



NEWSLETTER FOR PROVIDERS OF DOCTORAL COURSES

March 23, 2020

First of all, a huge elege to all course providers who had ongoing courses or courses about to start when the decision to go over to distance teaching and learning was announced. You have rapidly taken decisions and actions to switch to an online format or, when not possible to do so and still fulfil the intended learning outcomes, decided to cancel your course. Great work!

At the time of writing there are 29 courses that have been able to continue with distance learning and 15 courses that have been cancelled. Please continue to let us know, via doctoralcourses@ki.se, your plans for coming courses this spring.

Distance teaching and learning

See this page for **advice on how you can prepare for online teaching and learning**:

<https://staff.ki.se/distance-teaching-and-learning>

Note the **drop in workshops via Zoom**. Every second workshop will be held in English, if requested, starting from Monday 30 March (then 1 April, 3 April etc). The English web page has not yet been updated with calendar events, meanwhile please see planned workshops on the Swedish web page: <https://medarbetare.ki.se/undervisa-pa-distans> or search for doctoral education activities in the [KI Calendar](#).

The first occasion in English: <https://news.ki.se/drop-in-workshop-teaching-in-zoom>

Mandatory courses with practical skills training and examination of practical skills

Scheduled mandatory practical skills training, or practical examination that is part of a mandatory course but impossible to be carried out on distance, can be carried out if special caution is taken to minimise the risk for transmission of the new Corona virus. This training should be carried out either individually or in very small groups. An example of such a course is the course that is required before starting to work with laboratory animals.

Course catalogue for autumn 2020

The course catalogue will be published on the web according to plan and be open for application between 15 April and 15 May.

Since we can't foresee what the situation will be like during the autumn, please start planning for an online teaching and learning scenario. We will not use time and efforts now, though, to change the planned course catalogue, but publish it as it is.



Course reporting

After completed course, follow the routines for [course evaluation and course analysis](#). Remember to submit complete participant lists to the doctoral programme (or Course and Programme Committee/research school, depending on source for financing). This is especially important in the current situation when there may be more dropouts. The list should contain:

- Name
- Swedish personal identity number (or date of birth)
- Start date for doctoral education (name the university) or indicated if the participant is a postdoc at KI
- Specification of those who completed the course and the examination (but not necessarily passed).
- Specification of late dropouts (30 days before start date or later), **with or without valid reason** and any administrative fee charged.

See also: <https://staff.ki.se/student-cancellations-late-dropouts-and-course-cancellation>

Course cancellation from participants

Remember to check in Ladok if there are any course cancellations from participants that haven't notified you in any other way.

See instruction on how to see cancellations in Ladok (in Swedish):

<https://medarbetare.ki.se/anvisningar-och-manualer-for-ladok> (*Alla utbildningsnivåer/Återbud på kurs – när gjordes återbudet?*)

Activity evaluation

The questions in the activity analysis have been revised. As the organiser of an activity you are asked to select up to three of the [outcomes for doctoral education](#) that are applicable to your activity.

Please see: <https://staff.ki.se/activity-evaluation-and-analysis>

Course evaluation

We would like to remind all course providers to inform doctoral students about the course evaluations prior to a course, at the end of the course and after the course. Please see "Suggestions on how course participants can be informed" at <https://staff.ki.se/course-evaluation-and-analysis-of-doctoral-courses>.

Kind regards,

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

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