Admission to doctoral course in Fubas

The user guide is divided as follows:

A. Basic conditions in Fubas regarding admission
B. Supplementary application
C. Withdrawn application
D. Making selections and preparing for admission (fewer applicants)
E. Making selections and preparing for admission & reserve placement (larger number of applicants)
F. Sending admission notifications
G. Resending the latest email
H. Await response to admission offer
I. Handling of applicant who has become eligible
J. Handling of applicants who missed the time limit for reply
K. Extended application period and late applications

Important to consider:

- You, as responsible for course admission, need to be well acquainted with KI's general selection criteria, i.e., the priority order for applicants to the course, and how the course's specific selection criteria relate to these.

- Note that only applicants admitted to doctoral education or applicants holding a PhD are **eligible for admission**.

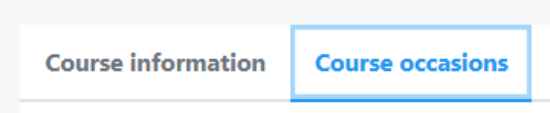
A. Basic conditions in Fubas regarding admission

- Authorized to admit are those assigned the authority through the **course occasion**.

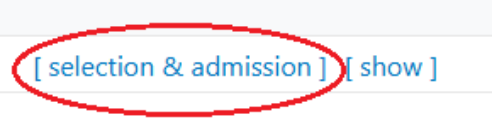
- Admission can only start once the application period is over. The same applies to extended application period.

- The information required in the application differs slightly between KI applicants and external applicants. You can find a list of the required information on the website.

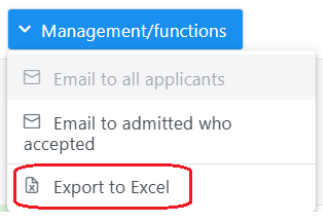
- **You can find the course occasion in Fubas** by clicking on ***Courses*** in the left-hand menu, then searching for the course code (or just four digits of the code) or part of the course title.
  Under ***Action*** on the right-hand side, click on ***Edit***, then on the ***course occasion*** tab.



  Click on ***selection & admission***.

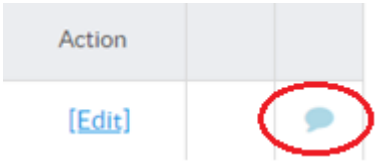


- In the overview **Selection & admission** of the applicants for the course occasion, you can sort the list by clicking on the desired column header. However, this can only be done for one column at a time. For more advanced sorting, we recommend exporting an Excel list via the button Management/functions:



- Use the **Official notes** field, available for each applicant, if you need to make a note for yourself. Only record notes relevant to the selection and admission process. **Always make a note if you make any changes** to the application, such as correcting an incorrect applicant category or adding information at the applicant's request.
  (Note: An applicant has the right to request this information under the General Data Protection Regulation, GDPR).

- When a **comment** is entered in the applicant's notes field, it appears as a speech bubble in the overview **Selection & admission**. By hovering the cursor over the speech bubble, you can read the comment.



- **Remember to save** when you have made changes to assessment and selection to avoid losing them. **You can save multiple times** during the process and continue working. Admission, including sending admission emails, occurs only when you choose to email applicants.

- To admit an applicant, you must have assessed all applicants as ***eligible*** or ***ineligible*** according to the selection criteria (general and course specific). The selection made will be visible in the **Eligible** column.

- For applicants assessed as **ineligible**, a **No** is automatically set in the **Admitted** column.

- To assign an applicant a **reserve place**, all places must first be assigned. The number of places is determined by the number of places you have specified in the *course occasion*.

- To **send out admission notifications**, you must have chosen a value for all applicants in the **Admitted** column. If there are reserves/people on the waiting list, reserve placement must also be done.

- **Once the admission notification has been sent**, all admission details are **locked** for changes (some changes in the applicant's application can still be made, such as email address and notes under **Official notes**).

B. Supplementing an application

Courses are applied for without the applicant creating a profile in Fubas. The applicant cannot see or change their application after submitting it.

