Course catalogue spring 2019

The course catalogue for spring 2019 is now published and will be open for application between October 15 and November 15, 2018.

Information and guidelines regarding admission has been sent to the course organisers of the announced courses. A second reminder will be sent before the end of the application period.

Workshop for organisers of doctoral courses

Now is time to sign up for one of the two workshops for course organisers that were announced and planned as a result of the questionnaire earlier this year. The first occasion is on November 14 (last day to register is October 31). The second occasion is held on January 17 (last day to register is January 7).

Read more and follow the link for registration at: Blended pedagogical models for teaching and learning with Canvas.

The workshops are open for anyone, no matter which role, who works with doctoral courses.

Cancellation of a course place – new routine

As previously announced, cancellation of a course place once accepted will from spring 2019 be made by the student via the Ladok student web interface. (Exceptions made for courses that start in early January for which the transfer of admission will not be done 30 days prior to the course start – for these courses cancellation has to be done directly to the course organiser).

Same cancellation rules as before apply, i.e. cancellation has to be made at least 30 days before course start.

Following this, the information about cancellation has been changed in the supervisor certificate, in KIWAS as well as in the form used for admission to vacancies (make sure to use the updated form when admitting to vacancies).

Remember to take as a routine to regularly check any cancellations made via Ladok after the admission data transfer date (which this semester is December 17) up to course start. There is a quick reference guide on how to see cancellations and also when they have been made (in Swedish only):


(Taken from the web page Manualer och anvisningar för Ladok).
Late dropouts and reduction of course funding

The Course and programme committee has taken a decision that will even further protect the course organiser from economic loss when there are late dropouts on a course.

We have seen that even though an administrative fee can be charged when the doctoral student drops out without a valid reason, the course organiser may in some cases (for example expensive laboratory courses) lose a considerable portion of the granted course funding.

To avoid this, the committee will reimburse the course organiser the difference between the charged administrative fee and the amount that would have been paid if the student had participated in the course. Reed more about Handling late dropouts.

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

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