Rules for the course web

All courses at Bachelor and Master levels at Karolinska Institutet must have an open, not password protected, course web (page). The information on the course web should be available for all students, both previous and prospective. There should also be information that students need to access before the course starts.

Courses given in English should be published on the English web, and courses given in Swedish should be published on the Swedish web.

The course web should, in the least, consist of the following information structure:

- Name of the course
- Course code
- Lead – short description of the course (1-2 sentences)
- Included in – link back to programme overview or collective page for freestanding courses
- Information about the course – e.g. welcome information
- Syllabus – link to syllabus in Selma
- Schedule – link to schedule in TimeEdit. There is also the possibility to upload an overview of the schedule as a document. The schedule should be posted no later than two weeks prior to the start of the course. It is recommended that the schedule overview is made available no later than four weeks prior to the start of the course.
- Course analysis and course evaluation (latest versions) – documents containing the course analysis which is based on the results from the course evaluation as well as the results from the course evaluation (without open answers). These should be published no later than one month after the course ends.
- Contact information – contact information to the Course Director, Examiner, Course Administrator, and the Study Counsellor. It is also possible to add additional contact information here.
- Promo – link to Canvas
- Promo – link to programme web
- Promo – link to education.ki.se/current-student
- Content curator for the page – should be the Course Director

Diarienummer: 1-894/2019	Dnr för föregående version: 06349/2010	Beslutsdatum: 2019-09-27	Giltighetstid:
Beslut: Styrgrupp Implementering av Canvas		Dokumenttyp:	
Handläggs av avdelning/enhet: UFS/SOKS		Beredning med: Remiss till berörda	