Create course information

Please see the [information on the web](#) about the differences between course information and course occasions.

The course information complements the syllabus with details that do not belong in the syllabus (which is a governing document) but also don't need to be updated every time the course is offered. Thus, a course has *one* **course information** but can have **several** course occasions, both within the current semester and over time..

The course information and the course occasion together form what is presented as the course catalogue on the web, with the syllabus as an attachment.

Please note! Course information can be prepared <u>at the same time</u> as you work on the syllabus. However, it cannot be <u>completed</u> (and marked as ready for review/sent for review) until the syllabus is approved.
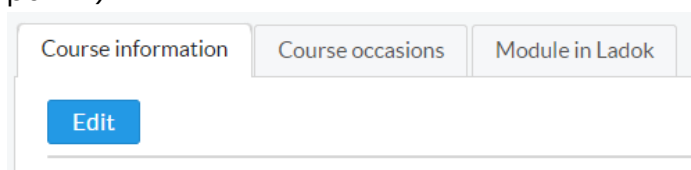
How to find the course information tab

1. If working on an entirely new syllabus, you will find the Course Information tab in the top menu bar of the syllabus (i.e., from when the syllabus is in draft status until it is approved). Here, you can prepare some, but not all, information (alternatively, wait until the syllabus is approved, see point 2):
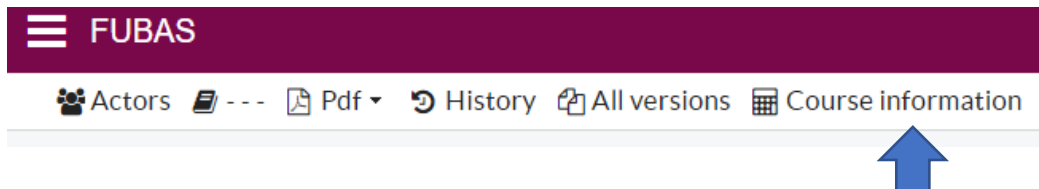
2. Once there is an approved syllabus (i.e., when a new syllabus has just been approved or when there is an approved syllabus from before, even if it is currently under revision), access the course information via **Courses** in the left menu. Click on **View** for the current syllabus, then on **Edit** on the **Course Information** tab (later in the process, after approval, this button changes its name to **Manage**).

   Please note! Remember to <u>complete</u> the course information through this view when the syllabus is approved if you chose to prepare it earlier (according to point 1).

Edit course information

If a course information already exists and you need to make changes, contact doctoralcourses@ki.se to have it resent via Fubas so you can edit. When you're done, mark as ready by ticking the **Course Information complete** box at the bottom of the page. The course information will in most cases be reusable from one semester to the next without editing.

Create course information

Please note that mandatory fields and optional fields already <u>filled out</u> must have text in both Swedish and English text fields. If the syllabus is only in English, *write "See English version"* in the Swedish text field. If the course is only in Swedish, write *"See Swedish version"* in the English text field.

1. **Description of the course** (mandatory)
   Here you describe the course for the applicant with a "selling" text that describes the course in general.

   It is fine to use, or develop, the purpose of the course written in the syllabus. In the course catalogue, the syllabus will be a PDF attachment, so it will not be perceived as a repetition of text.

2. **Selection** (mandatory)
   If there are more applicants than available spots for a doctoral course, a selection must be made. How this selection is done must be transparent for the applicants. Describe the specific selection criteria subordinate to the general criteria we have at KI. Click **Download Standard Text** to insert a text that works for most courses. Edit if necessary.

3. **Doctoral programme** (mandatory)
   If the course is part of one or more doctoral programme, specify which one(s) in the dropdown menu. If the course does not belong to a programme, choose the first option in the list (**Not within a doctoral programme*).

4. **Type of course** (mandatory)
   Select adequate category (or categories) under which the course should be filtered in the course catalogue to help the doctoral student find [compulsory/generic courses](). **For courses within doctoral programmes,** usually only the option **"Other course"** should be selected.

5. **Keywords** (mandatory)

Enter one or more keywords, but **type in one word or term at a time and press the Enter key after each word/term**. In this way, they are presented as separate keywords as in the image below. Preferably, provide keywords in both Swedish and English.

Keywords ⓘ

| epidemiology ✕ | epidemiologi ✕ | biostatistics ✕ | biostatistik ✕ |

6. **Research school**

Not currently in use at KI. The tick mark for **No** should remain.

7. **Course director** (mandatory)

Specify the name(s) of the course coordinator(s) to be displayed in the course catalogue.

Note! For *contact person*, there is a separate field (see point 10 below).

Invited lecturers and other information of a more temporary nature are entered in the relevant course occasion (see the manual *Create and Edit Course Occasion*; point 10 *Course arrangement*).

8. **Educational partnership**

If the course is part of a collaboration with for example another university, click **Yes**. Specify the details in the text field.
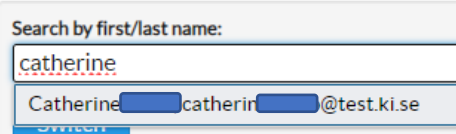
9. **Link to website**

Here, you can include a link to a website relevant to the course application. Only a link can be entered in the field and must start with *http* or *https*. (Note! The link to the latest course evaluation should be entered under the designated heading in the *course occasion*).

10. **Contact person** *(mandatory)*

If the person has a KI ID, always add the person by entering the name in the search field (note that the search starts as soon as you stop typing). One or more name suggestions are listed. Select the relevant person and click **Use**. The name and email address are then entered under the respective headings. Supplement with a phone number if desired.

Contact person ⓘ

Search by first/last name:

catherine

Catherine⬚⬚ catherin⬚⬚@test.ki.se

If the person **does not** have a KI ID, enter the information directly in the appropriate fields.

The contact person will be displayed in the right margin of the selected course in the course catalogue.

CONTACT
Anna Gustafsson

anna.gustafsson@test.ki.se

11. **Finish by clicking Save**.

12. **Mark as complete**
Please check that all mandatory fields are filled in (the system does not provide a warning if these are missing) and mark as ready by ticking the **Course information complete** box at the bottom of the page. The course information is now locked, and an email has been sent to the central administrator who will provide feedback after review.