

KIWAS QUICK REFERENCE GUIDE FOR COURSE PROVIDERS

KIWAS is the system support for managing doctoral courses, used at Karolinska Institutet. It is a [syllabus database](#) for doctoral courses, available on the web without login, but also an administrative tool to create and revise syllabi, create course occasions for the course catalogue and to handle admission. The system is also used for application to courses that are advertised through the course catalogue.

This quick reference guide is designed to help you administer courses (either as a course responsible or as an administrator) via the [KIWAS admin tool](#). You log in by using your KI-id and password.

Avoid using Internet Explorer as web browser when working in KIWAS.

Before you start working in KIWAS you should be familiar with the [process for arranging doctoral courses](#).

If you need assistance while working in KIWAS, please contact the administrative officer via doctoralcourses@ki.se.

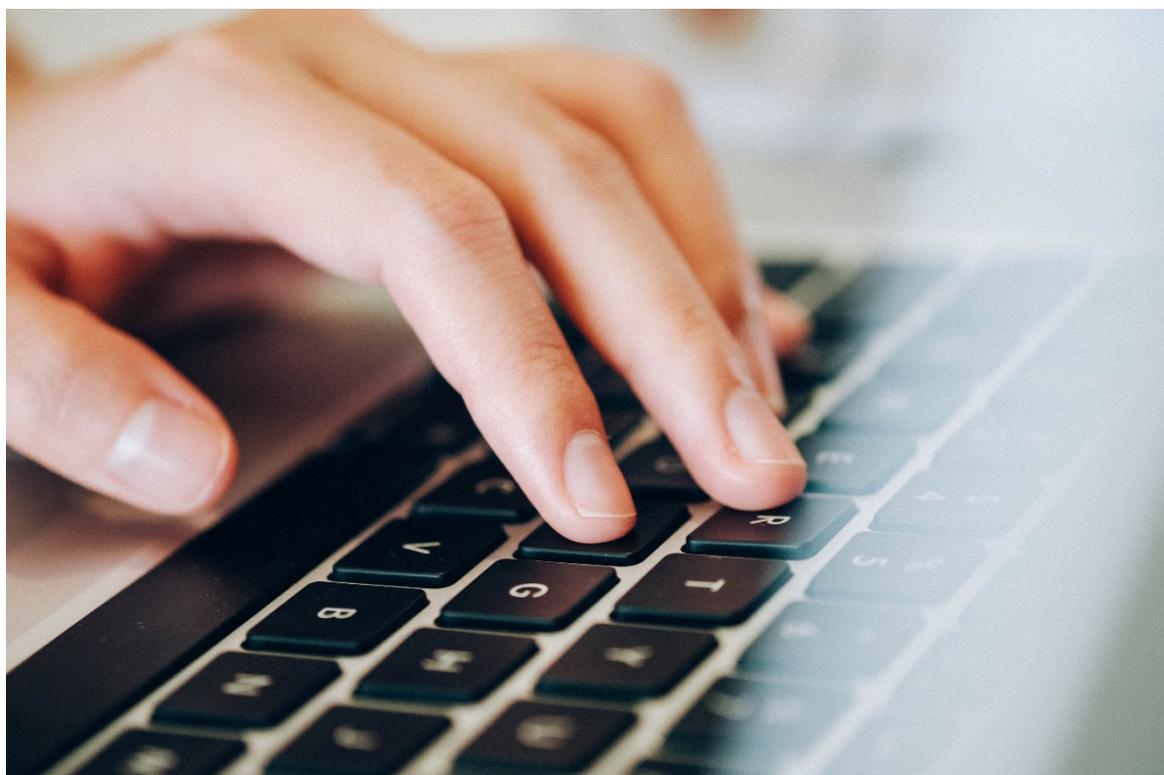


Photo: pxhere.com CC0

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SYLLABI

Status codes in KIWAS

The syllabi in KIWAS have different status codes depending on where they are in the process from draft to established syllabus. The following status codes are used:

- | | |
|-------------------------|--|
| (2) Preliminary | A draft of a syllabus (new or revised) has been saved but has still not been submitted to the central administration for review. |
| (5) Final draft | The syllabus draft (new or revised) has been submitted for review. |
| (10) Established | The syllabus is established. |
| (99) Historic | The syllabus has been inactivated and is no longer valid. |
| (101) Deleted | A syllabus draft has been removed before being established. |

In KIWAS it looks like this:

The screenshot shows a selection interface with seven radio buttons arranged in two rows. The first row contains: Preliminary(2) (selected), Change required (4), Final draft(5), and Established(10). The second row contains: Historic(99), Deleted(101), and All.

