Create new syllabus

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1. General about working with syllabus in Fubas

For in-depth information on how to write a syllabus see:

Course syllabi for doctoral courses

Login and authorisation

- Anyone with a KI (Karolinska Institutet) account can log into Fubas and create a course syllabus.

- However, you can only create syllabi for the department where you are employed/affiliated. If you need to create a syllabus for *another* department, see the section ***Co-creator of syllabus*** below.

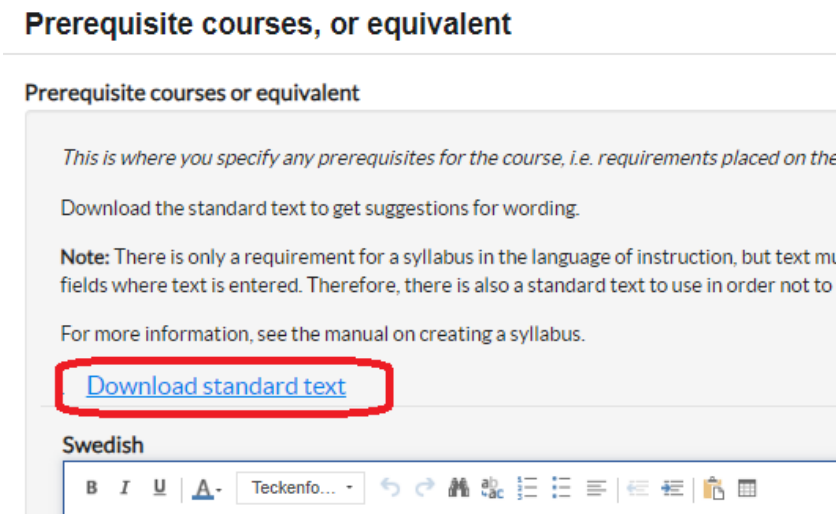
New or revised syllabus

- To add a new syllabus, you can either select the **New syllabus** button, or find an existing syllabus to start from, see section **4. Duplicate syllabus.**

- To make changes to an existing syllabus, follow the user guide **Revise Syllabus**. **Note!** Course code, number of credits and course title can never be changed by a revision. If any of these are to be changed, a new syllabus must be created.

Standard texts

The mandatory fields of the syllabus have predefined standard texts. Click on ***Download Standard Text*** to import them. If the standard text is not relevant, it can be edited. See also about ***Language Versions*** in the next section.



Language versions

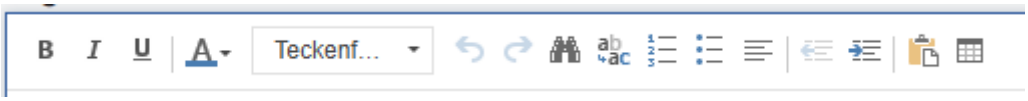
The syllabus should be written in the **language of instruction**. There is no requirement for the syllabus to be in Swedish if the course will only be given in English, and vice versa.

However, Fubas requires that both English and Swedish fields are filled in. For this purpose, there are recommended standard texts that you can download for the

mandatory fields, referring to the other language version. Click on ***Download Standard Text*** for each relevant field to import these.

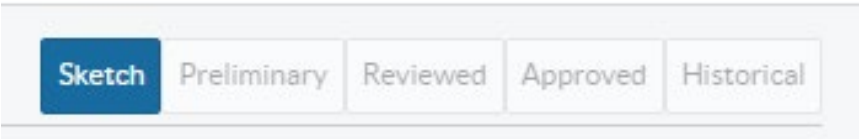
Formatting

In the menu bar above each text field, formatting options are specified:



Status modes for course syllabi

The syllabus has five status modes, which are displayed at the top of the syllabus:



As a course provider, you are only authorised to make changes when the syllabus is in status Sketch.

2. Create new syllabus

Remember to ***language check*** your text before entering it into Fubas, to avoid unnecessary misspellings or grammatical errors. Also, use the ***formatting tool*** in Fubas rather than pasting formatting from for example Word, for a better result.

1. Select ***Syllabi*** in the left menu.
2. Click on ***New syllabus***.



3. Enter the course's **Basic data**.

   Swedish and English **titles** must always be provided and should match each other. Use **capitalisation in the English title**, i.e. capitalise the first word in the title and all other words except articles (a/an/the), prepositions (at/on/in, etc.), and conjunctions (but/and/or, etc.).

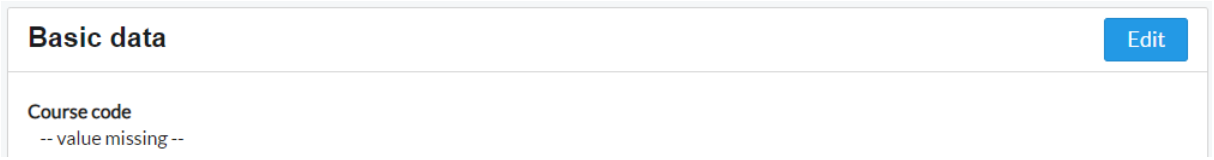
   Specify the **number of credits (HEC).** If the number of credits is not a whole number (e.g., 1.5 credits), be careful with the use of commas/periods (the recommendation is to avoid the numeric keypad and test the comma or period). This is due to a bug in the system.