If the applicant contacts you as course provider and requests to **change or supplement their application**, you can do so by clicking **Show** for the specific applicant in the Selection & admission overview. For example, you can change the applicant category or the provided email address or modify the motivation.

Always **make a note** in the **Official notes** field and refer to the contact with the applicant. Only make notes that are relevant for the course application.

C. Withdrawn application

The applicant cannot withdraw an application via Fubas but will inform the course provider if this is to be done. Withdrawal can be done in Fubas by the course provider until the admitted have been transferred to Ladok. This now also applies to those on reserve list. Do as follows:

- Go to the **course occasion** (click *Courses* in the left menu, *Show* for the course, then the *Course occasion* tab, *Selection & admission*.
- Click **Show** for the current applicant.
- Check the **Withdraw application** box, furthest to the right in the yellow status row.
- Make an **official note** in the designated field at the end of the page (e.g., reason).
- **Save**.
- The yellow status row is updated with the date of the withdrawn application.
- Once the details are saved, they cannot be undone or changed. If an applicant regrets their decision, admission (subject to availability) must be done manually in Ladok.

Once admission has been made and the result has been transferred to Ladok, the course participant (or a Ladok administrator) can enter the withdrawal into Ladok themselves. The examiner/Ladok administrator can go into Ladok and see who has withdrawn from the course and when this was done. See the guide (in Swedish only): *Återbud för kurs i Ladok – när gjordes återbudet? (alla utbildningsnivåer)*. Course participants are urged to notify the course organiser if they need to cancel, but this does not always happen.

D. Making selections and preparing for admission (lower number of applicants)

The following work process is based on a course with *a lower number of applicants* (e.g., not more than the available course spots) and is therefore possible to manage **directly in Fubas**, without preparation in Excel.

In the case of a larger number of applicants, it may be more appropriate to work with the selection in an Excel file downloaded from Fubas. In this case, you have the option to sort and rank the applicants to make your selection. However, we recommend using the features in Fubas as much as possible to take advantage of the system's benefits!

In the case of a larger number of applicants, you also need to work with reserve placement for applicants who cannot be offered a spot initially.

For guidance on this approach, see **E:** ***Making selections and preparing for admission & reserve placement (larger number of applicants).***

This is the process in brief for preparing admission:

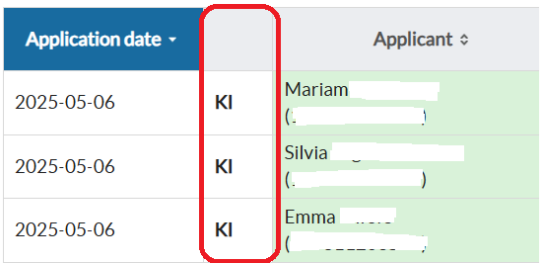
1. **Review and assess** each applicant as eligible/ineligible. If all applicants are KI doctoral students, you can mark them all as eligible by ticking the box in the ***Eligible*** column heading. Please note that once you have ticked the box, all applicants will be marked as eligible and you cannot undo this action, other than by leaving the page without saving.
2. **Number and sort** eligible applicants by selection category. *Skip this if you only have KI doctoral students who have applied for the course.*
3. **Mark "yes"** for the applicants you intend to admit. Don't exceed the number of places.
4. **Save**.
5. **Check** your selections.
6. **Continue to** *F Sending admission notifications*

This is the detailed process:

1. **Conduct an initial review and assessment of each applicant as eligible/ineligible**.

Go to the course's course occasion (click **Courses** in the left menu, click **Show**, then the **Course occasions** tab, then **Selection & admission** for the current course occasion).

