

# NEWSLETTER FOR ORGANISERS OF DOCTORAL COURSES

## January 2024

A new year ahead of us! This newsletter focuses on Fubas and the preparations for the course catalogue for the autumn semester.

### Fubas now open for users

Are you arranging a course to be offered during the autumn semester of 2024? Have you followed the guide on [Planning a doctoral course](#)? Then, this is what you need to do:

1. Check that you find your syllabus in [Fubas](#). Use the [search function](#) or go to the view "Syllabi" (you can find your syllabus either way).



2. Is the syllabus still valid? Continue to point 4 and 5 below.
3. Does the syllabus need to be revised? Follow the [user guide](#) **Revise syllabus**.
4. To advertise in the course catalogue: Create a course information according to the [user guide](#) **Create and edit course information**.

Note that this is only done the first time the course is to be advertised. Next time the same course information will be used.

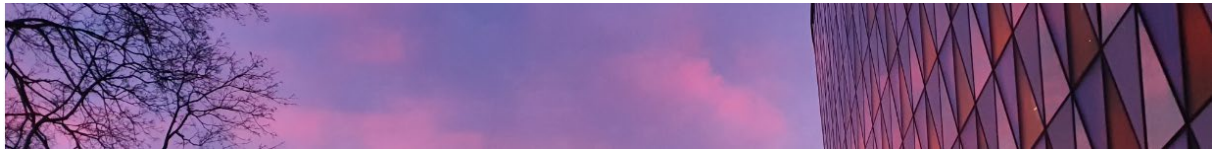
5. To advertise in the course catalogue: Create a course occasion according to the [user guide](#) **Create and edit course occasion**.

### Deadlines for courses planned for the autumn of 2024 (HT24)

Make sure to do each step above according to our [current deadlines](#).

### How do course information and course occasion differ?

For a course to be advertised in the course catalogue, both a so-called **course information** and a **course occasion** are needed. How these two features differ is explained on [Course information & course occasions for doctoral courses](#).



## How to find the link to your syllabus

Do you have a link to your syllabus on for example a web page or in Canvas? Remember to update the link to the current syllabus in Fubas.

Follow the guide to find the appropriate link: [How to link to a syllabus](#) (see end of page)

## Training session for Fubas users

There are a couple of spots left on the remaining online training session where you will be guided through the main features in Fubas. The session is up to 1,5 hours long, depending on the number of questions, and is held in English. Sign up via the link:

- [Thursday, January 25th, 2024, at 13.30 – 15.00h](#)

## Fubas user guides

We have prepared user guides in Swedish and English for the different workflows in Fubas: creating a new or revised **syllabus**, **course information**, **course occasion** and handling **admission**. See:

[Fubas user guides](#)

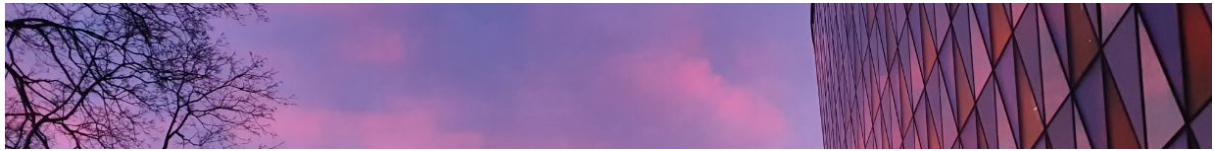
On the same web page you will find instructions on how to use the role **co-creator** to **handle courses across departments** (for example when you collaborate around a course belonging to another department).

## Support

When following a user guide isn't enough, you are welcome to contact us with your questions:


[Contact and support](#)

Please note that we have divided our support into two categories: one for technical system-related questions and the other for questions related to arranging, conducting, and following-up on courses. We will of course refer questions between the support functions, when needed.



## Fubas closed on February 27

Fubas will be closed for maintenance on February 27. It will not be possible to access the system on that day.

Make a note in your calendar! 

## Shorter application period for the course catalogue

We have shortened the application period for doctoral students to **three weeks** to have it more concentrated and instead give more time to support course providers. The catalogue for the autumn of 2024 will be open between **15 April and 6 May 2024**.

The plan is to publish the courses one week prior to the opening. Until then the [course catalogue](#) will be empty.

## New features in Fubas

In the [previous newsletter](#) (December) a few features related to syllabi were highlighted. Here are a couple more, related to application and admission:

- **Application for courses** is done either by logging in with a KI ID (for KI applicants) or by applying as an external applicant. No profile is created, instead each application is “unique”.

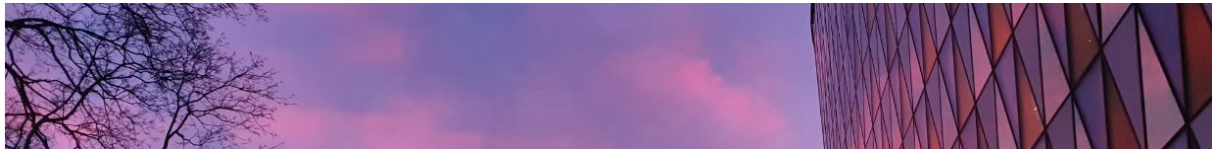
[This is the information requested by the applicant](#), that you can find in Fubas.

- **The former *supervisor certificate***, that had to be signed by the doctoral student’s supervisor, has been replaced by a ***course participant’s confirmation***.

This is a prerequisite step in the process to accept an admission offer that does not require a signature by the supervisor. Instead, the applicant is confirming that the supervisor has been informed about the course applied for and about the cancellation terms.

See the full wording of the confirmation on [Applying for doctoral courses](#).

- **The admission process** differs slightly from before: All applications received via Fubas within the application period are handled on one and the same occasion. In short, this is done in the following steps:



1. Assessment of applicants as eligible/ineligible
2. Admitting eligible applicants up to the maximum number of places
3. Selecting the remaining eligible applicants as reserves and ranking them in order, according to selection criteria.

Admission offers are sent from Fubas via email with unique reply links for each applicant.

As the admitted applicants decline or don't reply to the offer in time, Fubas will offer the course place to the reserve in turn order.

For details, see the [user guide for admission](#).

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](#).

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



**Karolinska  
Institutet**