   Leave the **Course code** field empty (to be filled in centrally).

   Specify the **responsible department**. In the next step, you can also add any participating departments.

   Click ***Save***. A draft of the syllabus is now saved in Fubas.

4. Fill in the sections of the syllabus by clicking ***Edit*** for each field:



Mandatory fields (i.e., fields that cannot be left empty) are indicated below next to each heading.

Basic data (partially mandatory)
Here, you can change the information you previously saved and add any participating departments if necessary.

Prerequisite courses or equivalent (mandatory)
This refers to the **prerequisites** that the applicant must fulfil in order to be considered for admission to the course. If the course has no such prerequisites, this should also be indicated (see standard text).

This should not be confused with selection criteria.

Purpose & Intended learning outcomes (mandatory)
Please note that this text field is used for both the ***purpose*** and the ***intended learning outcomes***. Download standard texts for guidance and subheadings.

Intended learning outcomes ***can*** be divided into the specified subheadings, in the specific fields. **However, these fields are not mandatory.** You may just as well use only the introductory text field.

Sustainability labelling is not used at KI.

Course Content (mandatory)
Describe the content of the course here.

Teaching, learning, assessment & course literature (mandatory)

Forms of Teaching and Learning (mandatory)
Describe how the course is structured (e.g., seminars, group work, self-studies, etc.). Ensure that the course's learning objectives, teaching activities, and assessment are coherent and consistent (this is called constructive alignment).

Language of instruction (mandatory)
Specify an option from the dropdown list. Ensure that the syllabus is available in the language(s) you specify.

Grading
The Pass/Fail grading scale is used for all courses. Cannot be changed.

Compulsory components & Forms of assessment (mandatory)
Please note that this field is used to describe both compulsory components and forms of assessment. **Download the standard text** for the field.

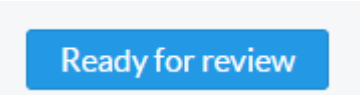
Compulsory components.
If there are requirements for attendance during certain parts of the course to fulfil the learning objectives, this should be stated here. If it is possible to compensate for absence, describe how this is done. Avoid specifying mandatory attendance in percentage.

Forms of assessment
Describe how assessment/examination is conducted. The course's learning objectives, teaching activities, and assessment should be coherent and consistent (constructive alignment).

Course Literature (mandatory)
Specify what is recommended and what is mandatory course literature. Usually, all course literature is recommended. Please provide literature references in a consistent citation style, following the guidelines from the university library (KIB).

Other Information
This field is used by the central administrators.

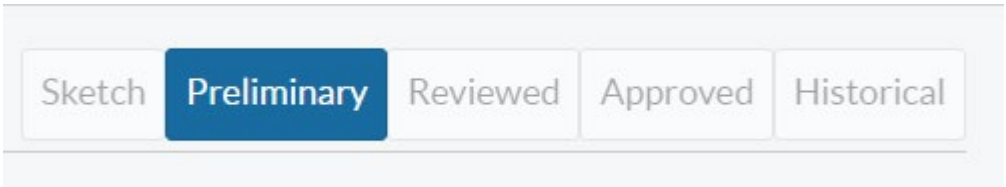
5. Click on **Ready for review**, located at the bottom right of the page when you are ready to submit your course proposal for review.



In the message box, you can write a message to the reviewer, for example, if the syllabus replaces a previous one or information about which doctoral programme or research school the course will belong to. (*Note that all messages are logged in the system and can be read by all users*).

Finish by clicking on **Change Status and Submit**.

6. The syllabus has now changed status from ***Sketch*** to ***Preliminary*** and will be locked for editing until the reviewer provides any feedback. The status of the syllabus is displayed in the status bar at the top of the syllabus.



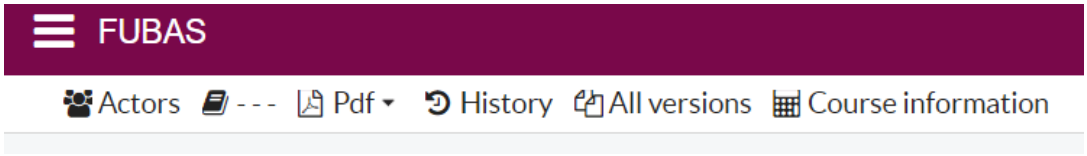
7. If you need to contact the administrator/reviewer before receiving feedback, please contact doctoralcourses@ki.se. Provide the name of the syllabus and the course code (if assigned) in your communication.

3. Co-creator of syllabus

In cases where the work on a course syllabus is done across different departments, the role "co-creator" can be used. Follow these steps:

1. If you belong to the course responsible department, start by creating a new syllabus by filling in the basic data. Click **Next**.

2. Click on the **Actors** tab in the top menu bar of the syllabus.



3. Under the **Co-creator** heading, search for the person you want to add.



4. Select the relevant person from the search results and click **Add**. The name is now in the table below the search field, along with the person's KI ID and email.

