

COURSE ORGANIZER CHECKLIST

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We are happy to answer any questions, small or big!

Important to read:

<https://staff.ki.se/arranging-doctoral-courses-and-activities>

Budget:

The general course budget is 65 000 SEK/week (including INDI, 50 000 without). This can be used for example for: lecture hall/room rent, literature and materials, external speakers (traveling, hotel, dinner etc.), instrument time, reagents, reimbursement to teachers.

Exception with a higher budget can be motivated for new courses, laboratory courses etc., but need to be discussed and agreed on before the course.

From the budget we recommend that minimum 15 000 SEK/course week are used to compensate for the organizers' time. Please estimate the number of hours you need compensation for.

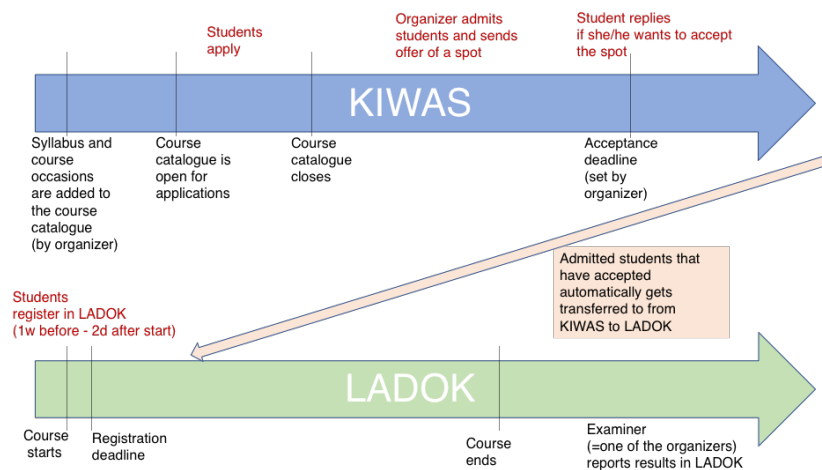
We recommend that you ask your economy officer to open a course-related project with a separate project number and request an internal transfer of funding for the course. To this account you charge all your course expenses and then, after the course has ended and you have submitted your report to Aii, a transfer of funding for the complete course amount will be made to this project number.

Expenses should be under the usual KI rules, i.e., use the KI traveling agency and hotels under the frame agreement etc.

KIWAS: KI course catalogue, all courses need to be advertised in KIWAS.

LADOK: Administration system that handles the course credits.

KIWAS and LADOK are linked (more details about each step are provided under separate headings below in A, B and C):



1. The doctoral student applies via the KIWAS course catalogue.
2. The course organiser admits promptly after the course catalogue has closed, 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).
3. The doctoral student receives an admission email (including a supervisor certificate) and replies via KIWAS. He/she also prints the supervisor certificate in the admission email and sends it signed back to the course organiser, via email (if having accepted the course place).
4. 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 – *for that reason it is important that last day to reply is before the transfer date*).
5. The doctoral student registers to the course via the Ladok student interface (registration is open from one week before course start until two days into the course).
6. Results are reported (by administrator, teacher or examiner) and approved (by examiner) in Ladok.

A. When deciding to organize a course:

1. Discuss with Aii Chair well in advance. **Submit the form:** “Application for funding of doctoral courses from doctoral programs”

2. Read the info from KI about organizing a doctoral course:
<https://staff.ki.se/arranging-doctoral-courses-and-activities>

Everything you need is available on the webpage, please read before you organize a course.

3. Send new syllabus/updated syllabus to Aii Chair (Caroline) and receive feedback.

4. **Submit syllabus in KIWAS:** deadline for spring courses is in September, deadline for the fall courses is in February.

Check dates: <https://staff.ki.se/current-deadlines-related-to-doctoral-courses-and-activities>

An updated and correct syllabus is very important, especially intended learning outcomes (ILOs), purpose and examination. Even if you have given the course before it may be a good idea to update.

More about syllabus <https://staff.ki.se/course-syllabi-for-doctoral-courses>

If the course has been given previously ask for the students' evaluation and the evaluation report from the previous organizers or Aii to take this in consideration when thinking about changes/updates.

Log in to KIWAS:

<http://kiwas.ki.se/kiwasadmin/login/>

Any problems or need help? Contact Aii Chair (Caroline) or Anna Gustafsson at the doctoral courses (doctoralcourses@ki.se)

5. **Submit course occasion in KIWAS:** check with Aii Chair (Caroline) that the dates don't collide with other planned courses. The deadline is generally two weeks after syllabus deadline.

Be aware that you cannot give the course if you submit late, keep the deadlines.

B. Before the course:

1. Admission: When the course catalogue application time ends: Log into KIWAS, go to admission and accept students. (avoid Google Chrome when working in KIWAS)

You need at least 8 KI doctoral students or postdocs for a course (to get the full budget).

In case of vacancy, courses are open also for other KI researcher holding a PhD and postdocs and doctoral students from other universities.

Students, researchers and clinicians, that are not registers as PhD students or hold a PhD are not eligible for registration at doctoral courses.