Note: KI doctoral students (with ongoing studies) have "KI" indicated in column 2 (provided they applied by logging in with their KI ID):



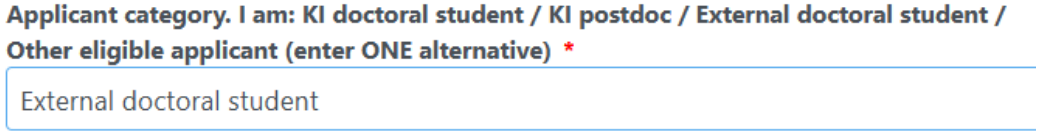
Application date		Applicant
2025-05-06	KI	Mariam
2025-05-06	KI	Silvia
2025-05-06	KI	Emma

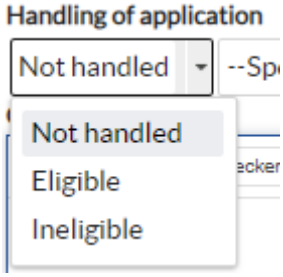
When it says KI, you can be sure that the applicant is a KI doctoral student, as it is matched with Ladok. However, there may be ***more*** KI doctoral students among the applicants, i.e. those who have *not* used their KI login for the application. You therefore need to read each application and motivation, especially for those applicants who do not immediately appear to be KI doctoral students.

7. Go to one applicant at a time through **Show** and assess whether they are **eligible** or **ineligible**, based on the specified applicant category and the provided motivation. If all applicants are KI doctoral students, you can mark them all as eligible by ticking the box in the ***Eligible*** column heading. Please note that once you have ticked the box, all applicants will be marked as eligible and you cannot undo this action, other than by leaving the page without saving.

If the motivation indicates that the wrong applicant category has been specified, you can **change** it. Also, make a note at the bottom of the page under **Official notes** that you have made changes and why.

Finish by indicating under **Handling of application** whether the applicant is *Eligible* or *Ineligible*. Click **Save**.





Alternatively, the same handling can be done in the **Selection & admission** overview, where you have all applicants listed, if you prefer. However, you cannot read the applicant's motivation there and assess if they have specified the correct applicant category.

NOTE: The **Eligible** choice must be made to proceed with admission. This means that you **cannot** delay decisions regarding applicants, for example, if they claim to be waiting to be admitted to doctoral education. If these applicants cannot show that they are doctoral students by the time of the course admission, they must be assessed as ineligible at this stage. Depending on availability, they can later be manually admitted directly in Ladok, see Handling late applications, last in this user guide.

Applicants you have marked as ineligible will receive an email about the assessment when the admission notice later is sent out (see ***F Sending admission notifications***. For these, **No** will appear in the **Admitted** column.

2. **Mark with numbers based on applicant category**

   If you have so few applicants that all eligible applicants can be offered a spot, or if you only have KI doctoral students who have applied, you can skip this step.

   To sort your eligible applicants based on category, and systematically manage admissions, you can use the **Selection** column to specify a number as follows:

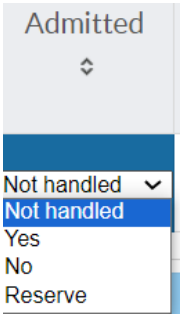
   1 for doctoral students at KI (and doctoral students within collaboration agreements equivalent to KI doctoral students).
   2 for KI postdocs
   3 for external doctoral students
   4 for other applicants with a PhD

Go to the overview view **Selection & admission** for the course occasion and enter the number in the **Selection** column for each eligible applicant.

Remember: If you have more applicants than places on your course you need to apply the course specific selection criteria within each applicant category. See number 5 on page 12.

3. **Mark yes for the applicants you have identified for admission**

   Go to the **Selection & admission** view for the course. Click on the **Selection** column to have all applicants in the first category at the top of the list. Then go to the **Admitted** column, *click the relevant cell*, and select **Yes** for each person you have identified for admission.



   The system detects the specified maximum number and prevents you from admitting more than the maximum.

4. **Click Save**.

   You can save multiple times during the ongoing work. (No admission email is sent out at this stage).

5. **Extract an Excel list from Fubas**

   Extract a list via **Management/functions** and **Export to Excel**, where you can sort and check the choices made for eligibility and admission.

6. Please proceed to point **F** to ***send admission notifications***.

E. Making selections and preparing for admission & reserve placement (larger number of applicants)

The following proposed workflow is based on a course with a **larger number of applicants**, i.e., **more applicants than available places on the course**, which means that reserve placement needs to be done, **and/or applicants from different applicant categories need to be ranked**.

