NEWSLETTER FOR ORGANISERS OF DOCTORAL COURSES
December 2023

The year is coming to an end, but before we all head off for the holidays, we would like to remind you of important dates and news to keep in mind when planning your courses. More information will be sent in January when our web sites are updated.

Fubas soon to be put into use

By the turn of the year, we will start using Fubas as the system supporting doctoral courses – for syllabi, course catalogue, application, and admission. KIWAS will be closed for updates but will be kept for reference for some time for those of you who are offering courses during the spring semester.
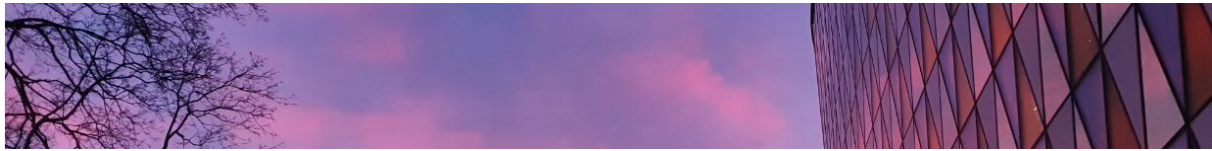
Syllabi are migrated
Course syllabi have been migrated from KIWAS to Fubas, but only for courses that are planned for the coming few semesters (according to planning made for doctoral programmes, research schools as well as for freestanding mandatory and/or general science courses).

The course numbers (four digits) are the same but have been complemented with department code and an F for a full course code, just like in Ladok (example: C7F1234).

More information in progress
We are currently working on **updating the web sites for course providers and for doctoral students**, including **new web pages about Fubas** where you will find user manuals.

Stay tuned for the next newsletter in January with direct links to the information you will find useful when preparing your courses. Further down in this newsletter we have listed a few new features in Fubas.

Training sessions for Fubas users

Still haven't participated in one of the Fubas training sessions? There are three more planned sessions in January, open for registration, see project website for dates and registration links. The session is about one hour long and will give you an overview of and introduction to working in the system.

Not able to participate? There will be detailed user manuals at hand that will guide you step by step when working in Fubas. If anything doesn't work out, you can reach out to fubas@ki.se (handled by the Education Support Office) and you will get support you as soon as possible.

Deadlines for courses planned for the autumn of 2024 (HT24)

The deadlines that apply for courses planned for the autumn semester of 2024 are (the full list is also available on the web):
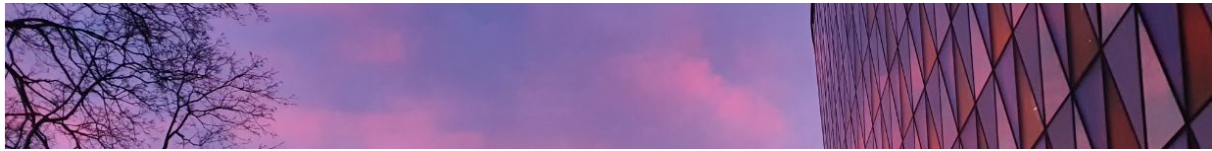
Syllabi

15 February 2024	Deadline for submitting (for review) a new or revised syllabus in our new system Fubas for a course that will be advertised in the **course catalogue** (HT24).
6 May 2024	Deadline for submitting (for review) a new or revised syllabus in KIWAS for courses that are planned within the **research schools** in the autumn semester 2024 (HT24).

Application for funding from KPK

15 February 2024	Deadline for **applying for funding from KPK** for the autumn semester 2024 (if this wasn't done already during HT23).
Only refers to courses that are not part of a doctoral programme or are to be wholly financed in another way, see Applying for funding of freestanding courses. Please download the updated application form.	

Course information & course occasions

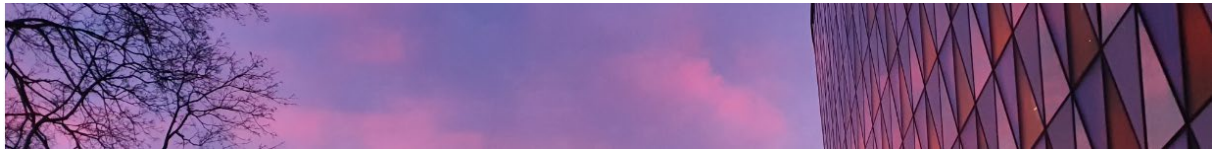| 15 March 2024	Deadline for entering a **course information** and a **course occasion** in Fubas for advertising in the course catalogue for the autumn semester 2024.
27 May 2024	Deadline for reporting planned **course occasions** within the **research schools**, with start date during the autumn semester 2024, according to instructions.

New features in Fubas

A couple of things that are new as we move to Fubas:

- The syllabus template is designed with two language versions. However, just like today you only need to have a syllabus in the **teaching language** of the course.

- Many text fields have one or more proposed wordings. Start by downloading **standard texts** for the field in question.

- We will no longer use an asterisk (*) to mark courses that are **mandatory or general science courses**. Instead we refer to the web page [Course requirements and choice of courses for doctoral students](#) as a guide for doctoral students to find courses for their ISP. In the course catalogue it will also be possible to filter on *Type of course*.

- **To advertise a course in the course catalogue** you will need, apart from a syllabus, both a so-called *course information* and a *course occasion*. Both are created in Fubas. This is what distinguishes these:

Course information	Course occasion
A more permanent description of the course, in addition to what is stated in the syllabus. For example:	*Provides information **specific to this particular course occasion**. For example:*
A "selling" description of the course	Number of course places
Selection critera (course specific)	Start and end date
If it belongs to a doctoral programme	Application period (same for all)
Type of course	Description of arrangement (e g campus/online, full or half speed)
Keywords	Link to course evaluation report
Course director	Person(s) authorized to perform admission
Contact person	

When we start using Fubas all courses planned for the autumn semester

need to create a course information **and** a course occasion. Next time only a course occasion is needed.

- Everyone with a KI ID will be able to access all syllabi in Fubas. Each syllabus version has a unique web link that you can use on for example a website. Keep in mind that only persons with a KI ID can access the link, so if you want the syllabus to be available outside KI it needs to be shared in another way. Note: in the course catalogue the syllabus is an attached PDF, accessible for anyone.

Support for doctoral courses and new co-worker

Karin Ekström will, starting from 2024, be supporting Anna Gustafsson with the review process for course syllabi and the course catalogue. We will both be working in Fubas as well as using the functional email address doctoralcourses@ki.se supporting course providers in the processes for courses.

The system support for Fubas will be handled via fubas@ki.se, primarily handled by Cattis Bollö at the Education Support Office.

Competence development for course providers

We would like to highlight a couple of links regarding competence development or advice for you as a course provider, provided by the Unit for Teaching & Learning:

- How to adapt KI's teaching and examination practices to technologies that can mimic humans: Generative AI and teaching - Advice for educators
- EdTech: A collection of instruction videos with a range of tips for educators: EdTech
- Courses for teachers and others involved in education: Courses to enhance your teaching skills

Kind regards and best wishes for the holidays,

The Course and Programme Committee through Anna Gustafsson, Administrative Officer.

Karolinska Institutet