A brief guideline for
CVR course organization, evaluation, and report
(Updated 2023-05-02)

Cardiovascular Research (CVR) programme has a repertoire of about 30 syllabi of doctoral courses in a broad range of pre-clinical and clinical cardiovascular research/medicine. CVR programme has an ambition to run approximately 10 one- or two-week fulltime courses per year.

The organization and implementation of CVR courses are outlined as follows.

1. Establishment of course syllabus and occasion
The course organizer(s) establish course syllabus and/or course occasion at the KI doctoral course site KIWAS:
https://kiwas.ki.se/kiwasadmin/courses/newCourseplan

The timeframe and deadlines for course syllabus and occasions are announced by the Course and Programme Committee of KI Committee of Doctoral Education (https://staff.ki.se/current-deadlines-related-to-doctoral-courses-and-activities and https://ki.se/en/staff/doctoral-courses).

With regard to doctoral course setup, useful and detailed information can be found at: https://staff.ki.se/arranging-doctoral-courses-and-activities

2. Application for CVR course funding
A course organizer submits an application for CVR course support using a CVR programme course funding application form, with the same deadline of course occasion registration at KIWAS. The standard funding for a one-week fulltime course is 65000 kr (INDI included). The full funding requires a course with ≥ 8 KI-registered doctoral students and/or post-docs.

CVR steering committee will evaluate and make the decision for the course occasion and support within two weeks after the deadline. The decisions will be sent to course organizers immediately.

3. Publication of course occasion and recruitment of course participants
Approved course occasions will be published at KI doctoral course website. The course organizers will receive a note from the Course and Programme Committee after students' course application deadline. The organizers can then open and download the course report files (both in Word and Excel formats) at KIWAS (https://kiwas.ki.se/kiwasadmin/report/showReports).

4. Admission of the course participants

It is highly recommended that course organizers inform the course applicants as soon as possible, or at least within one week after the course application deadline, with regard to acceptance of the course application via KIWAS and allowing 10 days for applicants' confirmation.

5. Practical issues for course organization
CVR course organizers are encouraged to use KI online learning platform Canvas (https://utbildning.ki.se/logga-in-i-canvaslog-in-to-canvas), which is an idea platform for sharing course information, schedule, handouts, and course assignments, as well as for interactive online discusssions.

CVR programme recommends our course organizers to provide course participants with course materials and/or handouts in electronic formats rather than as hard copies.

CVR programme also recommends our course organizers to send course schedule, e-handouts, and other course-related information to all course participants 1 week before the course starts.

It is highly advisable that our course organizers book lecture rooms as early as possible.

6. Course evaluation
It is compulsory for all KI doctoral courses to conduct course evaluation via KI Evaluation. Hence, our course organizers should send in the list (in an excel format) of course participants with email addresses and the intended learning outcomes of the course to evaluation@ki.se a few days before or the latest on the course starting date.

The course organizers are advised to emphasize the importance of feedbacks and opinions to the course participants at the very beginning of the course, to facilitate the course evaluation and improvement of future courses.

7. Registration of course results
Course organizers can register course results directly at LADOK site.

8. Course report
Upon receiving the report of course evaluation from KI Evaluation, the organizers should send in the course report files via email to following persons:
Nailin Li, Nailin.Li@ki.se, CVR programme director
Angela Silveira, angela.silveira@ki.se, CVR programme coordinator

The files should include:
1) Course schedule

2) List of course participants (name, affiliation, email)
3) Ladok report list
4) Links for short and full reports of KI course evaluation
5) KI course summary and reflection by the organizer(s)
6) CVR course report
7) Written exam, if used
8) An account number for transfer of the course supports