NEWSLETTER FOR ORGANISERS OF DOCTORAL COURSES
January 2021

Deadlines for doctoral courses planned for the autumn of 2021

A reminder about the deadlines that apply for courses planned for the autumn semester. For full information about deadlines, see: https://staff.ki.se/current-deadlines-related-to-doctoral-courses-and-activities

Course syllabi

Monday 22 February: submission (via KIWAS) of course syllabi (new or revised) for courses that are to be advertised in the **course catalogue** for the autumn semester (HT21). Please note: no revision is needed if the current syllabus is still up to date.

Monday 10 May: submission of course syllabi (new or revised) via KIWAS for courses to be given within the **research schools.**

Course occasions

Monday 15 March: entering of course occasions course occasions in KIWAS for courses that are to be advertised in the course catalogue for the autumn semester (HT21).

Monday 31 May: submission of list of planned courses (in template) for courses to be given within the **research schools** during the autumn semester (HT21).

Applications for funding

Monday 22 February: submission of application for funding for **freestanding courses** (i e not within a doctoral programme), see https://staff.ki.se/applying-for-funding-of-freestanding-doctoral-courses

Are you preparing a course that fits within one or several doctoral programmes? Please contact the appropriate doctoral programme if you plan a course for the autumn semester 2021, or later.

Mentimeter audience response tool

The Course and Programme Committee has taken the initiative to purchase a one-year unlimited licence for Mentimeter Enterprise (with access to Mentimeter Pro for all KI users).

Mentimeter is an easy-to-use tool for online voting and interactive, engaging sessions. You can either use it as a complement to your PowerPoint slides for your interactive components or you can publish all slide content in Mentimeter. Mentimeter's interactive slide layouts allow you initiate audience response, synchronously during your presentation or asynchronously after your presentation. Synchronous results can be displayed live during your presentation. The audience can respond using their smartphones, web browsers, or other mobile devices.

Mentimeter can also be used for conducting evaluations of meetings, workshops and seminars, as well as for in-course evaluations. Mentimeter Pro allows you to export the results to for example Excel.

Navigate to mentimeter.com/join/karolinskainstitutet to join with your KI email address.

The Unit for Teaching and Learning is arranging **a one-hour online workshop** on the following two occasions during the spring: 4 February 12-1 pm and 9 March 12-1 pm. Read more and sign up for one of these occasion by clicking on the link for the date you prefer.

You can also visit the online Help Center for guidance when using Mentimeter.

The tool will be evaluated among users in June. We hope that as many as possible will have been able to try it out by then. Take the opportunity to incorporate this tool into your teaching as a pedagogical tool to enhance active learning!

Interested in being a test pilot for using Microsoft Teams as platform for teaching and learning?

Andrew Maunder at the Unit for Teaching and Learning is planning to set up a few pilot courses this spring in collaboration with course providers, to evaluate the potential of Microsoft Teams as platform for teaching and learning. Even though Teams shouldn't be seen as a replacement to Canvas, it could be interesting as a compliment to it. It is also essentially 'free' as it is already available as part of Office 365.

A pilot could be in the form of a course run entirely in Teams, but it could also be a case of using Teams parallel to Canvas.

What Teams offers:

- A learning environment which works both synchronously and asynchronously.
- Tight integration with other Office tools and the Teams meeting (and webinar) tools.
- Possible benefits for working with partners who also use Microsoft Teams (for example Region Stockholm), particularly where the use of Zoom is restricted.
- Many of the usual features you would find in an LMS, including facilities for distributing files and submitting and grading work.
- A lot of flexibility. As such, it can potentially meet needs which you have which aren't met by Canvas.

To get a picture of the potential of Teams, watch this video clip from David Kellerman, lecturer at the University of New South Wales, Australia (watch until about 3:56, then it goes into the use of AI and chatbots, which is beyond our level so far).

How would a pilot work?

- As a pilot, you will receive training, and support through the process. That also includes administrative support where necessary and of course support for students using the system.
- An evaluation will be done at the end of the course which brings together the opinions of staff and students.

If you are interested, please get in touch with andrew.maunder@ki.se and he will book in a meeting.

Tips for active learning from a student perspective

A few practical tips for the teacher on how to enhance the student experience by working on the active learning strategies are presented in a short film:

[Link to the film in KI Play](#)

The film is produced by BSc representative Timm Häneke and MSc representative Maartje Witsen from the programme committee of the Biomedicine programme, as part of a MedEdLab webinar.

If you are interested in future events, join the group Educators' Network (Pedagogiska nätverket) in Teams: https://staff.ki.se/educators-network

Kind regards,
The [Course and Programme Committee](#) through Anna Gustafsson, Administrative Officer.

Karolinska Institutet