

NEWSLETTER FOR ORGANISERS OF DOCTORAL COURSES

June 2024

First course catalogue and admission in Fubas completed

This semester has been the first to work with the new Fubas system with syllabi, course catalogue and admissions. Some of you have struggled with it from time to time. Your questions and reports have helped us to identify the needs for system improvements and to work on solutions. We have been able to solve some issues, while others need to be further investigated and discussed with our partner university for Fubas, the University of Gothenburg. **Thank you for the good work and your perseverance with the new system!**

All [Fubas user guides](#) have recently been updated. We have added one describing the **co-creator** role, to be used when someone needs to manage a course at a department other than their own.

Below we highlight some specific admission procedures that we have developed based on the experience we have gained this semester.

Deadlines for spring 2025 courses

August 30 is the last day to submit a new or revised **syllabus** if your course is planned to be advertised in the course catalogue for Spring 2025. If no revision is needed, **20 September** is the date you need to remember to submit **course information and/or course occasion** via Fubas.

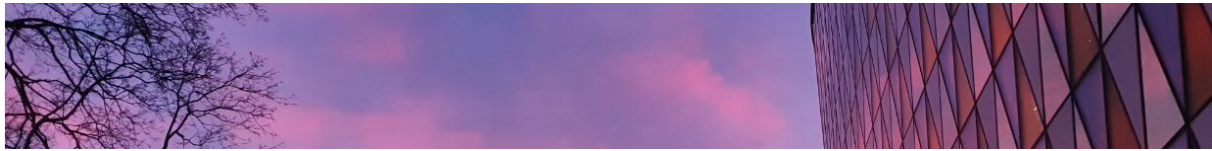
For the complete list, please see [current deadlines related to doctoral courses and activities](#).

Application period for the spring 2025 catalogue

The course catalogue for the spring semester of 2025 will be open for application during the period **15 October – 5 November, 2024**.



These are the dates you enter in the **course occasion**, in addition to the course period.



Extended application period and late applications

We want to clarify what to do if you have few applicants for your course. First of all, consider whether to cancel or reach out to get more applicants. Discuss, if needed, with the doctoral programme involved.

There are three ways to receive and handle late applications:

- 1. Extended application period**

Can be used directly after the course catalogue has closed and until admission data has been transferred to Ladok.

- 2. Manual entry of application in Fubas**

Can be used to handle occasional late applications received via email. Notify fubas@ki.se to make sure admission data is transferred to Ladok.

- 3. Admission directly in Ladok**

Last option is to admit directly in Ladok. Please note that by doing this the admitted will *not* be able to certify that they are aware of the cancellation terms and that they have informed their supervisor.

For details, please see [Fubas user guide for admission](#).

Handling applicants that have missed to reply in time or ineligible applicants that have become eligible

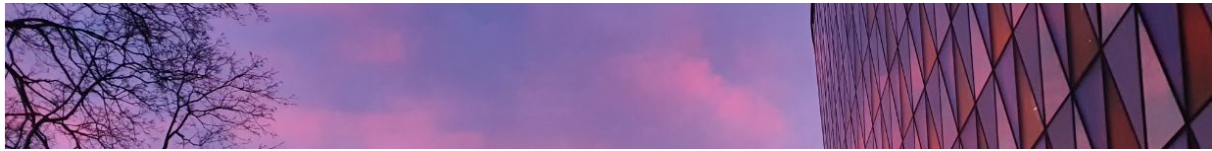
We have experienced difficulties with the admission process in the following two situations:

1. When an applicant has been assessed as **ineligible** and later has sent complementary information to show that he/she has become **eligible**.

2. When an applicant has **missed to reply in time** to an admission offer (i.e. within seven days), contacts the course provider and there are places left on the course.

On request from some course providers, we have given guidance on how to handle these situations. However, we have realised we need to do this differently.

Until we have achieved a system development to better manage these situations, we need you to do a workaround. This is described in the [user guide for admission, section I and J](#) (new sections).



Transfer of applicants to Ladok

Ladok administrators handling doctoral courses, will be given access to all course occasions at their respective department. With this access they will be able to **handle the establishment of students in Ladok** which needs to be done manually when a student can't be matched with a person in Ladok. This means that you will not need to send them the complete applicant lists.

Note! Ladok administrators do not generally handle admissions in Fubas.

Addendum to the course evaluation email

The following text has been added to the email with course evaluation link, sent to course participants:

At KI, there is zero tolerance towards discrimination, harassment, sexual harassment, and victimisation. Here you can find information about [who to contact if you have been subjected to abuse or want to report an incident](#).

With this, we try to get these types of reports done properly, so that they can be investigated and followed up.

Goodbye KIWAS

It's time for retirement for KIWAS, the KI-developed system that has served us well in handling syllabi, course catalogue and admission for doctoral courses for 15 years. This means that we will no longer migrate old syllabi from KIWAS into Fubas. Instead, all syllabi entered in Fubas from now on will be treated as new.

Fubas support

When following a user guide isn't enough, you are welcome to contact us with your questions: [Contact and support](#)

Kind regards,

The [Course and Programme Committee](#) through Anna Gustafsson, Administrative Officer.

Did you miss out on the previous newsletter? You can find past issues of the [newsletter on the web](#).

If you wish to unsubscribe from this newsletter, please notify us through doctoralcourses@ki.se



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