



## **A brief guideline for CVR course organization, evaluation, and report** (Updated 2024-11-02)

Cardiovascular Research (CVR) programme has a repertoire of about 30 syllabi of doctoral courses in a broad range of pre-clinical and clinical cardiovascular research/medicine. CVR programme has an ambition to run approximately 10 one- or two-week fulltime courses per year.

The organization and implementation of CVR courses are outlined as follows.

### **1. Establishment of course syllabus and occasion**

The course organizer(s) establish course syllabus and/or course occasion at the KI doctoral course site FUBAS:

<https://fubasadmin.ki.se/fubas/planer/planer>

The timeframe and deadlines for course syllabus and occasions are announced by the Course and Programme Committee of KI Committee of Doctoral Education (<https://staff.ki.se/current-deadlines-related-to-doctoral-courses-and-activities>).

With regard to doctoral course setup, useful and detailed information can be found at: <https://staff.ki.se/arranging-doctoral-courses-and-activities>

### **2. Application for CVR course funding**

A course organizer submits an application for CVR course support using a CVR programme course funding application form, with the same deadline of course occasion registration at FUBAS. The standard funding for a one-week fulltime course is 65000 kr (including INDI). The full funding requires a course with  $\geq 8$  KI-registered doctoral students and/or post-docs.

CVR steering committee will evaluate and make the decision for the course occasion and support within two weeks after the deadline. The decisions will be sent to course organizers immediately.

### **3. Publication of course occasion and recruitment of course participants**

Approved course occasions will be published at KI doctoral course website. The course organizers will receive a note from the Course and Programme Committee after students' course application deadline. The organizers can then open and download the course report files (both in Word and Excel formats) at FUBAS ( <https://fubasadmin.ki.se/fubas/kurser/kurser> ).

### **4. Admission of the course participants**



It is highly recommended that course organizers inform the course applicants as soon as possible, or at least within 3 days after the course application deadline, with regard to acceptance of the course application via FUBAS and allowing 10 days for applicants' confirmation.

### **5. Practical issues for course organization**

CVR course organizers are encouraged to use KI online learning platform Canvas ( <https://utbildning.ki.se/logga-in-i-canvaslog-in-to-canvas> ), which is an idea platform for sharing course information, schedule, handouts, and course assignments, as well as for interactive online discussions.

CVR programme recommends our course organizers to provide course participants with course materials and/or handouts in electronic formats rather than as hard copies.

CVR programme also recommends our course organizers to send course schedule, e-handouts, and other course-related information to all course participants 1 week before the course starts.

It is highly advisable that our course organizers book lecture rooms as early as possible.

### **6. Course evaluation**

It is compulsory for all KI doctoral courses to conduct course evaluation via KI Evaluation. Hence, our course organizers should send in the list (in an excel format) of course participants with email addresses and the intended learning outcomes of the course to [evaluation@ki.se](mailto:evaluation@ki.se) a few days before or the latest on the course starting date.

The course organizers are advised to emphasize the importance of feedbacks and opinions to the course participants at the very beginning of the course, to facilitate the course evaluation and improvement of future courses.

### **7. Registration of course results**

Course organizers can register course results directly or through the helps from the administrator of doctoral study at the course-hosting department at LADOK site .

### **8. Course report**

Upon receiving the report of course evaluation from KI Evaluation, the organizers should send in the course report files via email to following persons:

Nailin Li, [Nailin.Li@ki.se](mailto:Nailin.Li@ki.se), CVR programme director

Angela Silveira, [angela.silveira@ki.se](mailto:angela.silveira@ki.se), CVR programme coordinator



The files should include:

- 1) Course schedule
- 2) List of course participants (name, affiliation, email)
- 3) Ladok report list
- 4) KI course analysis form
- 5) CVR course report
- 6) Written exam, if used
- 7) An account number for transfer of the course supports