In such cases, it may be appropriate to work with the selection in the Excel file that you can download from Fubas. However, use the functions in Fubas as much as possible to take advantage of the system's benefits and save time!

If you have few applicants, it may be manageable to work directly in Fubas. Follow the instructions under **D *To make selections and prepare for admission (fewer applicants)*.**

1. **Conduct an initial review and assessment of each eligible/ineligible applicant**

   Go to the course's course occasion (click on **Courses** in the left menu, click on **Show** for the current course, then the **Course occasions** tab, then **Selection & admission** for the current course occasion).

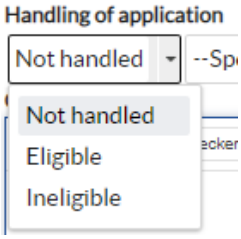
   Note: KI doctoral students (with ongoing studies) have "KI" specified in column 2, provided they have applied with their KI ID.

   Go to one applicant at a time via **Show** and assess whether they are eligible or ineligible, based on the specified applicant category and the stated motivation.

   If the motivation shows that the wrong applicant category has been specified, you can change this. Write a note at the bottom of the page under **Official notes** that you have changed it.

   Finish by specifying under **Handling of application** whether the applicant is *Eligible* or *Ineligible*. Click **Save**.



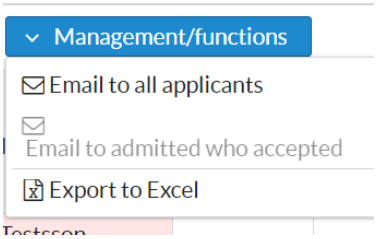
If you prefer, you can do this in the **Selection & Admission** overview, where all applicants are listed.

> **NOTE**: The **eligible** option must be selected for you to proceed with admission. This means that you **cannot** delay decisions regarding applicants, for example, if they claim to be waiting to be admitted to doctoral education. If these applicants cannot show that they are doctoral students by the time of the course admission, they must be assessed as ineligible at this stage. Depending on availability, they can later be manually admitted directly in Ladok, see Handling late applications, last in this user guide.

Applicants marked as ineligible will receive an email about the decision at the same time as the admission decisions are sent out. These applicants then receive an automatic **No** in the **Admitted** column.

2. **Extract an Excel file of the applicants**

   Go to the **Selection & admission** view for the course's applicants. Click on **Management/functions** and choose **Export to Excel.**



   You can now sort your list based on, for example, 1) eligible applicants and 2) applicant category.

3. **Mark with numbers based on applicant category**

   To be able to sort your eligible applicants based on applicant category, and thus systematically manage admission, use the Excel list for numbering as follows:

   1) for doctoral students at KI (and doctoral students within KI's collaboration agreements equivalent to KI doctoral students).
   2) for KI postdocs
   3) for external doctoral students
   4) for other applicants with a PhD

4. **Do the same numbering of applicants in Fubas**.
   Go back to the **Selection & admission** view for the course occasion and enter the number in the **Selection** column for each eligible applicant.

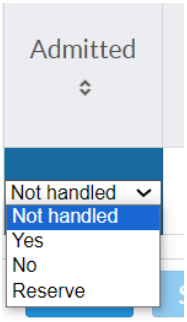
5. **Rank the applicants you intend to admit**
   Use the Excel list to rank your applicants within **selection category 1** based on the course's ***specific selection criteria*** (stated in the course catalogue). If the number in this category is not enough to fill the number of places on the course, continue with the next category until you have the full number.

6. **Rank applicants for reserve placement**
   Eligible applicants who could not be admitted due to the limited number of places on the course should be ranked in Fubas so that the system can automatically offer a place to the next person in line when someone declines or does not respond to an admission offer in time (seven days). Start by making your ranking in the Excel list.

   To assign an applicant a reserve place, all places must first be assigned. The number of places is determined by the number of places you have specified in the course occasion.