The option “Change required (4)” is not currently used.

Search for a syllabus

The search result in the KIWAS admin tool is, when the box is ticked (see picture), limited to the syllabi that you are authorised to administer.

The screenshot shows a single checkbox with a checkmark inside, followed by the text "Only syllabi I can edit".

Syllabi are sought out by going to the tab *Courses* and clicking on *List syllabi*. Under *Status* you can choose if you only want to search for specific versions of the syllabus or *All* (see status codes in the previous section).

In the *Filter* field, enter the course number (four digits) or a word/words in the title (remember to change the search parameter in the drop-down menu). Click on *Search*.

Status:

Preliminary(2)
 Change required (4)
 Final draft(5)
 Established(10)

Historic(99)
 Deleted(101)
 All

Search by :

Course code ▾ Filter :

Responsible KI department :

 Course code

 Swedish title

 English title

Only syllabi I can edit

The following is shown in the hit list:

- **Course number** – the numeric code of the course in KIWAS.
- **Language** – the language in which the syllabus is written (which should reflect the teaching language)
- **Revision** - if "null", this is the first version of the syllabus, otherwise it has a serial number starting from 1.
- **Swedish title**
- **English title**
- **Department** – the KI department to which the syllabus is established.
- **Updated** – when the syllabus was last updated, including status amendment. (Date of establishment can only be seen in the actual syllabus).
- **Status** – the status of the syllabus (*Preliminary*, *Final draft* or *Established*)

To view a syllabus, click on *Visa* to the left of the course number.

Create a new syllabus

Please note that a new syllabus should be previewed by the doctoral programme funding the course, before it is submitted in KIWAS! If the course is not to be given by a programme, please check with doctoralcourses@ki.se first.

A new syllabus is needed for a new course, but also in the following cases:

- Change of department
- Change of title
- Change in the number of credits

If the new syllabus is to replace a previous one, notify doctoralcourses@ki.se so that we can keep the database up to date.

To create a new syllabus, click on *New syllabus* in the menu. Fill in the specified fields (except for course number, which is generated when the syllabus is saved). Choose the language of the syllabus (same as teaching language). Keep in mind that the title cannot be edited by other than central administrator once the syllabus has been saved. Responsible KI department is generally the same as the course director's home department.

Please note that the fields for entering title, department and number of credits can't be edited by other than central administrator once the syllabus proposal has been saved.

You may work on your syllabus until it is ready to be sent for review. You can save the syllabus and continue to work on it later. The syllabus will then have the status **Preliminary (2)**.

When you have finished editing your syllabus proposal you have to tick the box for ***I am done with the syllabus, send for review*** before you click on **Save** the last time. The syllabus status will then be changed to **Final draft (5)** and sent to the central administrator for review.

English and Swedish versions of the syllabus

When creating the syllabus you made a language choice, Swedish or English. The language chosen is also the teaching language. If the course is to be given in both languages, two language versions of the syllabus should be created. Do as follows to create a new language version of the syllabus:

When the syllabus had the status **Final draft (5)** there is a button named either **Create English version** or **Create Swedish version**, at the bottom of the page. When you click on this a copy of the syllabus is created with the same course number, course title and number of credits. Scroll down to the **Edit** button and enter a translation of the syllabus.

When you are done, tick the box for ***I am done with the syllabus, send for review*** and then click on **Save**. The syllabus proposal will now change status from **Preliminary (2)** to **Final draft (5)**.

Revise an established syllabus

In order to make changes to an established syllabus you have to create a new revision.

Note! You should **not** create a revision in the following cases:

- if you only need to change or add a course responsible or a contact person. Just follow the instructions in the section *Course responsible and contact persons*.
- if you need to change the course title, the number of credits or department (see the section *Create a new syllabus*).

Start by searching out the current syllabus via **List syllabi** under the tab **Courses**. You can search by course number (picture 1 below) , word in title (picture 2 below) or by department.