Read more: <https://staff.ki.se/select-and-admit-to-doctoral-courses>

Note that if spots are limited you follow the priority order listed on the KI website: <https://staff.ki.se/eligibility-and-selection-for-doctoral-courses>

General selection criteria

The following priorities generally apply for all KI financed doctoral courses that are announced in the course catalogue (these criteria are not to be specified in the catalogue):

1. Doctoral students at KI

Doctoral students in KI collaboration programmes are equated with doctoral students at KI. See links to the universities that participate in KI's collaboration programmes.

- [National research schools](#)
- [International and national collaboration on doctoral level](#)

2. Post docs at KI

3. Doctoral students from other universities and higher education institutions (in Sweden and abroad)

4. Other applicants

Late application/admission to a course:

Admission needs to be done manually (outside KIWAS). For example, through email. Don't forget to get the certificate from the supervisor (find it under <https://staff.ki.se/select-and-admit-to-doctoral-courses>)

- Before start, the LADOK administrator at your department can manually add the student.
- Thereafter the student logs into LADOK and registers as usual etc

2. Canvas: KI is using the long-distance teaching & learning platform Canvas <https://utbildning.ki.se/logga-in-i-canvaslogga-in-to-canvas>

This platform offers ample possibilities to efficiently handle lecture materials, schedules, instructions, different assignments, and discussions. Aii can help you set up or modify the course page, contact Vladana (Vladana.Vukojevic@ki.se)

3. Examiner: Make sure that you have an examiner at the course that will be responsible for reporting and signing results in LADOK. This needs to be assigned by your Department and you need to take an online course. You can find more information at: <https://staff.ki.se/reporting-and-signing-results-in-ladok-doctoral-courses>.

C. At the course:

1. LADOK registration

All students need to log in to LADOK and register for the course at the course start. Remind them and make sure it worked.

<https://www.student.ladok.se/student/loggain>

(if not, contact your department's LADOK admin and he/she needs to add the student manually to LADOK.)

2. Submit the list of participants to the **Evaluation Unit** following the procedure described at: <https://staff.ki.se/course-evaluation-and-analysis-of-doctoral-courses>. If you want to add extra questions to the standard questionnaire, you need to contact the Evaluation Unit at evaluation@ki.se preferably 14 days before your course starts.

Please note the following deadlines:

-Send the Course Participants List, latest 1 day after the course has started

-Send the extra questions as agreed with the responsible person at the Evaluation Unit.

On the first day of the course, remind students that their opinion is important and that they at the end of the course will be invited to do an evaluation. It may also be a good idea to go through the general ideas and ILOs of the course.

D. After the course:

1. Report and approve in **LADOK** (one examiner/course, needs to be register with your department).

2. Send to Caroline Grönwall (chair) and Karine Chemin (coordinator) caroline.gronwall@ki.se and karine.chemin@ki.se

-Final Aii report

-KI course evaluation form

-Long evaluation report (with password)

Forms are on the website: <https://staff.ki.se/doctoral-programme-in-allergy-immunology-and-inflammation-aii>

=> When receiving an OK from Caroline, request a reimbursement for course costs (invoice or transfer).

Other things to think about:

Feedback: Do not forget to give formative feedback to students on assignments and presentations. Formative feedback is provided when the learner finishes an activity or provides an oral response. It solidifies learning by reinforcing a correct answer or catching and correcting an error in good time. In contrast, summative feedback is given at the end of the course. It provides an evaluation of how much a student has learned and is connected to assessment.

Sustainability: Think about how you can design your course in accordance to KI's values and sustainability goals.

Science communication: Think about how you can incorporate communication of science to the community in your course (public outreach).

Pedagogical development: Consider taking for example the KI course: “Designing doctoral courses” <https://staff.ki.se/designing-doctoral-courses>

Think of ways to modernize your course to facilitate learning by engaging students more, *e.g.*, by organizing active discussions, assignments, and flipped-class room parts (and maybe less traditional class-room lectures). Try the tools in Canvas and/or other electronic platforms. For help with Canvas and ideas how to improve your course design, talk to Vladana (Vladana.Vukojevic@ki.se)

<https://staff.ki.se/doctoral-programme-in-allergy-immunology-and-inflammation-aii>

CURRENT COURSES:

Course Code	Title	HEC	Frequency
3120	Flow cytometry: from theory to application*	1.5	once/year
3114	Molecular Immunology	3	once/year
1626	Cytokines in inflammation*	3	once/year
3200	Clinical and experimental neuroimmunology*	1.5	approx every second year
2186	Making and using genetically modified mice for immunological research	1.5	approx every second year
3187/3139	Basic immunology	3	2 times /year
2348	Functional Fluorescence Microscopy Imaging (fFMI) in Biomedical Research	3	once/year
2363	Antigen presentation and T cell activation	1.5	once/year
2522	Mass spectrometry-based proteomics: When and How*	3	once/year
3102	Omics data analysis: From quantitative data to biological information*	3	once/year
2535	Pulmonary inflammation	3	approx every second year
5252	Psychoneuroimmunology	4.5	approx every second year
2705	Basic inflammation	3	approx every second year
2760	Translational medicine in autoimmunity	3	approx every second year
5533	Neural regulation of inflammation and metabolism *	1.5	once/year
3070	Mucosal Immunology	3	approx every second year
3072	Tissue-specific Immunology	1.5	approx every second year
5744*	Immunometabolism: A hands-on course on a frontrunning research field	1.5	approx every second year

*Shared between programs