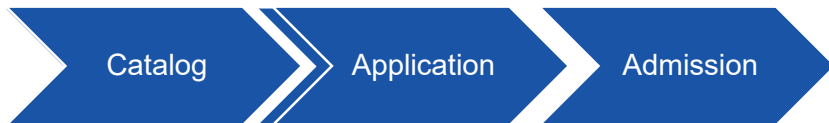
- Decisions regarding the selection of courses and programmes offered at KTH are documented in Kopps (Kurs- och programplaneringssystemet) and in Ladok.
- The programme and course selection is published on www.kth.se and www.antagning.se





Application and Admission

- Applicants apply to programmes and courses via www.antagning.se and then the Admissions Office and (Swedish Council for Higher Education) review the academic qualifications and make the selection. The application system (NyA) has a record of previous merits and shares data from Ladok.
- After the selection process is complete, the admitted students and the reserves are transferred from NyA to Ladok. Some admissions are made directly in Ladok





Registration

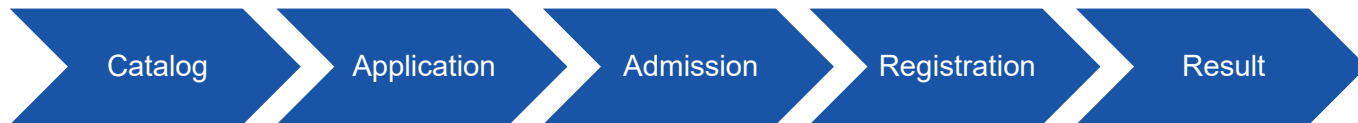
- Expected participants start their studies and register for their courses and programmes via kth.se or via administrator.
- CSN (The Swedish Board of Student Finance) collects data on registrations and results which are updated on a daily basis for decisions regarding student aid.
- When students withdraw from their studies or apply for an approved leave from studies, these cases are documented in Ladok.





Resultat

- Students register to take exams. Once the exams are completed and graded, the results are reported by the administrator or teacher and are then approved electronically by the examiner.
- Decisions regarding credit transfers (full/partial courses) are documented and approved electronically in Ladok (as well as in the academic registry)





Degrees

- Students who have completed their programmes apply for their degree certificates via kth.se
- Degree Officers process the degree applications and generate the degree certificate using Ladok. The degree certificates are archived electronically and sent to the student as a PDF document.





Key words

- Some important terms that you need to be aware of when you work in new Ladok.
- Session
- Course packaging
- Course registration
- A list of terms will be available in Canvas



Ladok is centered around "sessions"

- Sessions refer to when, where, and how a *course session* or a *programme session* which a student has been admitted to is carried out
 - Study period, campus, delivery of education
- Concerns all education levels
- Course sessions are created in Kopps
- All other sessions are created in Ladok



Examples of different sessions

- Education sessions
 - **Programme session**
 - Specialization session
 - programmes
 - specialization/track
 - **Course session**
 - courses
 - **Exchange session**
 - exchange studies
 - **Field session**
 - field research (and other types of activities at the doctoral level)
- Activities
 - **Activity session-** Registration for exams, re-examinations etc.



Course packaging

” Coherent education consisting of multiple courses”

Examples include:

- Programme
- Subject at postgraduate level
- Exchange agreement

The screenshot shows the Ladok system interface. At the top, there are four tabs: 'Ladok' (orange), 'Study documentation' (green), 'Course information' (yellow), and 'Follow-up' (yellow). Below these is a green navigation bar with icons and labels: 'Home page' (house icon), 'Student' (person icon), 'Course' (book icon), and 'Course packaging' (folder icon, which is highlighted). The main content area is titled 'Course packaging' with a folder icon. Below this title are two tabs: 'Participation' (person icon) and 'Groups in course packaging' (group of people icon, which is selected). Under the 'Groups in course packaging' tab, there is a table with three columns: 'Name', 'Edu. code', and 'Inst. code'. The 'Name' column has a text input field containing 'Name of course packaging'. The 'Edu. code' and 'Inst. code' columns have empty text input fields.

Name	Edu. code	Inst. code
<input type="text" value="Name of course packaging"/>	<input type="text"/>	<input type="text"/>



The term starts with course registration

Student registers for a course session

- Starts the programme
- Starts the term
- Gives access to Canvas
- Information to CSN, the Swedish Migration Agency, THS ...
- In Ladok you have to change course sessions, which means you transfer a student to an on-going course session before you make a re-registration.

Courses and Modules

- DD2525, Language-Based Security, 7,5hp
- The course is 7,5hp and is divided into two modules
- Laboratory (4,5hp)
- Project (3hp)
- The results achieved in the modules make up the final grade in the course

Benämning	Datum	Omf.	Kod
Laborationer		4,5 hp	LAB1
Projekt		3,0 hp	PRO1
Klara för resultat på kurs: 0 st		7,5 hp	

The number of full-time equivalent students are determined by the number of course registrations. The number of annual performance equivalent students (see next slide) are determined by grade reporting which are done by module.



