



NEWSLETTER FOR ORGANISERS OF DOCTORAL COURSES

April 2021

Course catalogue for the autumn of 2021

The course catalogue for the autumn semester is now published on the web and will be open for application during the period 15 April - 17 May.

[Course catalogue autumn 2021 \(and course vacancies this semester\)](#)

Information about admission has been sent to all course directors and contact persons of the courses that are advertised in the catalogue. Please read the information carefully.

[General information about selection and admission.](#)

Teaching during the autumn

The current decision on mainly distance teaching is valid until 6 June. During the month of April, KI's management intends to give further information about what is intended for the autumn semester.

[Information for staff and students regarding COVID-19](#)

If you plan for campus teaching during the autumn semester, please be prepared to switch to distance teaching, if the situation so requires.

Course examiner

Each course must have an appointed examiner who sets grades after the course is completed. As the course director, you are responsible for contacting your head of department (or the department management) to inform about your planned course and provide a basis for a written decision regarding an examiner. When a decision has been taken, the appointed examiner will also get access to the [Ladok e-learning course](#).

[Requirements for an examiner.](#)

Accessibility in teaching

One example of enhancing accessibility in teaching and learning is to add subtitles to the films you use as part of your course material. Subtitles (captions) are needed by people with impaired vision or hearing, but captioning helps all users for example by making the content of the film searchable. By adding subtitles, you meet some of the requirements for accessibility decided by the European Union.

The Unit for Teaching and Learning (TL) now offers a range of services to help you as a KI employee to make subtitles for videos:

[Get help with captions.](#)



[Learn more about accessibility in teaching](#)

Another general help regarding accessibility in teaching is a [self-study course or resource in Canvas](#) (in Swedish). An English version will be available at the end of May.

[Learn more about accessible teaching.](#)

Course evaluation outcomes 2020

Looking back on 2020 we can see how hard the Covid-19 pandemic hit the offering of doctoral courses, as **28 % of the courses advertised via the course catalogue for the spring semester were cancelled**, most of them in direct relation to the spread of virus and the need to move to distance teaching and learning. Most of the research school courses managed to adapt quickly and could carry out most of their planned courses.

For the autumn semester it looks very different. Course organisers had put a lot of effort in reorganising and adapting their courses for distance teaching and, in the cases where practical elements are essential, had planned for a safe implementation. Some decided to postpone their courses until physical teaching is possible again. As a result of this, **only 6 % of the courses advertised in the course catalogue had to cancel**, which is a normal number (due to few applicants to some courses). Well done!

What is even more impressive is that the total outcome of the course evaluations carried out during 2020 is very similar to the one of 2019. The medians are the same, as well as the P25 and P75 values, while there are negligible differences in satisfaction that might be related to the transition to distance teaching. To sum it up: **The overall effect of the pandemic on the perceived quality of the courses is marginal.** This is something to be proud of!

For the summary report for 2020, go to: <https://staff.ki.se/course-evaluation-and-analysis-of-doctoral-courses>

New routine for feedback to course participants

Starting from now, the Evaluation Unit (EVAL) will send the short course evaluation report to the course participants on the respective course (using the same email list as provided for the distribution of course evaluation). This will be done at the same time as the report links are sent to you as the course director.

This is to make sure that the outcome is communicated back to the participants. Your role as a course director is to give further feedback regarding the outcome – what changes are planned for the next time the course is given or which proposals will not be considered and why.

[Suggestions on how course participants can be informed.](#)



New course analysis form for programme courses

To facilitate for the doctoral programmes in their yearly reporting of completed courses and activities, we have updated the form for course analysis. In addition to the part that concerns the actual course analysis (reflections on and actions to be taken based on the course evaluation and own experience from running the course), a table for admission data has been added. This data can then be easily compiled by each programme and included in their reporting.

Following that the course analysis form for programme courses has been updated, some minor changes has also been made in the form to be used by freestanding courses and courses within the research schools. **Make sure to download the new forms:**

[Course evaluation and analysis of doctoral courses](#)

New web page for Educators' network

Make a bookmark of the new web page for the Educator's network from which you can take part of the recordings of previous MedEd Lab webinars. Also make sure to have joined the network in Teams to get inspiration and join the discussions about teaching.

[Educators' network](#)

Reminder to try out Mentimeter audience response tool

[Mentimeter](#) is an easy-to-use tool for online voting and interactive, engaging sessions. It 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.

The tool is now available to all KI users and 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!

Navigate to mentimeter.com/join/karolinskainstitutet to join with your KI email address (or go to Mentimeter via *Digital tools* on the [Staff portal](#)).

The Unit for Teaching and Learning is arranging **a one-hour online workshop about voting using Mentimeter** (in Swedish) on 11 May. [Read more and sign up](#).

Kind regards,

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

Did you miss out on the previous newsletter? You can find past issues of the newsletter on the web:

<https://staff.ki.se/newsletter-for-organisers-of-doctoral-courses>

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

