

NEWSLETTER FOR ORGANISERS OF DOCTORAL COURSES

October 2024

The spring 2025 course catalogue is published

The course catalogue for the spring semester of 2025 is now published and will be open for application during the period **15 October – 5 November** 2024.

Please note that the autumn 2024 courses are still listed in the course catalogue. From 15 October the filter option ***Open for applications*** can be used to see only the spring 2025 courses (and a few autumn courses with extended application period).

Information about admission will be sent to all course providers (those stated as *contact persons* in the course catalogue, or as *authorised to admit* in the course occasion).

Apply for funding for pedagogical development of doctoral courses

The Course and Programme Committee is now accepting applications for funding for activities aimed at pedagogical development of doctoral courses. The activity must be carried out during 2025 (or the remainder of autumn 2024). The theme for these activities is collaboration.

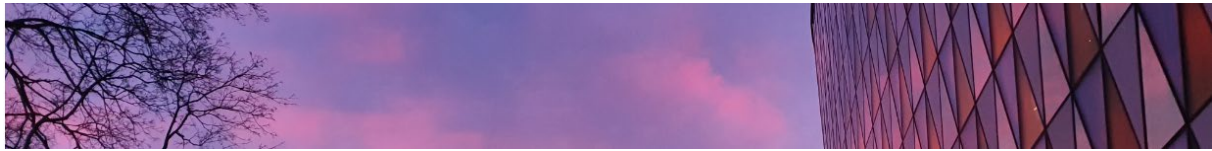
[Read more about the theme and how to apply.](#)

Five steps to enhance accessibility in courses

We have gathered five important aspects to consider (out of which two are legal requirements) on how to improve the accessibility of a course.

Please keep in mind that good accessibility of digital materials can be essential for some students to be able to follow a course adequately. However, all these adjustments, small or more comprehensive, are helpful for all. It's about structure, clarity and sometimes alternative ways to access information.

[Core accessibility considerations for doctoral courses](#)



Designing doctoral courses – sign up for the spring 2025 course!

This course is an opportunity for you as a course director or teacher on a doctoral course to improve your knowledge of course design and discuss relevant issues with other teachers. At the same time, you will increase your pedagogical merits.

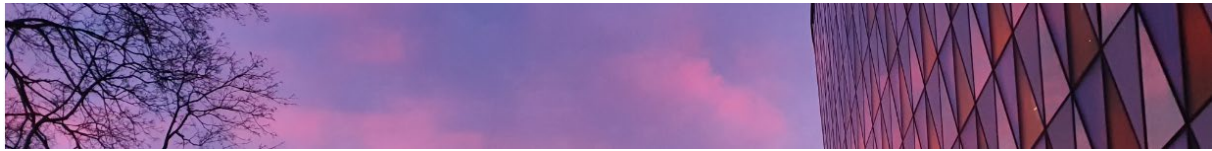
[Registration is now open](#)

Fubas system updates

Some modifications have been made in Fubas since last semester. Some of these are:

- **KI applicants are now requested to fill in their KI ID** in the application form. Requested by course providers who use Canvas.
- **New filtering option in the course catalogue for courses open for application.** By this we can keep the courses for the current semester published. It will also be easier to find courses with extended application period.
- **Reminder emails to be sent to those admitted** that haven't yet replied to the admission offer. The reminder will be sent the day before the final date for reply.
- **Reminder emails to course providers** (stated as *authorised to admit*) when the application period has closed, and it is time to start selection and admission. The same applies after an extended application period.
- **The search function in Fubas admin, the tab *Course syllabus*, has a new filtering option for *doctoral programme*.** The information is retrieved from the feature *course information*, which means that courses that do not yet have a created *course information* are not listed in the search.

We have more requested improvements listed but must make priorities for each development and deployment round.



Admission-related updates

The course catalogue for the current semester was the first one in Fubas and we were all new to the system. We discovered some issues along the way and experimented to find the best ways of working. It's still not perfect, but we are working on improving it.

We have continuously updated the [Fubas user guides](#) to better explain the processes and to match minor changes made to the system. Make sure to download the latest version of the guide in question.

One element we have been working on is how to handle extended application period and late applications. There are different scenarios to handle this, depending on when in time and the number of (expected) applications. See the web site regarding [extended application period](#) or the [user guide for admission](#).

Requisition of funding for the autumn semester (HT24)

For courses that have been granted funding directly from the Course and Programme Committee, remember to send your requisition of funding as soon as possible after completed course evaluation.

For courses that are completed and have received the course evaluation reports (normally two weeks after the last day of the course), the deadline for requisition is **13 December**. We will then be able to handle the payment before the end of the year. (If your course ends in late November or December, please send the requisition as soon as possible after you have received the course evaluation reports).

[Requisition of funding](#)

Fubas support

When following a user guide isn't enough, you are welcome to contact the support with your questions: [Contact and support](#)

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



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