HST and HPR

- HST = full-time equivalent students
- HPR = annual performance equivalent students
- KTH is funded mainly through grants from the government (Ministry of Education and Research) and from contributions from state bodies and the private sector.
- We receive funding from the Ministry of Education and Research for delivering education. The amount of funding we receive based on the number of students who register for courses (HST) and complete the courses (HPR).



HST

- HST = full-time equivalent students

HST is calculated by the number of students who are registered for the first time as well as the number of students who have a continuing registration in a course session. This number is multiplied by the credit value of the course (number of hp) under a certain period divided by 60. A full-time student at KTH over the course of a year is equivalent to 1 HST (one term=30hp).

- Each course registration (first time and continuing registration) generate HST
- Withdrawal= registration does not generate HST



HPR

- HPR = (Helårsprestation) annual performance equivalent students
- Summa avklarade högskolepoäng på kurs/delkurs under en viss period dividerat med 60. En fulltidsstudent som klarar alla sina kurser genererar alltså 1 HPR.
- Is calculated by the sum of the number of credits in a course or part of a course during a certain period divided by 60. A full-time student who completes all of their courses generates 1 HPR.
- Each credit that is reported into Ladok generates HPR.
- Exams should be reported in Ladok 3 weeks after they are given at the latest.



Security

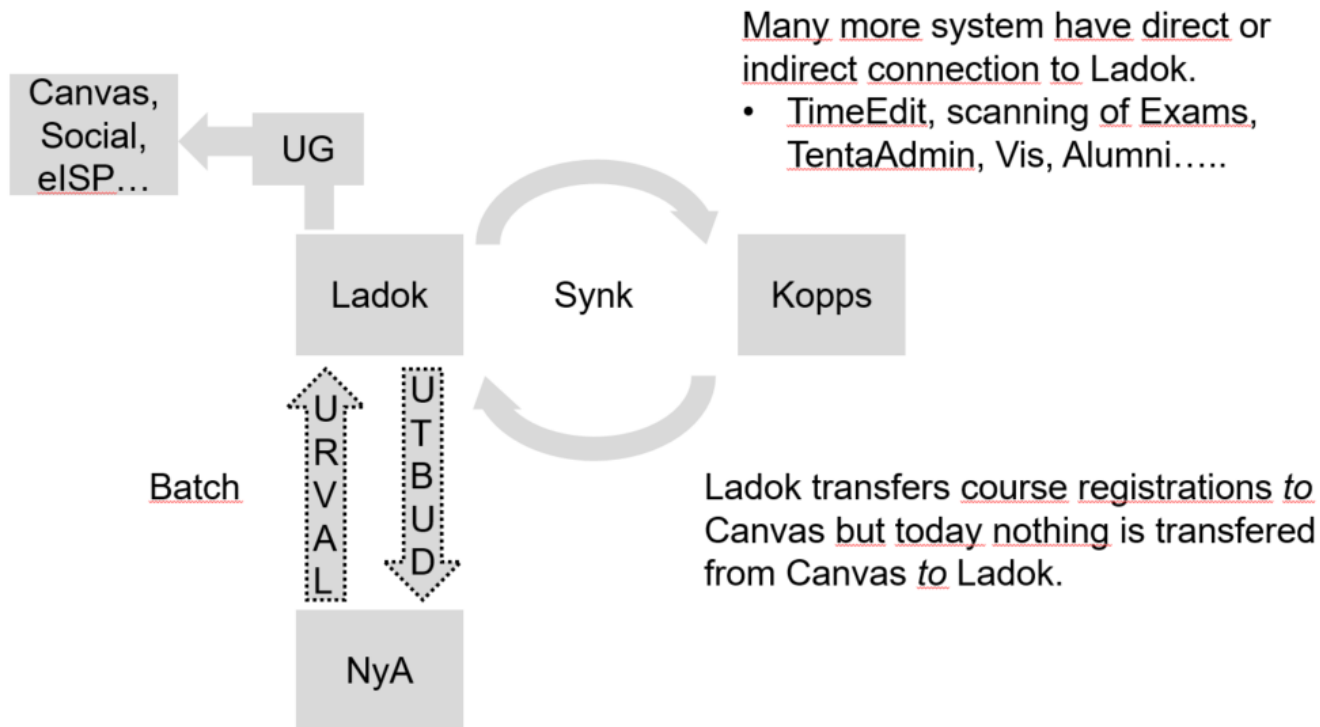
- Do not share your password
- Always lock your computer, even if you are away from your desk for a short while
- All actions in Ladok are logged (every transaction and user)



