# Revise Syllabus

Anyone with a KI account can revise syllabus belonging to their own department. To be able to revise a syllabus at another department, you need to be given authorisation as a co-creator. This is done in connection with the revision of a syllabus.

**Please note!** Course code, number of credits, and course title can never be changed during a revision. If any of these need to be changed, a new syllabus must be created.

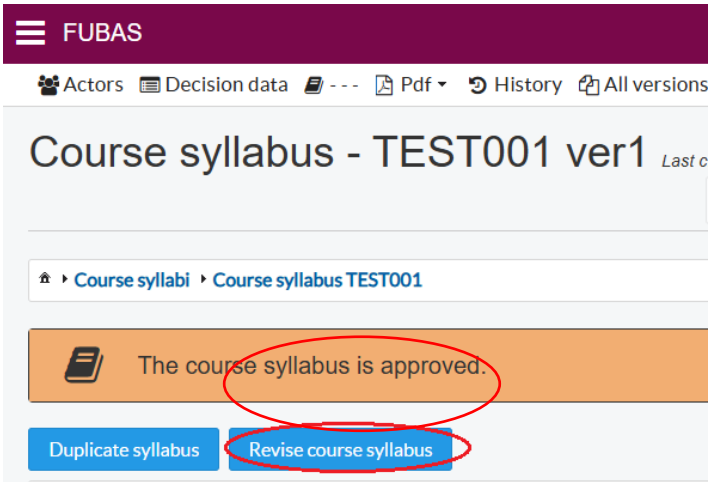
## Follow these steps:

1. Select **Syllabi** from the left menu.
2. Locate the current syllabus using the **course code** or words in the **title**.

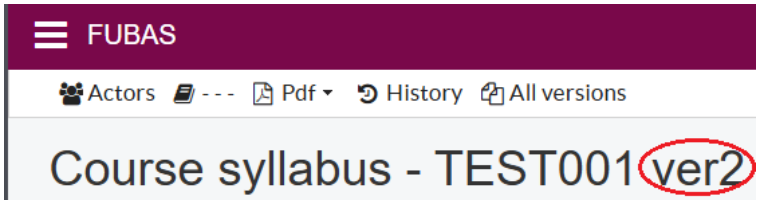
*Note! If searching by title, use words in the **Swedish** title if you have selected Swedish for the interface, and words in the **English** title if you have chosen English for the interface.*



3. Click on **Show** under **Action** in the right column.
4. Click on **Revise course syllabus**.



5. A copy of the syllabus is created as a new version. The syllabus receives a new version number after the title.




6. Make the desired changes to the syllabus (see the user guide *Create new syllabus*).

7. If you work across departments on the same syllabus, remember to add co-creators **during each revision** under **Actors** > **Co-Creator**. (See the user guide *Create new syllabus*).

8. Click **Ready for review** at the bottom of the page when you have finished the revision. In the message box, you can write a message to the reviewer, such as the purpose of the revision, whether the course belongs to a programme or a research school, or if you have any questions. (Note that all messages are logged in the system and can be read by all users). Click **Change status and send**.

9. The syllabus has now changed its status from ***Draft*** to ***Preliminary*** and is 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.

10. When the syllabus returns from the reviewer, see the user guide *Create new syllabus*, the section ***Manage feedback from the reviewer.***

## Troubleshooting:

To revise the syllabus, the **Revise course syllabus** button must be present. If it is missing on the syllabus you want to revise, it is usually due to one of the following reasons:

- There is already an ongoing revision of the syllabus. Either continue with it or delete it to start a new one.
- You are trying to revise an older version and not the latest approved version of the syllabus.
- You are not authorized to revise the syllabus because you and the syllabus do not belong to the same department.