7. **Admit the identified applicants**
   Go to the **Selection & admission** view for the course. Click on the **Selection** column to have all in the first applicant category at the top of the list. Then go to the **Admitted** column and select **Yes** for each person

you have identified for admission.



The system detects the specified maximum number and prevents you from admitting more than the maximum.

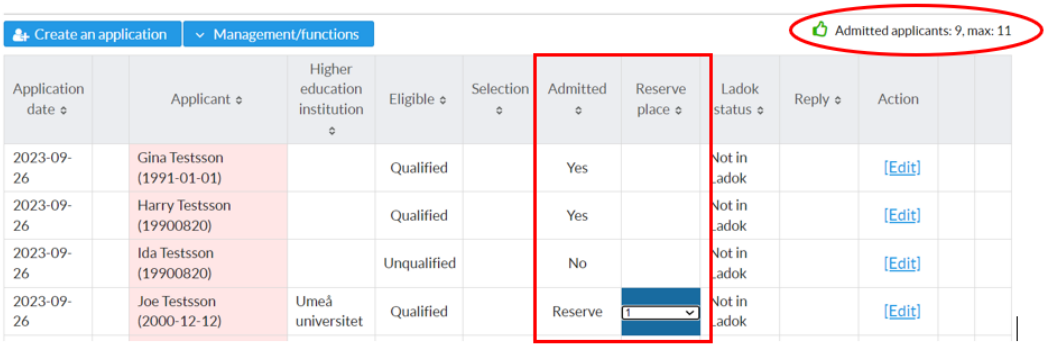
Click **Save**. You can save multiple times during ongoing work. (No admission email is sent out at this stage).

8. **Mark applicants on waiting list with numbers according to the ranking**
   ***Note**! This cannot be done until you have assigned all course places in the previous step.*

   Now proceed to place the applicants on the waiting list according to the ranking you prepared in the Excel file. You do this in two steps for each person on the waiting list,

   a) Specify **Reserve** in the **Admitted** column

   b) Specify a number in the **Reserve place** column



The applicant's reserve place will be indicated in the admission decision.

9. Click **Save**.

Please note:

-If two people have been assigned the same reserve number, it is not possible to send out an admission decision. By sorting the **Reserve place**

column, you can check the reserve numbering that has been made. Click on the column heading to sort in ascending or descending order.

-When you have chosen a number for the reserve place for the last person, ***click somewhere next to it to "deselect"*** (so that the number is no longer highlighted in blue) before saving. Otherwise, the system chooses to skip the last selected number (a bug that has not been possible to solve).

10. **Extract an updated Excel list from Fubas**

    Extract a new list via Management/functions and Export to Excel, in which you can sort and **check** choices made for admission and reserve placement.

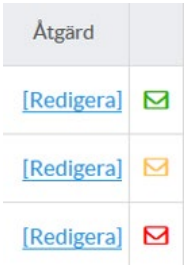
11. Now proceed to point F to **send admission notifications**.

F. Sending admission notifications

To be able to send out admission notifications, all applicants must have a value in the **Admitted** column (and must have been assessed as eligible/ineligible). If there are reserves, reserve placement must also have been done.

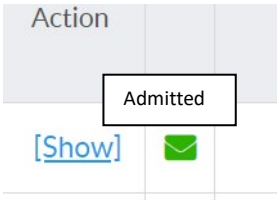
When you have checked that this has been done, you can proceed to finalising the admission.

1. Go to the current course occasion via **Selection & admission**.
2. Click on **Send admission notification**.
   (If the button is inactive, it means that all applicants have not yet been assigned a place or assessed as ineligible).
3. Admission notifications have now been sent, and the list view is updated with the following symbols regarding the sent notification:



Green = admitted
Yellow = reserve
Red = ineligible

The current category can also be seen by hovering the mouse pointer over the symbol.



