



NEWSLETTER FOR ORGANISERS OF DOCTORAL COURSES

October 2019

Course catalogue for spring 2020

The course catalogue for spring semester 2020 is now published and has opened for application on 16 October. Closing date is 15 November, which means that admission can start on Monday 18 November. Information about admission has been sent to course directors and contact persons for the advertised courses.

[Link to the course catalogue.](#)

[General information about selection and admission to doctoral courses.](#)

Adapting the course offerings to demand

We are trying to better meet the needs of both doctoral students and post docs for courses by looking into both financing and teacher capacity.

To enable us to do this, we will ask course providers to reply to a short survey in case they have had applicants (KI doctoral students and postdocs) that meet the selection criteria for their course, but whom they have not been able to offer a course place.

The survey will be sent separately to those stated as course responsible or contact person in the course catalogues for autumn 2019 and spring 2020.

Cancelling a course

A few planned courses are cancelled each semester, mostly due to few applicants. If you have few applicants when the course catalogue has closed for application, the first step can be to consider advertising the course further on the [web site for vacancies](#), if you estimate that you will have enough applicants by prolonging the application period. Send an email to doctoralcourses@ki.se.

If a decision is taken (in dialogue with the funding doctoral programme) to cancel a course, please do the following:

1. Inform the students asap
2. Inform the [Evaluation Unit](#) so that they will not plan the evaluation of the course
3. Inform the Ladok administrator at your department who will remove the admitted students from the course occasion in Ladok and then, in her/his turn, contact the [Ladok support](#) to have the course occasion in Ladok cancelled

[This information can also be found on the web.](#)



KIWAS improvements

A number of changes have been made in KIWAS recently, for example:

- **Contact person in the course catalogue**
It is now possible to change the name of a contact person in a published course catalogue (to be used for example when there are personnel changes). The change can only be made by the central administrator.
- **Status categories when applying for courses**
The status categories for applicants to choose between when applying for courses are now these four:
KI doctoral student (and equivalent)
KI postdoc
Doctoral student from other university
Other
Anyone who had chosen previous categories such as *teacher*, *guest scientist* and *researcher* have now had their profile changed to the category *Other*. This is in line with our [selection criteria](#).
- **Bullet lists now work as they should**
Bullet lists are now shown correctly in the course catalogue and the syllabus database.

Kind regards,

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

If you wish to cancel the subscription of this newsletter, please notify us through doctoralcourses@ki.se