5. Click **Save**.

6. The added person/co-creator now has access to the syllabus and can find it in the list with other syllabi when logging in. Please note that no email notification is sent to the co-creator when being added to a syllabus. However, the co-creator will be included in future notifications related to changes in the syllabus' status.

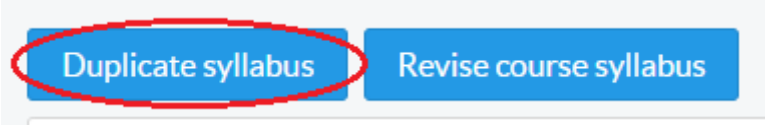
Under the **Actors** tab, all individuals involved in the syllabus in different roles are listed.

Please note!

- When revising the syllabus in the future, the co-creator must be added again.
- If the co-creator also needs to manage ***course information*** and/or ***course occasion*** (including admission), this person also needs to be added via the course occasion with the role ***Authorized to perform admission***. See **Co-creator user guide**.

4. Duplicate syllabus

By using the **Duplicate syllabus** feature, you can use an approved syllabus (regardless of the department) as a template when creating a new one.

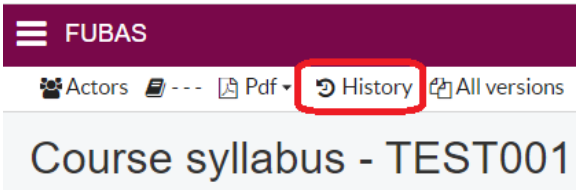


All information from the original syllabus (except for the course code, department, and decision data) is copied to the new syllabus. The copied information can then be edited as usual.

1. Go to the syllabus that is to be duplicated.
2. Click on **Duplicate syllabus**.
3. The Swedish and English titles, as well as the number of credits, are copied from the original syllabus. These details can be changed. Leave the **Course code** field empty (filled in centrally).
4. When you click **Next**, a draft of the syllabus is created (status: Draft).
5. Continue working on the syllabus following the instructions in the section Create new syllabus.

5. Handling feedback from the reviewer

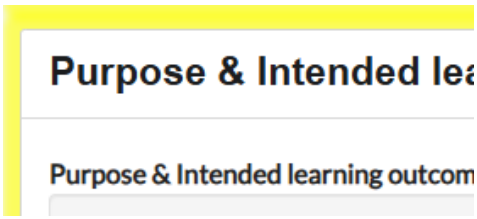
1. You, as the creator of the syllabus (and possible co-creator), will receive an email notification indicating that action is required on the syllabus.
2. Start by reading the reviewer's comments in the email. (Same comments can be found under ***History***, see image). Comments and proposed changes may also have been made in the syllabus itself.



3. You can access the syllabus in two ways:
    - Click on the link to the syllabus in the email.
    - Find the syllabus in Fubas, via **Syllabi** in the left menu.

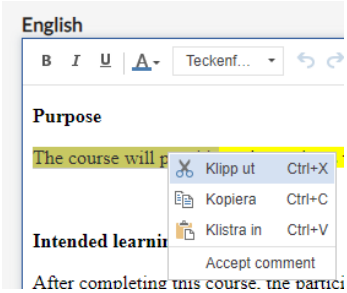
    Keep in mind that it is perfectly fine to have more than one web tab open in Fubas when you work, for example one with the reviewer's comments (under History), one with the PDF version of the syllabus to see it in its entirety and a tab where you make your changes in the current syllabus.

4. Fields that contain changes/comments from the reviewer are highlighted with a yellow border. The reviewer's additions in the text fields are highlighted in yellow. Access the relevant field by clicking **Edit**.



5. **To *accept* suggested changes**, change the yellow highlighted text to normal like this:

    - Select/mark the yellow text you want to accept.
    - Hover over the selected text, right-click and select the **Accept comments** option in the dialogue box (see image).

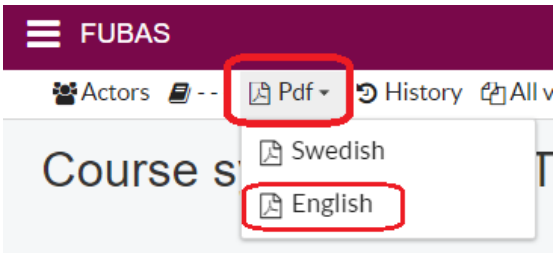


    - You have now accepted the proposed changes and the yellow highlight is gone.
    - Click **Save**.

6. **To *remove* suggested text/comments** (i.e. *not* to accept the proposed change), select the yellow text and **delete** it. Click **Save**.

7. Once all inserted comments/suggestions have been addressed, the yellow borders around the text fields are gone.

8. Check the syllabus one last time in its entirety, via the PDF view. Choose to open the relevant language version (see image):



9. Resubmit the course syllabus to the reviewer by clicking **Ready for review**.

6. Delete draft

The syllabus needs to be in the **Sketch** status to be deleted. It is not possible to delete an approved syllabus.

You only have the authority to delete drafts of syllabi that belong to your own department.

1. Go to the syllabus draft that needs to be deleted.

2. Click **Delete draft**.

3. Answer **Yes** to the confirmation question about deleting the syllabus.