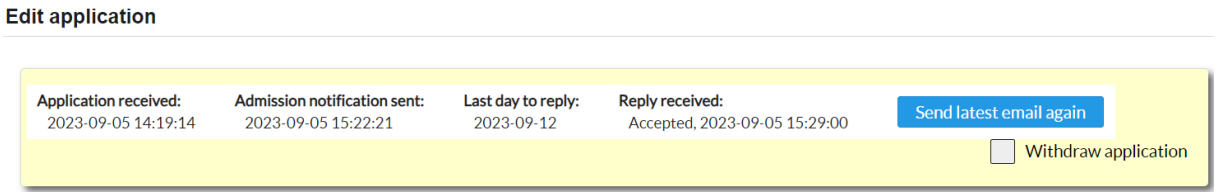
G. Resend the latest email

Automatic emails are sent from Fubas to applicants/admitted individuals on the following occasions:

1. Confirmation of application
2. Admission decision: ineligible (no to admission)
3. Admission decision: offered place (requested to accept)*
4. Admission decision: placed on reserve (no reply requested)
5. Confirmation of acceptance or rejection of the place offered
6. Reminder that registration in Ladok is open
7. Notification of cancelled course

If an applicant has not received an email from Fubas, it is possible to resend the latest sent email to the applicant. **In the yellow status row in the applicant's application, you can see which email was sent last.** Thus, it is not possible to choose which of the emails to send.

1) Go to the applicant's application form.
2) Click on **Send latest email again** in the yellow status row.



3) The email is resent to the applicant.

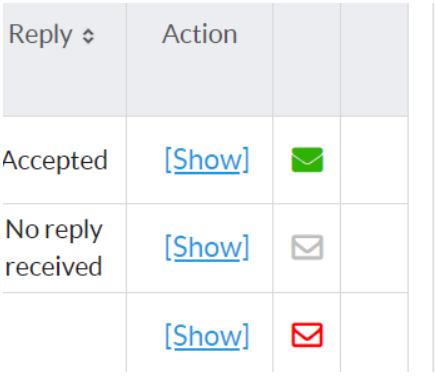
*__Note__! When repeated email concerns **admission offer**, the number of response days is added up. **The applicant thus gets additional time to respond**. This delays the admission process somewhat, so only use it in special cases. However, **the admission offer email cannot be resent after the original response period has expired**, i.e. you cannot use this if someone fails to reply in time (instead, see section *J. Handling of applicants who missed the time limit for reply*).

H. Await response to admission offer

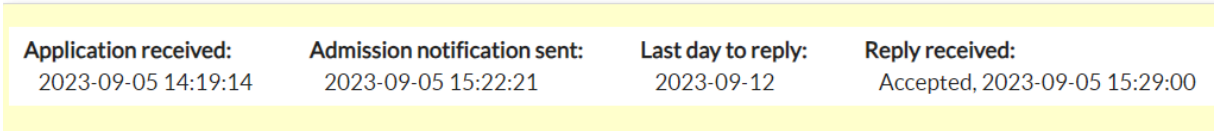
This applies to the applicants:

- All admitted individuals must accept/decline the offered place. They do this via a personal (unique) link through their admission decision. The response must be submitted by the specified response date (seven days from the date of dispatch) to prevent the place from being offered to another applicant. In order to accept, the applicant must certify that the supervisor is informed about the course applied for and about the cancellation terms.
- The applicant must respond to the offer personally (i.e., it cannot be done by the course coordinator or another person).
- After the response is submitted, a confirmation is sent via email to the applicant/admitted individual.
- In the case of no response or a decline, Fubas automatically proceeds with an admission offer to the next person on the reserve list.

As a course provider, you can follow the response process continuously in Fubas through the course occasion's **Selection & admission** view. If the person has accepted, **Accepted** is indicated, and the green email symbol is *fully filled in green*. If the person has declined, **Declined** is indicated, and the email symbol becomes *grey*. If no response is given within the response time, **No reply received** is indicated, and the email symbol becomes *grey* here as well.



