

## Rules for the programme web

All programmes at Bachelor and Master levels at Karolinska Institutet must have an open, not password protected, programme web, containing one landing page and content pages.

The information on the programme web should be available for all students in the programme, regardless of the course. The main target group is current students. Please note that the information should be programme specific. All information that exists on central pages should be linked to, and the information should not be duplicated. Information for teachers at the programmes should not be included on the programme web.

Programmes given in English should be published on the English web, and programmes given in Swedish should be published on the Swedish web.

The programme web should consist of the following information structure (in this order): (Content under the headlines as well as the Swedish translation is regulated and can be found on the staff portal.)

- Headline (Name of the programme)
- Lead – a brief description of what the programme web contains (1-2 sentences)
- Call to action – newly admitted student at “xx”
- Included in – link to the course and programme web landing page
- Promo – “Programme outline”
- Promo – “Study information and regulations”
- Promo – “Programme organization”
- Promo – “Practice Integrated Learning” (if applicable)
- Promo – “Elective track / courses”
- Promo – “Exchange studies”
- Promo – “Contact information”

(Other than these headlines, additional headlines, that are programme specific, can be added, e.g. information about the new programme in medicine.

Additional headlines may only be added after a discussion with the managing administrative organization. Additional headlines are added after the promo “Contact information” and before the promo “Canvas Log in”)

Two promos should be at the bottom of each programme web:

- Canvas Log in
- Student at KI

All programme web´s should have a:

- Content curator for the page

<b>Diarienummer:</b> 1-213/2020	<b>Beslutsdatum:</b> 2020-03-04	<b>Giltighetstid:</b>
<b>Beslut:</b> Styrgrupp Implementering av Canvas	<b>Dokumenttyp:</b>	

**Handläggs av avdelning/enhet:**  
UFS/SOKS

**Beredning med:**  
Remiss till berörda