IT-systems

- The most widely used IT-Systems at KTH:
- UG: Användardatabas alla KTHs studenter och anställda finns User database for all KTH students and employees
- KOPPS: Kurs- och planeringsverktyg. Här finns information om alla våra kurser. Course planning
- Canvas: Learning platform where students have access to their course related information (course materials, discussion forums etc.)
- NyA: Admissions System
- E-ISP: Elektronisk Individuell Studieplan. För studenter på forskarnivå. Individual Study Plan for PhD students
- TimeEdit: Scheduling system for booking rooms
- Others including: Mobility online, TentaAdmin, Alumi, GPA calculator, Tentascanning

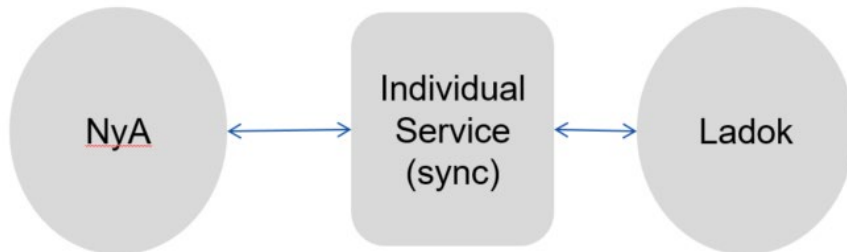
Flow– how are the systems connected



Sync between "everyone's" Ladok and NyA

Ladok and NyA (the admission system) are synchronized to establish and update student data (applicants/students) and is done in collaboration between the Swedish Council for Higher Education (UHR) and the Swedish higher education institutions.

- Create provisional personal identification numbers and retrieve information from the national registry etc.
- The student is registered only once in each system





Operational Controlling

- You can generate data for follow-up reporting on courses and programmes and Schools in Ladok. It is possible to find HST, HPR, the number of students registered and the student completion reports directly from the system. There are multiple user guides available here:
- <https://intra.kth.se/utbildning/utbildningsadministr/ladok/lathundar/uppfoljning-1.903332>



Tuition Fees

- The regulation regarding application and tuition fees came in to force in the fall term 2011.
- The tuition fee depends on the level of education and the program (between 183 000kr-260 000kr) per academic year.
- Students who do **not** fulfill the following are required to pay tuition fees:
 - EU/EES Citizen
 - Hold a residence permit that is not granted for study, exchange studies or other study agreements



Acts and ordinances governing the Ladok study register

As an employee at KTH and a user of Ladok, you should know that:

- The information in Ladok is managed according to the same regulations as other public documents held by an authority.
- As a rule, all information in Ladok is considered public.
- The right to access the information may be restricted by privacy regulations.
- The information in Ladok is for your use as an employee of KTH only, and shall not be shared outside of KTH. **ALL** external requests regarding student information are managed by UF/AUA and should be sent to ladok@kth.se.



KTH is a State authority and as such, governed by the Act on Higher Education and a number of ordinances.

- The most important are:
 - **The Swedish Ordinance on Reporting of Studies and Other Matters at Universities and Colleges (1993:1153).** (Chapter 2, Study register)
 - Every college and university is to keep a study registry and keep a record of information each student, maintain a good internal control over the registry and ensure that the information is saved.
 - The information will form the basis for review and evaluation, decisions regarding application and tuition fees, for suspension of students with unpaid tuition fees, for administration within the university, official statistics, resource allocation, and research.
- **The Public Access and Secrecy Act (2009:400)**
 - The public access principle entails that every Swedish citizen is entitled to have free access to official documents. Though the right to access official documents may be restricted through legal provisions.
- General Data Protection Regulation
 - “exists to protect individuals' fundamental rights and freedoms, in particular their right to protection of their personal data”
- <https://intra.kth.se/en/anstallning/anstallningsvillkor/att-vara-statligt-an/att-arbeta-statligt-1.559735>



Education support, processes and regulatory framework

- Support for employees working with education administration can be found on the following pages
- Education support/Educational Administrative Systems/Ladok
- <https://intra.kth.se/utbildning>
- Educational Administrative Processes
- <https://intra.kth.se/utbildning/utbi>
- KTH Regulatory Frameworks
- <https://intra.kth.se/styrning/regelverk/utbildning-overgripande-1.660834>



Support

- Screen recordings are available in Canvas
- Ask your colleagues or the course administration
- Ladok Support can be reached at ladok@kth.se
- Browser: Chrome, Firefox, Safari and Edge are supported (Internet Explorer is not)



Tips

- Use the right web-browser (Chrome or Firefox).
- Since Ladok is web-based you are able to use the keyboard shortcuts you are familiar with (copy/paste etc.), use multiple windows and mark and send links.



Contact Information

- Ladok ladok@kth.se
- Problems logging in? it-support@kth.se
- Tuition fees questions? admissions@kth.se
- Legal questions? forvaltningsjuridik@kth.se