NEWSLETTER - DOCTORAL COURSES – January 2018

Deadlines for autumn 2018 courses

See current deadlines for courses to be given during the autumn semester 2018:
http://ki.se/en/staff/current-deadlines-related-to-doctoral-courses-and-activities

These deadlines concern course syllabi, course occasions and application for central funding
(when a course is not given within a doctoral programme).

The web page is also updated with a deadline for reporting planned courses within the research schools. A deadline is needed in order to be able to create course occasions in Ladok, but also for the Evaluation Unit to plan their work ahead. Information about how to report planned research school courses will be sent out to the schools during the spring.

Remember to create a new syllabus if a course moves to another department. Also, courses that previously have been given at different departments using the same syllabus, will from now on need one syllabus per department (and hence, individual course code in Ladok).

Course catalogue autumn 2018

The application period for courses autumn 2018 will run from 16 April – 15 May.

Adding a contact person in the course occasion

Contact information entered in the syllabus will automatically be visible also in the course occasion (and later in the catalogue). If you need to change the contact details these can be edited once you have created a course occasion and clicked on save. To add a new person you enter his/her KI id. If the KI id cannot be found in KIWAS, send an email to doctoralcourses@ki.se for assistance to create a profile.

We urge you to use this function in the course occasion rather than just adding the contact person in the free text field (free text should just be used if the person has no KI id). By using the KI id you make sure that the contact person is given the authority to administer the course (admission etc). He/she will also be included in the distribution list for information directed to course organisers.

New supervisor certificate

When admission to courses is performed by using KIWAS (which is the normal procedure) the supervisor certificate (previously called reply form) is built in and will be sent as part of the admission email.

We have decided to make some changes to the certificate, for instance to use the title supervisor certificate instead of reply form to make it clear that the actual reply to the admission offer should be made by logging into My courses in KIWAS and responding. Sending in the signed certificate is a supplement to the reply made in KIWAS. Please make sure that both steps are taken, since only a
signed certificate will not be enough and result in the student data not being transferred to the course occasion in Ladok.

**The supervisor certificate in Word**, used when handling late applications outside KIWAS and then attached to the admission email, can be downloaded from the web page [Select and admit to doctoral courses](http://ki.se/en/staff/course-catalogue-and-vacancies-doctoral-courses#header-4).

On the [web pages for doctoral students](http://ki.se/en/staff/course-catalogue-and-vacancies-doctoral-courses#header-4) we have clarified what applies to application for and admission to courses, as well as cancellation:

**New Ladok and the workflow for admission to courses**

New Ladok was implemented at KI in November and has since then been upgraded a few times with some adjustments. Learning a new system and adapting the routines will take some time for all involved. The initial weeks have been challenging for both experienced administrators and new users such as examiners, but also for the Ladok support.

This is the normal workflow for courses advertised in the course catalogue, from application until approving results in Ladok:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The doctoral student applies via the KIWAS course catalogue.</td>
</tr>
<tr>
<td>2</td>
<td>The course organiser admits promptly using KIWAS and decides a last day to reply to the admission offer (not more than two weeks ahead, see recommended date in information sent to course organisers).</td>
</tr>
<tr>
<td>3</td>
<td>The doctoral student receives an admission email and replies via KIWAS. He/she also prints the admission email and sends the signed and scanned supervisor certificate to the course organiser, via email (if having accepted the course place).</td>
</tr>
<tr>
<td>4</td>
<td>All applicants that have been admitted and have accepted via KIWAS will be transferred to the course occasion in Ladok (provided that acceptance is done before deadline for transfer).</td>
</tr>
<tr>
<td>5</td>
<td>The doctoral student registers to the course in Ladok (registration is open from one week before course start until two days into the course).</td>
</tr>
<tr>
<td>6</td>
<td>Results are reported and approved in Ladok.</td>
</tr>
</tbody>
</table>

**Please note** that applications received after the course catalogue has closed for application are handled outside KIWAS and that the supervisor certificate has to be attached to the admission email. When the admitted students have accepted, an authorized person at the course responsible department admits the admitted persons to the course occasion in Ladok.

**Canvas to replace Ping Pong as Learning Management System**

Canvas will replace Ping Pong as the new Learning Management System (LMS) and be introduced in parallel with the current system. Ping Pong will remain during 2018, at least. A project is being set up to manage the system implementation and plan for a possible migration from Ping Pong to Canvas.

See [http://ki.se/medarbetare/larplattform](http://ki.se/medarbetare/larplattform) for coming updates (only in Swedish).
Reminder about new general syllabus for doctoral education

As advertised before, the Board of Doctoral Education has established a new general syllabus for doctoral education, effective from 1 January 2018. Here is a short summary regarding the course requirements:

In the new general syllabus the courses are divided into the categories compulsory courses and optional courses. Among the compulsory courses are still statistics and research ethics, but also science communication as well as a certain number of credits from project-specific or research field-specific courses.

For doctoral students who are to conduct clinical research it is also compulsory to take a course in quality assurance of clinical research.

Among the optional courses, both project-specific and general science courses can be chosen, depending on the individual needs.

Links to General syllabus for Medical Science and General science and compulsory doctoral courses.

Designing doctoral courses – competence development for course directors

The course Designing doctoral courses was arranged during the autumn of 2017 for the second time, now partly together with the corresponding course for the undergraduate level. The course had 10 participants with varying experience as course directors and the course evaluation showed great satisfaction among the participants.

A new course will be held during the autumn of 2018 (September-December). As soon as the exact course dates are decided the web page will be updated. Meanwhile you can make a notice of interest to make sure to be notified when the course dates are decided.

Read more about course content and entry requirements: http://ki.se/en/staff/designing-doctoral-courses

General information for course organisers

On our web pages for course organisers of doctoral courses we collect all information you need to be able to arrange doctoral courses.

Please find previous newsletters here. Questions regarding doctoral courses can be sent to doctoralcourses@ki.se

Kind regards,

The Course and programme committee through Anna Gustafsson, Administrative Officer.

If you wish to unsubscribe from this newsletter, please notify us through doctoralcourses@ki.se