



# NEWSLETTER FOR ORGANISERS OF DOCTORAL COURSES

## August 2022

### Deadlines related to the course catalogue for the spring of 2023

- **New or revised syllabus submitted via KIWAS: 1 September 2022**

Please note:

- New syllabi proposals (for programme courses) must be approved by a doctoral programme before being entered in KIWAS.
- Revision of an existing syllabus is only needed when any of the content needs to be changed.

- **Course occasion created in KIWAS: 15 September 2022**

Read more:

[Syllabi for doctoral courses](#)

[Course occasions for doctoral courses](#)

[Deadlines for courses planned for the spring semester of 2023](#)

[Planning a doctoral course](#) (incl. information about courses **not** to be given by doctoral programmes).

### Apply for funding from the Course and Programme Committee for 2023

For courses that are to be funded directly from the Course and Programme Committee, and not via a doctoral programme (i.e. freestanding courses), an application needs to be submitted no later than **1 September 2022**.

Information about how to apply: [Apply for funding of freestanding courses](#)

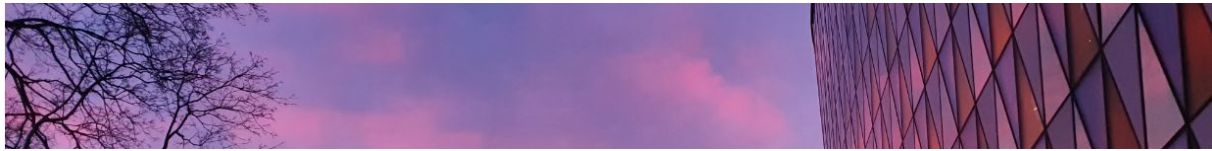
On the page linked above you can also see what type of courses this refers to.

**Note!** If you plan to offer your course both during the spring and the autumn semester of 2023, we are happy if you [apply for both semesters](#) at the same time.

### Automated mailing of course evaluation reports

Teaching and Learning (TL) are piloting a new function in KI Survey to make the distribution of the course evaluation reports to course leaders/providers more effective. The reports will be sent out automatically from KI Survey as soon as the surveys are closed, having Karolinska Institutet as the sender. Some course providers are involved in testing the new function. If it works well, it will be introduced to all course evaluations this autumn. The benefit will be less manual work and a more time-efficient process independent of staff.

A corresponding function for mailing the shorter course evaluation report to the course participants will be piloted during the autumn semester.



## Incorrect wording of Q6 in course evaluation reports during spring 2022

Question number six in the course evaluation template was changed in wording starting from January 2022. Unfortunately, the changed wording did not appear in the evaluation reports as it should.

If you have arranged a course during the spring semester of 2022, please be aware of when you read your evaluation report that this is the question the participants have replied to:

*During the course, I have received sufficient feedback from the teachers and/or the other course participants, when needed.*

<https://staff.ki.se/course-evaluation-and-analysis-of-doctoral-courses>

Kind regards,

The [Course and Programme Committee](#) through Anna Gustafsson, Administrative Officer.

Did you miss out on the previous newsletter? You can find past issues of the newsletter on the web:

<https://staff.ki.se/newsletter-for-organisers-of-doctoral-courses>

If you wish to unsubscribe from this newsletter, please notify us through [doctoralcourses@ki.se](mailto:doctoralcourses@ki.se)



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