Syllabi

Search form

Status: Preliminary(2) Change required (4) Final draft(5) Established(10)

Historic(99) Deleted(101) All

Search by : Filter :

Responsible KI department :

Only syllabi I can edit

Syllabi, Status: Established(10), Total matches: 1
Filter : courseCode = 2690
Visa 10 poster per sida

View	Course number	Language	Revision	Swedish title	English title	Department	Updated	Status
<input type="button" value="View"/>	2690	en	8	Grundläggande Laboratoriesäkerhet	Basic Laboratory Safety	Institutionen för mikrobiologi, tumör- och cellbiologi	2019-09-16	10

Status:

Preliminary(2)
 Change required (4)
 Final draft(5)
 Established(10)

Historic(99)
 Deleted(101)
 All

Search by : English title Filter: laboratory safety

Responsible KI department : Select one...

Only syllabi I can edit

Search

Syllabi, Status: Established(10), Total matches: 1
 Filter : titleEn = laboratory safety
 Visa 10 poster per sida

View	Course number	Language	Revision	Swedish title	English title	Department	Updated	Status
View	2690	en	8	Grundläggande Laboratorisäkerhet	Basic Laboratory Safety	Institutionen för mikrobiologi, tumör- och cellbiologi	2019-09-16	10

When you have found the syllabus (with status 10 *Established*) click on *Visa* to the left of the title. Scroll down and click on *New revision*. A new revision is now created as a copy of the established syllabus. Click on *Edit* and make the changes required. When done, tick the box for *I am done with the syllabus, send for review* and then click on *Save*, one last time.

Save I am done with the syllabus, send for review

If the syllabus has two language versions, the corresponding changes need to be done in both versions.

Make changes in a revised syllabus (before being established)

When your submitted syllabus has been reviewed you will receive an email regarding any changes or questions that need to be addressed before the syllabus is ready to be established. You will be asked to make the changes directly in KIWAS and then notify doctoralcourses@ki.se.

Changes are done in the existing version of the syllabus which is sought out by selecting status code 5 in the status field. Click on *Visa* to the left in the hit list.

Courses Reports Admissions Sysadmin

Start page

Syllabus

List syllabi

New syllabus

Course occasions

List course occasions

New course occasion

Programmes

List programmes

Syllabi

Search form

Status:

Preliminary(2)
 Change required (4)
 Final draft(5)
 Established(10)

Historic(99)
 Deleted(101)
 All

Search by : Course number Filter: 1234

Responsible KI department : Select one...

Only syllabi I can edit

Search

Scroll down in the syllabus and click on **Edit**. When you have made your changes, click on **Save**. Notify the central administrator via email*.

* Please note that changes made during the process for review (i.e. after you have sent the syllabus for review and it has received status **5 Final draft** and until it has been established and received status **10 Established**) will not generate any email notification to the central administrator. We thus ask you to make changes in dialogue with the central administrator (via doctoralcourses@ki.se), as it facilitates the review process.

When the decision to establish the syllabus has been taken, an automatic email will be sent from KIWAS.

Change course responsible and contact persons in a syllabus

One course responsible and up to four contact persons may be listed in the syllabus. The person that has created the syllabus is automatically set as the course responsible, if no change is made. If there are more than one person acting as course responsible we advise to indicate this as free text in the course occasion (course catalogue).

Please note: If a contact person varies from time to time the course is offered, this information can be changed in the course occasion rather than in the syllabus. The course responsible/contact person indicated in the course occasion is the one that will appear in the course catalogue, no matter what is indicated in the syllabus.

How to proceed to change the course responsible and/or contact person depends on whether the syllabus is established or not:

A. Change course responsible and add/remove contact person before the syllabus has been established:

- **To change the course responsible:** open the syllabus and click on **Edit** at the end of the page. Then click on **Edit** beside the name.

Course responsible and contact person

Course responsible

Anna Gustafsson [Change]

Enter the person's KI-id (full or initial letters), then choose the person in the drop-down menu. Click on **Save** below the name.

Course responsible and contact person

Course responsible

ann * detta fält filtrerar droppboxens urval

Select One... ▼

Select One...

Anna Gustafsson (annagu), Universitetsförvaltningen

- **To add a contact person:** go to *Add contact* and enter the person's KI id (full or initial letters). Choose the person in the drop-down menu. Click on *Add*.

- **To remove a contact,** click on the symbol beside the name.

When you are done editing course responsible and contact person click on *Save* at the end of the page.

If you don't find the person in the drop-down menu, please see instructions below how to do.