Everyone's response, along with the date it was submitted, is also recorded on the applicant's application:



I. Handling of applicant who has become eligible

An applicant who was assessed as ineligible at the time of admission may later supplement with information that shows that they are eligible. It is **not** possible to change *ineligible* to *eligible* in Fubas, so you need to do the following:

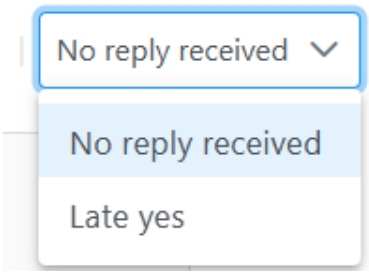
1. Check that there are still places available on the course. ***If the course is full or if there are still reserved applicants, you need to wait before taking the next step.*** Then do the following:
2. Ask the applicant to confirm via email that he/she is aware of the cancellation terms and that the supervisor is informed (refer to *Course participant's confirmation*). Keep the reply email.
3. Send an email to the Ladok administrator handling doctoral courses at the department responsible for the course and ask for manual admission to the course occasion directly in Ladok.
4. Make a note in **official note** field in the application in Fubas (you may paste the applicant's acceptance of the cancellation conditions).

J. Handling of applicants who missed the time limit for reply

Once an admission notification has been sent by Fubas, the applicant has **seven days** to respond. In case of no response, the place goes to the next reserve.

If the applicant contacts you after the missed response deadline and is still interested in the spot, you, as the course provider, can do the following **provided there are still spots available**:

1. Go to the relevant application and, under "Handling of application," change the status from "No reply received" to "Late yes.". Make a note in the Official notes field (e.g., the date and that the applicant contacted you).



2. Click Save. **Note that that admission is accepted on behalf of the applicant at the time you save the application.**

K. Extended application period and late applications

If a course has available places after the application period's end, **the application period can be extended** to accommodate late applications. In some cases, it may instead be relevant to **manually enter applicants into Fubas** or to **admit them directly into Ladok**. See the different options below.

The advantage of manually entering the application into Fubas, instead of directly into Ladok, is that you, as the course provider, can handle this yourself, that the applicant when responding to the admission offer also accepts the cancellation policy, and that the information can then be transferred to Ladok.

If there are few applicants, also assess whether it is appropriate to extend the application period or whether the course should be cancelled. If necessary, consult the relevant doctoral programme.

a) Extended application period in Fubas

Please note that admissions cannot be made during the ongoing application period. Therefore, start by processing the applicants received via the course catalogue. After that:

1. Send an email to fubas@ki.se, specifying the course number and title in the subject line, to request an extended application period.
2. When handled, the course will also be listed on the web page for course vacancies
3. When the extended application period has ended you can admit the additional applicants in Fubas.
4. Send an email to fubas@ki.se to let us know if you want to extend the application period again or remove it from the vacancies web page.

If you have received enough new applicants to fill the course, before the extended application period has ended, you can contact fubas@ki.se to close the application period early.

Extended application period can only be used until the Fubas support has transferred the admission result to Ladok. After that, the course can still be advertised on the website for course vacancies, whereby the applicants contact the course provider directly and admissions are made

in Ladok (see below under point c). Transfer of admission results to Ladok is done in mid-June and mid-December respectively, ahead of the next semester, for courses that have completed their admission. For those courses that are not ready by then, transfer will be made as soon as this is possible.

b) Manual entry of application in Fubas

When the central administrator at the Fubas support has transferred the admission results to Ladok the application period cannot be extended in Fubas. An application can then instead be manually entered into the course occasion in Fubas by the course provider, and the applicant can then be offered a place through regular admission procedures.

This can be used, for example, in the case of occasional new applicants, where you have received complete information via e-mail in order to make an assessment and admission.

1. Find the current course occasion, go to **Selection & admission**.
2. Click on **Create application**.
3. Enter the requested information and **Save**.
4. The applicant now receives a **confirmation email**.
5. Admit the applicant according to instructions.
6. Inform the Fubas support that there are new admitted students to be transferred to Ladok.

c) Admission directly in Ladok

As a last alternative there is the possibility to admit l**ate applicants directly into Ladok on the course occasion**. Contact the Ladok administrator for doctoral courses at your department.

Note! When admissions are made directly in Ladok, remember to remind the applicant of the cancellation terms. You can refer to the page Applying for doctoral courses (see *Course participant's confirmation*).