

Instructions for the Course and Programme Committee regarding granting of funding for doctoral courses

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**Karolinska
Institutet**



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Revision with respect to: Title Clarification regarding the scope of the instructions Removal of labelling (*) of courses in Ladok (point 1 under <i>type of courses</i>) Clarification of wording and editorial corrections.			

Background

KI's doctoral courses are arranged within KI's different doctoral programmes, research schools or as freestanding courses.

The Course and Programme Committee (KPK) decides upon allocation of funding for freestanding courses, as delegated by the Committee for Doctoral Education (KFU).

Type of doctoral courses that can be granted funding by KPK

1. General science/compulsory courses according to the General syllabus for doctoral education.
2. Courses that support the application of statistical knowledge (e.g. statistics with R and various large statistical programmes) common to several doctoral programmes.
3. Courses that are compulsory for certain doctoral students according to the General syllabus: within laboratory animal science, human biology or pathology, basic laboratory safety and quality assurance of clinical research.
4. Courses that cannot be included in one or more of KI's doctoral programmes, but meet the following criteria:
 - a. The demand at KI for the course is sufficient (basis of potential participants).
 - b. The course is relevant for doctoral students from several research groups.

That the criteria 4 a–b are met must be proven/motivated.

Criteria considered by KPK when deciding on course funding

1. Doctoral students' and KI post docs' need for the course, e. g. how often the course needs to be offered and with how many places, occurrence of similar courses.
2. Results of course evaluations from previous course occasions.
3. The course provider's course analysis: How the course provider plans to take into account the participants' views, expressed via course evaluation, when planning future course occasions.
4. Course budget and possible co-financing.
5. That other formalities according to the *Rules for doctoral education* regarding courses are followed.
6. Possibility to give the proposed course within a doctoral programme (i.e. within the research area of an existing programme in accordance with the [Guidelines for KI's thematic doctoral programmes](#) and with the approval of the programme steering committee).
7. The committee's budget.