B. *Change course responsible and add/remove contact person after the syllabus has been established:*

Once the syllabus is established it is locked for changes. Only central administrative officer can make changes of course responsible or contact person. Please note that you should not revise the syllabus only for the reason to change course responsible/contact person. Send an email to doctoralcourses@ki.se.

If you can't find a person in KI WAS

If you are not able find the person in the drop-down menu that you would like to add, send an email to doctoralcourses@ki.se with the person's name, KI id and department affiliation. Please note that only persons who have a KI id can be added. If you want to add contact persons to the course catalogue that don't work at KI, this information can be added as free text in the course occasion.

COURSE OCCASIONS

Create a course occasion

A course occasion has to be created in order to have a course advertised in the course catalogue. In the catalogue the syllabus is combined with the information you enter in the course occasion. Thus, remember to avoid repeating information in the course occasion that is already written in the syllabus. Use the button **Preview of catalogue text** that appears when you have saved the course occasion, in order to see how it will look in its entirety.

To create a course occasion, click on **New course occasion** in the left hand menu.

Enter the four digit course number in the field **Filter** and click on **Search**. You will then find the current syllabus in the drop-down menu. If there is both an English and a Swedish version it is important that you choose the correct version for which you want to create the course occasion.

Note! If you create the course occasion before your syllabus has been established (new or revised) you must remember to select the correct status of the syllabus version to which the course occasion should be linked! Select the status option **Final draft**, see picture:

Remember to write the course occasion information in the same language as the syllabus, i.e. the teaching language.

The following information about the course is added to the course occasion:

- **If the course is to be included in a doctoral programme**
If you have received an approval from a programme coordinator to include the course in a doctoral programme, select the appropriate programme in the drop-down menu under **Programme**. The programme coordinator will then receive an email notification and can review and approve your course occasion.

- **Start and end date**
- **Min. and max. number of students**
- **Selection:** A careful description of how selection will be done, in case there are more applicants than course places. This is to help the applicants to judge their chances of being admitted and to make the selection process transparent. If the field is left empty, a proposed text will be added automatically. If these proposed selection criteria are not appropriate for the course, enter the criteria that you will be using.
Please keep in mind that KI's [general selection criteria](#) always are applied in the first place. Then, and within each category, the selection criteria specific for the course are applied.
- **Evaluation report link:** If the course has been given before, the link to the latest evaluation report (short version) is entered here.
- **More information:** It is also possible to indicate where the course will be held or what specific content the course will have on this occasion, for example an invited lecturer.
- **Additional course leader:** To be used, for example, if you are more than one course director and you would like to clarify that.

When you have entered all information, click on **Save** (an email notification is now sent to the central administrator as well as the programme coordinator). You may now click on **Preview of catalogue text** to see how the course information will look in its entirety (a combination of syllabus and course occasion). Via the **Edit** button you may edit the information you have entered in the course occasion.

When the course occasion has been approved for publication in the course catalogue, you will be notified by an email from KIWAS. Any suggestions or questions will be sent from the central administrator by email after review. It is important that you are available until the publication of the course catalogue or that you make sure that the course occasion is complete if you know in advance that you will not be available.

Search for a created course occasion

A newly created (or a course occasion from a previous semester) can be searched via the tab **Courses** and **List course occasions**. Choose the appropriate semester (or **All semesters**) as well as course number or word(s) in the title. It is also possible to search for a course occasion within a specific doctoral programme (**Programme**) or a department.

Make changes to a created course occasion

Search out the course occasion according to the instructions above. Via the **Edit** button you may edit the information in the course occasion as long as it has not been published. If you have received feedback from the reviewing administrator, please notify if you have made any further changes after that (to doctoralcourses@ki.se).

Change course responsible or contact persons in a course occasion

1. Before the catalogue has been published:

Search out and open the course occasion you have created. Click on *Edit*

- **To change the course responsible:** click on *Edit* beside the name. In the field, enter the person's KI id (full or initial letters), then choose the name in the drop-down menu. Click on *Save* below the name.
- **To add a contact person:** go to *Add contact* and enter the person's KI id (full id or initial letters). Choose the person in the drop-down menu. Click on *Add*.
- **To remove a contact,** click on the symbol beside the name.

When you are done editing, click on *Save* at the end of the page.

