NEWSLETTER - DOCTORAL COURSES – May 2018

Deadlines autumn 2018 for course catalogue spring 2019

Deadlines for submitting course syllabi and course occasions in KIWAS, as well as application for central funding for freestanding courses, are now decided. See current deadlines.

The application form for funding of freestanding courses has been updated. Download the latest version here.

Pre-booking of premises

Pre-booking of premises via KI's booking system TimeEdit, which was previously reserved for courses at the undergraduate and advanced level, will now also open for doctoral courses. Pre-booking for doctoral courses can be made when planning for courses to be given in spring 2019.

Established rules and guidelines regulate how prioritisation of desired booking shall be done. More information about this will come.

* Pre-booking refers to the ordering of premises for the coming semester, before the booking system opens for general booking.

System integration between KIWAS and Ladok

We now have the first step of the system integration between KIWAS and Ladok in place, which means that all students that have been admitted and have accepted their admission offer via KIWAS before June 18 (when the data transfer will take place) will be automatically admitted to the respective course occasion in Ladok. This is supplemented by manual procedures for handling persons who do not have a Swedish personal identity number (personnummer), or have not previously been established in Ladok.

The second step in the system integration will be the electronic transfer of course occasions from KIWAS to Ladok.

Cancellation of a course place

Once having accepted an admission offer, cancellation of a course place should be sent to the contact person for the course, according to the instructions given in the supervisor certificate. However, we have become aware of that the Ladok student interface has a cancellation function and that the course organiser will not receive any notification if this function is being used.

Therefore, we urge course organisers to take as a routine to regularly check any cancellations made via Ladok after the admission data transfer date (which this semester is June 18) until course start.

We may have to change the current routines for cancellation in the future. Look out for more information about this in coming newsletters.
Cancellation of a course occasion

If you decide to cancel a course occasion (for example due to too few KI doctoral students), remember to inform both the Evaluation Unit (evaluation@ki.se), so that they can avoid sending reminders, and the central administration (doctoralcourses@ki.se), so that the course occasion in Ladok can be cancelled.

Evaluating a doctoral education activity

When arranging a doctoral education activity (other than courses) remember to enable the participants to give their feedback via an activity evaluation, after completed activity. When this is done you summarise the outcome in your own activity analysis and give your own reflections.

We have clarified the guidelines for how to evaluate activities, depending on the source of financing and the size of the activity: https://ki.se/en/staff/activity-evaluation-and-analysis

Canvas to replace Pingpong

A project has been initiated to handle the implementation of the new Learning Management System (LMS) to be introduced at Karolinska Institutet. The new LMS, Canvas (from the company Instructure), will be rolled out in 2019 and replace Ping Pong, which will close down by the end of 2019. A limited number of courses will be piloted in Canvas this autumn (2018). The transition to Canvas will lead to a significant improvement in the use of technology enhanced learning at KI.

More information can be found on ki.se/canvas.

The project will organise information meetings about the implementation of Canvas at KI. The first two will be held in Swedish: 5 June, 9 -11 am, Flemingsberg and 12 June, 9 -11 am, Solna. Sign up at: https://survey.ki.se/Survey/10993

In the autumn meetings will be held in English as well.

Competence development for course organisers

Following the questionnaire sent to course organisers earlier this year, we are now planning a workshop on the theme: Blended pedagogical models for teaching and learning with Canvas.

The plan is to offer the workshop twice, once in November 2018 (preliminary 14 November, afternoon) and again in January 2019 (preliminary 17 January, afternoon). In brief, we will:

- Discuss strategies for working with blended learning and flipped learning including best practice.
- Take a brief look at what research says about what works in these models
- Try out the flipped learning approach from a student perspective. You will be asked to do a few tasks in Canvas prior to the workshop.
- Introduction to Canvas and hands-on practice (from the teacher perspective).

We will get back to you with exact dates, a more detailed description and information on how to sign up for one of these workshops.
Open Networked Learning, ONL

Would you like to:

✓ Learn about how you can create collaborative and flexible learning environments online?
✓ Learn about using Problem Based Learning in an open setting?
✓ Extend your professional network?
✓ Try different digital tools and methods in a pedagogical context?
✓ Get updated on research and trends in online learning?

This course can be counted as equivalent of two weeks of pedagogical education when you apply for docentur.

Read more and sign up for the Open Networked Learning course, autumn 2018.

GDPR and courses

We have updated the information in the course catalogue on how personal data is handled when applying for courses:

http://kiwas.ki.se/katalog/apply/gdpr

Remember to delete applicant lists with collected personal data when they are no longer needed in order to carry out admission and report results into Ladok. According to the current document management plan (dokumenthanteringsplan) for doctoral education, application documents should be discarded (gällrats) after two years and the result list when it is no longer needed (i.e., when results have been reported and any possible recheck has been carried out).

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