Create course information

About course information

Course information is a component in Fubas that is a prerequisite for publishing the course in the course catalogue. When the course information is published, the course "web page" is created in the course catalogue. This page then lists the course's published course occasion(s) and the latest version of the syllabus (as a PDF).

Thus, a course has **one course information** but can have **several** course occasions, both within the current semester and over time.

The course information should give a brief presentation of the course, state contact person and course director, whether the course is given within a doctoral programme, what selection criteria are used for admission, etc. The information here is of such a nature that it does not need to be updated every time the course is given (unlike the information in the course occasion).

Please see the [information on the web](#) about the differences between course information and course occasion.
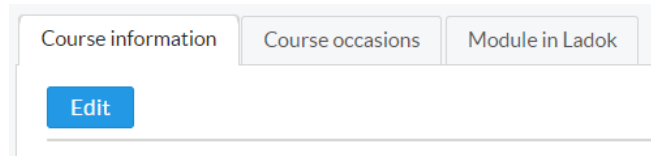
How to find the Course information tab

When there is an approved syllabus (i.e. when a new syllabus has just been approved or when there is an approved syllabus already in place, even if it is under revision), you can find the course information as follows:

Click on **Courses** in the left menu in [Fubas](#).
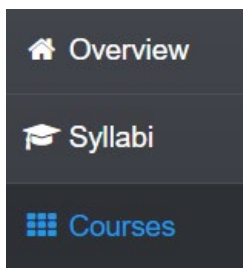
Search for the course by course code or title. Click on **edit**.

Click on the tab **Course information** and then the **Edit** button (which will be renamed **Manage** later in the workflow).

Course information	Course occasions	Module in Ladok

Edit

Edit course information

If a course information already exists and you need to make changes, contact doctoralcourses@ki.se to have it unlocked and 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. However, as a course provider, it is a good idea to check it from time to time to ensure that the information is correct, e.g. regarding the contact person.

Create course information

1. **Description of the course** (mandatory)
   Describe the course to applicants with a comprehensive and "attractive" presentation. It is possible here to use, or develop, the purpose of the course as defined in the syllabus.

2. **Selection** (mandatory)
   If there are more applicants than available spots for a doctoral course, a selection must be made within each category of applicants. How this selection is done must be transparent to the applicants. Describe the specific selection criteria subordinate to the general selection criteria we have at KI.

   Click **Download standard text** to insert selection criteria that work 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 to help applicants find your course. **Type one word or term at a time and press the Enter key after each**. This way, they are presented as separate keywords as in the image below. Preferably, provide keywords in both Swedish and English.

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 occasional or occasion-specific nature are added to the *course occasion* (see the user guide *Create 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*.
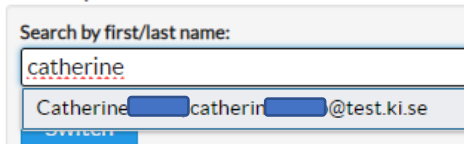
   Note! The link to the latest course evaluation should be entered under the designated heading in the *course occasion*.

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**.
Supplement with a phone number if desired.

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.

11. **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.

12. **Finish by clicking Save**.

The course information is now locked, and an email has been sent to the doctoralcourses@ki.se. An administrator will give feedback after a review has been done.