Note!:

- One advantage of entering all the course personnel as contact persons in the course occasion is, except that they are made visible in the catalogue, that they will be included in the distribution list for information about admission. They will also be automatically assigned the permission to administer admission in KIWAS.
- If a contact person alters from time to time the course is offered, his/her name is preferably changed in the course occasion, rather than in the syllabus. The persons set as course responsible or contact persons in the course occasions are the ones that will be shown in the course catalogue, no matter what is indicated in the syllabus.

2. After publication of the catalogue:

Course responsible/contact person can only be changed by the central administrator once the course occasion has been published. Contact doctoralcourses@ki.se e g if there has been a change of personnel.

ADMISSION

General information on admission

If you have a tab in KIWAS admin named Admission you are authorized to use KIWAS for admission to a course.

Admission to a course shall be performed electronically using KIWAS admin. Admission data can then be retrieved from KIWAS and transferred to Ladok. It will also give the applicant an overview of his/her applied courses and the admission status for those.

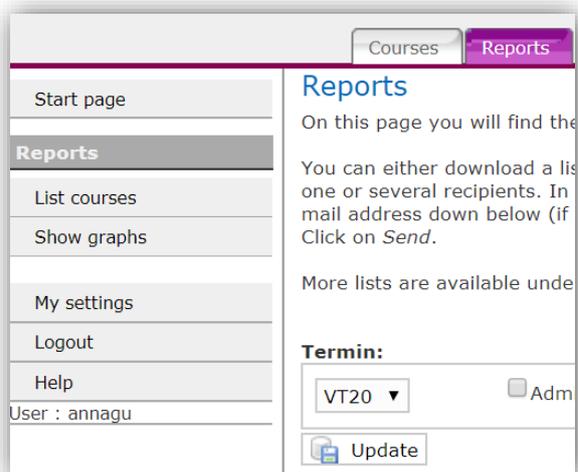
Late applications, submitted outside the system after the course catalogue has closed, will still have to be handled manually and cannot be entered in KIWAS afterwards. These also have to be added manually to the course occasion in Ladok.

It is important that admission is carried out as soon as the course catalogue has closed for application. This way the applicants will receive their admission offers at the same time and we can by this avoid some late dropouts.

Retrieve applicant lists for a course and select applicants

Under the tab **Reports** you can, after the application period has ended, download the applicant lists for each respective course.

Make sure that the correct semester is chosen, then click on **Update**.



Your course appears in the list. Click on the *Word* and *Excel* files to the right of the course. These lists contain, in addition to basic information about the applicants, their written motivations.

You can also choose to send the reports by email to the recipient(s) you choose. Tick the box to the left of the course and enter the email address in the recipient's field at the end of the page. If you are going to send the report(s) to more than one recipient, separate the email addresses with a ";" (comma). You can edit the message before you click on **Send reports**.

<input type="checkbox"/>	3200	Klinisk och experimentell neuroimmunologi	Clinical and experimental neuroimmunology	en	2019-10-14	2019-10-18	6
<input type="checkbox"/>	3201	Undervisning och lärande: doktorandkurs i högskolepedagogik	Teaching and Learning in Higher Education: A Doctoral Course	en	2019-09-16	2019-12-13	21
<input checked="" type="checkbox"/>	3202	Celldöd och cancer	Cell Death and Cancer	en	2019-11-25	2019-11-29	16

Send report

Recipient's e-mail address (if several, separate by ",")

Subject

Message

See also the lists available under the tab **Admission**, which are described in the section *After completing the admissions*.

Sort the Excel file as you wish in order to make your selection according to the general selection criteria primarily and the specific selection criteria (stated in the course catalogue), secondarily. When you are done continue with admission in KIWAS.

Admission

Selection and admission using KIWAS is performed as follows:

1. Go to the tab **Admission**.
2. Click on **List courses** in the menu.
3. Select the semester you are going to admit to and click on **Update**.
4. Find the course in the list.
5. Click on **View** to the left of the course.

(In this view there are three different Excel lists; **Admitted**, **Reserves** and **All applicants**. Before you have started the admission process it is only the list **All applicants** that has any content. All three lists will be updated as soon as you carry out admission).

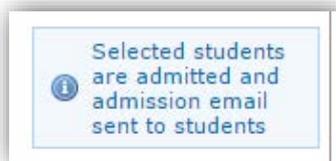
6. Design your admission email:
 - a) **Enter last day to reply** to the admission offer (we recommend to use the same date for all courses to avoid late dropouts – beginning of June and beginning of December – see current recommendations from the central administrator).
 - b) Enter any other information in the free text field.

