Create course occasion

A course occasion is needed to present the course in the course catalogue, receive applications and handle admission. The course occasion specifies the start and end dates, as well as information specific to that occasion.

Remember to write the text in the language of instruction for the course! The language of instruction has been specified in the syllabus.

Make a habit to save from time to time as you work to avoid losing changes.

Content of this user guide

1. Create course occasion

2. Mark course occasion as complete

3. Delete course occasion

4. Cancel course occasion

1. Create course occasion

Anyone with a KI-ID can create a course occasion in Fubas for a course syllabus at their own institution. To create a course occasion for a course belonging to another department, the person needs to have been added as a co-creator in the syllabus.

1. Select **Courses** in the left menu, find the relevant course, and click **edit**.

2. Choose the **Course occasions** tab.

3. Click on **New course occasion** and fill in the fields:

4. **Max number of places** (mandatory)
   Specify the maximum number of places on the course. **This will determine how many you can later admit to the course**, while other eligible applicants will be put on a reserve list.

   Since the system does not allow over-enrolment, it is recommended to add a few extra places to account for late dropouts – provided that it will be possible to run the course even if there are *no* dropouts.

5. **Start period** (mandatory)
   Specify the course's start period, i.e., the semester the course begins. This information is necessary for Ladok. Note that the start period cannot be earlier than when the course syllabus becomes effective (see the decision details in the course syllabus).

6. **Study period** (mandatory)
   Specify the course's start and end dates using the calendar function. (Pay attention to which weekday the date picker starts on).

7. **Ladok registration period** (mandatory)
   The registration period is automatically determined based on the course's start and end dates (from 14 days before the course starts until the end of the course occasion) and **should not be changed**.

   Registration dates determine the period during which course participants can **register in Ladok before the course starts**. However, a Ladok administrator can, when needed, register a course participant both before and after the specified registration period.

8. **Application period** (mandatory)
   Specify the decided start and end dates for the application period using the calendar function. **The date range of the application period for the current course catalogue is specified on the web.**

9. **Number of days to reply** (mandatory)
   The system automatically sets a seven (7) days response time, i.e., the time the applicant has available to accept/decline the offered spot. **This should not be changed**.
   The admission notification sent by email from Fubas indicates a final response date. This is based on the number of response days (7) counted from the date of admission.

10. **Course arrangement**
    Here, you can specify details such as whether the course is offered at full/half time, whether it is on campus (and if so, which one), or if it is a distance learning course. You can also indicate if there are any special guest lecturers for the course. This field is optional and will only appear in the course catalogue if filled out.

11. **Language of instruction**
    The information is retrieved from the course syllabus and cannot be changed here. If the option ***The course is given alternately in Swedish and English*** has been selected (assuming the course syllabus is in both languages), the current language for this course occasion must be clarified in the free-text field **Supplement regarding language of instruction**. This field will only appear in the course catalogue if filled in.

12. **Attachments**
    Here, one or more attachments (in PDF only) can be uploaded. This should only be used for information important for the applicant to review before applying.
    (Note! *Do* ***not*** include course evaluations here but as a link in the designated field, see point 14).

13. **Specify authorized to admit**.
    Here, you specify the person or persons who are authorized to handle admissions to the course. Authorization can be granted to multiple individuals, but only to those with a KI-ID. (If the person does not belong to the same department as the course, he/she must also be added as a co-creator of the syllabus for the eligibility for admission to work).

Do the following:

- ✓ **Search for one person at a time** in the search field (search starts when you stop typing in the field).
- ✓ Select the name from the list of search results (one or more suggestions depending on your search).
- ✓ Click **Use**.
- ✓ Choose the role *Authorized to admit*.
- ✓ Click **Add**.

Important!

- Authorised to admit **must** be added via the **search function** (not by manually entering the information).
- The **role** must be selected before clicking **Add**.

The authorisation for admission will only work if these two steps have been followed.

This information is **not** visible in the course catalogue. Note that the **contact person** is specified under ***Course Information*** and that is the information shown in the course catalogue.

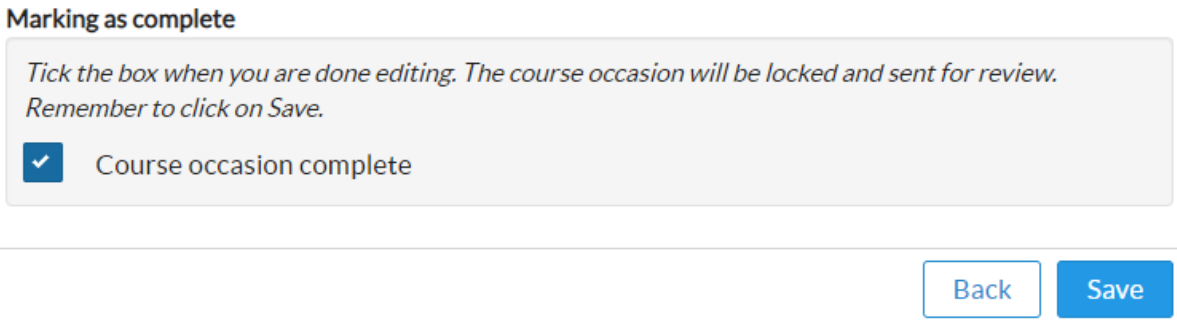
14. **Link to course evaluation**
    If the course has been offered before, enter the link to the latest course evaluation report (the short version without free-text responses) here. The person responsible for the course at the last course occasion received the link about two weeks after the end of the course from evaluation@ki.se.

15. Finish by clicking **Save**. (Note! **To submit it for review**, go to next passage *Mark course occasion as complete*).

2. Mark course occasion as complete

When you, as the course provider, have completed the course occasion, mark it as complete to send it for review, and eventually for publication.

1. Check the box for **Course occasion complete** at the bottom of the page.



2. Click **Save** (or **Update** if you have already saved before).

3. The course occasion now has the status **Ready to be approved** in the overview of the course's course occasions and is locked for changes.

4. An email notification has now been sent to the central administrator that there is a course occasion ready for review and approval. After review, the central administrator can send it back for changes.

3. Delete course occasion

A course occasion can be deleted if the **Delete** button is present at the course occasion.



1. Click on **Delete**.
2. Confirm with **Yes**.

It is not possible to delete a course occasion after the application period has started. Instead, the course occasion must be ***cancelled***, see below.

4. Cancel course occasion

When the application period has started, the course provider cannot delete (or cancel) the course occasion in Fubas. Please do one of the following, depending on the point in time:

From the start of the admission period and until the admitted students have been transferred to Ladok

1. Notify doctoralcourses@ki.se and state the reason for cancelling the course (in the language of instruction).
2. The administrator cancels the course in Fubas and an email notification is automatically sent to the applicants/admitted/reserves with the stated reason.

From when the admitted students are transferred to Ladok

1. Notify applicants and any reserves as soon as possible.
2. Notify the Ladok administrator at the department responsible for the course who will remove anticipated participation for admitted students on the course occasion in Ladok.
3. Notify doctoralcourses@ki.se. The administrator will contact the Ladok support to cancel the course in Ladok and the evaluation team at TL to remove the course from the planned distribution of course evaluations.