



NEWSLETTER FOR ORGANISERS OF DOCTORAL COURSES

October 2022

Course catalogue for the spring semester of 2023

The course catalogue for the spring semester is now published on the web and will be open for application during the period **17 October –15 November**.

[Course catalogue spring 2023](#) (and course vacancies this semester)

Information about admission has been sent to all course directors and contact persons of the courses in the catalogue. Please read the information carefully.

Create a pitch to promote your course

Do you have difficulty reaching your target group for your doctoral course? Or do you want to stand out from the multitude of courses on offer? If you want to take it one step further from spreading the news via the course catalogue and the doctoral programme's network, a brief video pitch made with your mobile phone or webcam can be a good idea.

For inspiration, see [Anders Kottorp's pitch for his course *Introduction to modern test theory and test/survey methodology*](#)

Booking of teaching premises: introduction of time slots

Revisions of the internal lease terms, valid from January 2023, include a new booking model consisting of time slots to increase utilisation rates. Course providers are urged to consider the time slots (morning, afternoon and evening) when booking premises, so as not to block availability for other courses/users. Rental costs are, however, only based on the actual number of hours booked.

The purpose of the introduction of time slots is to get a higher utilisation rate of our premises and thereby keep rental costs down. We hope for your cooperation in this.

Read more:

[Internal lease terms](#)

[Book premises as an employee](#) (pre-ordering, time slots, pricelist)

Adding course-specific questions to course evaluation

The 18 questions of the course evaluation template are designed to comprehensively measure aspects of student-perceived quality. If you still see a need to add your own course-specific questions to the survey, this is possible. We recommend, however, to keep the number of extra questions low.

Read more about [how to add additional questions to your course evaluation](#).



New toolkit for teachers and supervisors: Equal opportunities in teaching

A new toolkit aimed at supporting the integration of equal opportunities into the courses you teach, is now available via Canvas. The toolkit consists of videos, texts, discussion forums and exercises. The material is currently available only in **Swedish** with links to several resources in both Swedish and English. The entire toolkit will be translated into English as soon as possible. The material is produced by KI's coordinator for equal conditions together with UoL.

Toolkit: [Lika villkor i undervisningen - ett toolkit](#) (in Swedish)

Read more: [Equal opportunities at KI](#)

Learn more: [Web course on discrimination and equal opportunities](#)

Send your requisition of funding for HT22

If you have been granted funding from The Course and Programme Committee for a course (or activity) given during 2022, please remember to submit your requisition form and the appropriate attachments to doctoralcourses@ki.se **no later than December 9, OR** (if your course is given late during the semester) **as soon as possible** after you have received the course evaluation report.

One email per course (course number) is appreciated, as well as using the latest version of the forms for requisition and course analysis. See:

[Requisition of funding](#)

[Course evaluation and analysis of doctoral courses](#)

Assignment as chairperson of the Course and Programme Committee

Are you interested in contributing to KI's doctoral education by leading the work for an attractive range of courses and other high-quality learning activities?

We welcome expressions of interest for the assignment as chairperson, starting from next year, no later than 7 November.

[Read more](#) (in Swedish)

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