Note: **The supervisor certificate** is mandatory and can't be deselected.

7. Click on **Save** at the end of the page.
8. Preview your admission email by clicking on the button below.
9. Click on **Handle admission** at the end of the page (if the button has not appeared, you have forgotten to click on **Save** in step 7 above).
10. In the drop-down menu **Category** you can filter out one category of applicants at a time. If you wish to return to see all applicants, choose the category **All** and then **Search**.

The screenshot shows the 'Admission to course' interface. At the top, there are tabs for 'Courses', 'Reports', 'Admissions', and 'Sysadmin'. Below the tabs, the page title is 'Admission to course'. The course details are: 'Course: 2576 - Äpplen', 'Central Admission: N', 'Time: 2018-01-10 -- 2018-03-15', and 'Students: 5 - 10'. Below this is a 'Search form' with the following fields: 'Status' (radio buttons for All, Not handled, Admitted, Reserve, Not admitted), 'Firstname' (text input), 'Surname' (text input), 'Reason (words in):' (text input), and 'Category' (dropdown menu). The 'Category' dropdown is open, showing a list of categories: 'All', 'Registered as a doctoral student at KI' (highlighted), 'Registered as a doctoral student at another national or international University', 'Not yet registered as a doctoral student', 'Post doc at KI', 'Guest scientist at KI', 'Teacher/researcher at KI', and 'Other'. There is a 'Search' button to the right of the dropdown. At the bottom left of the form, there are buttons for 'Check/Uncheck all' and 'Save selected as adm'.

11. Now, in the drop-down menu **Category**, choose the category of applicants you will start admitting, i.e. **Registered as a doctoral student at KI**. You must always start with KI doctoral students (see the [general priority order](#)). Click on **Search** to get a list of applicants within this category.
12. Tick the box to the left of each applicant that you choose to admit. We recommend that you not choose more than **10 at a time**, not to overload the system. Then choose **Save selected as admitted** at the bottom. An admission notification will now be sent by email to the applicants you have admitted. On the left side you will see the following message as a confirmation of having admitted applicants and the selected list will be updated with admission status:



Admitted to doctoral education at KI	NEJ		Admitted	Have not replied
--------------------------------------	-----	---	-----------------	------------------

13. Now choose next category applicants in the drop-down menu *Category* and click on *Search*. Tick the box for each respective applicant that you choose to admit and then click on *Save selected as admitted*.
14. Continue choosing one category at a time until you have admitted the number of applicants you intend. A certain surplus is recommended.

It is also possible to admit applicants as **reserves** or to notify that they are **not admitted**. Start from the beginning and choose the first category again (*Registered as a doctoral student at KI*) and choose *Save selected as reserve* or *Save selected as not admitted*. An automatic e-mail notification will be sent to the applicants selected as reserves. Applicants selected as “not admitted” will not receive any e-mail notification. However, they can log into *My courses* and see their status.

After completing the admissions

An admission email is sent to the email address the applicant has stated in their personal profile. The message contains a link to KIWAS (course catalogue - My courses), where the applicant should accept or decline, as well as a reply form to print, sign, scan and send to the course provider before stated deadline. In addition, there is a reminder to register via the Ladok student interface before course start.

NOTE! Check that the admitted student has both accepted via KIWAS as well as submitted their reply form. If only the reply form has been submitted it is not possible to accept the offer in KIWAS when deadline has passed.

When the admitted students have replied in *My courses* the Excel lists in KIWAS are automatically updated. There is one list of *admitted* one of *reserves* and one total list of *all applicants*. In all lists you will be able to see if the applicant has accepted or declined any admission offer.

Second stage admission

If your course still has vacancies after admission is processed and last reply date has passed AND there still are applicants in KIWAS, you can do a second admission via KIWAS.

Follow the same procedure as before, but **remember to update the admission email with the last date for reply** (and any other information in the email) before you start. NOTE! Remember to click on *Save* before you go ahead with admission.

MY SETTINGS

In the left menu on the start page is *My settings*. Here you will find your contact information (that you are responsible for updating) as well as your roles (that controls your access rights). If you are course responsible or contact person for a course you will be given these access rights automatically. To add roles (access rights) contact central administrative officer (doctoralcourses@ki.se).

KIWAS SUPPORT

For technical support contact IT support:

Tel. 08- 524 822 22 or email it-support@ki.se

For user questions, contact doctoralcourses@ki.se