



# NEWSLETTER FOR PROVIDERS OF DOCTORAL COURSES

## March 2020

### Flexibility in teaching activities in crisis situations

We encourage course providers that have planned courses for this spring semester to be pragmatic and consider if the course can be run partly or fully online by using the existing tools for this.

The Course and Programme Committee has decided that such deviations from the syllabus, regarding the teaching activities and possibly also the examination form, can be made as long as the intended learning outcomes still can be reached. Such deviations shall be notified to the administrative officer of the committee via [doctoralcourses@ki.se](mailto:doctoralcourses@ki.se).

See advice for how this can be prepared for:

<https://staff.ki.se/tips-for-staff-who-are-going-to-teach-or-lecture-without-being-on-campus>

Contact the Educational Technologist if you have questions about digitalisation:

<https://staff.ki.se/contact-the-educational-technologists>

### Late dropouts due to the spread of the corona virus

The Course and Programme Committee has extended the rules for [compensation to course providers in the case of late dropout](#) to also include dropouts as a consequence of following KI:s current guidelines regarding the corona virus. This means that late dropouts due to for example quarantine instructions should be counted as valid reasons for dropout and will be compensated by the doctoral programme or the Course and Programme Committee.

If you decide to cancel a course, please do this in consultation with the doctoral programme in question or, if a freestanding course, by contacting [doctoralcourses@ki.se](mailto:doctoralcourses@ki.se).

In all cases of course cancellation, please notify [doctoralcourses@ki.se](mailto:doctoralcourses@ki.se) so that we can make sure that the Evaluation Unit and Ladok support are notified.

### Travel-free meetings

Tips for travel-free meetings:

<https://staff.ki.se/travel-free-meetings>

### Course catalogue for autumn 2020

The course catalogue will be published on the web in the beginning of April and be open for application between 15 April and 15 May. We are working on reviewing the course occasions submitted via KIWAS.



## Important about admission to courses

There is a change to the admission process for doctoral courses, starting from this semester (for autumn 2020 courses), due to the performance problems we experienced with KIWAS during the admission period last autumn.

We have detected that it is the dispatch of admission emails from KIWAS that is particularly heavy to the system, therefore we have decided to turn off this function from now on (but keep other email notifications in the system).

This means that ***the course provider must send a separate admission email to the admitted applicants, with the mandatory supervisor certificate as an attachment.***

For the applicant the only difference will be that the admission email is sent directly from the course provider and not from the KIWAS system.

Detailed information will be sent early next week (16 March) to all the course providers affected. The mailing list will be based on the course occasions submitted no later than the deadline 13 March and those stated as either ***course responsible*** or ***contact persons***.

## Updated supervisor certificate

The supervisor certificate has been updated according to suggestions from users, with a field where the student can enter his/her KI ID (to be used to add the students in Canvas). A field for project number has also been added on request, to facilitate the course provider in sending an administrative fee in case of late cancellation.

### **A reminder about the use of the supervisor certificate:**

- It is mandatory to use for admission to doctoral courses.
- The certificate should be pre-filled by you as a course provider with the relevant information before sending it to the applicant you are admitting.
- Be aware of that the supervisor certificate is part of an *admission offer*, and hence should not be used for *application* for courses.
- It is only relevant to the applicant groups *KI doctoral students*, *doctoral students from other universities* and *KI postdocs* (i.e. those groups that have a supervisor or PI).
- In case of late cancellation without acceptable reason you may send an administrative fee to the KI supervisor/PI, provided that you have received a signed certificate. Please note that we don't urge you to send invoices to other universities, so this only applies to KI doctoral students and KI postdocs.

The form can be downloaded from <https://staff.ki.se/select-and-admit-to-doctoral-courses>



## Trial period of the audience response system Mentimeter

The steering group of the Unit of Teaching and Learning at KI has received a quotation for a limited number of users to evaluate [Mentimeter](#) within doctoral education during the autumn of 2020. Mentimeter can for example be used for student activating activities in courses, for interactivity in workshops and seminars, and for evaluation of activities. A possible procurement for all KI will, among other things, depend on the interest and the need perceived.

**Please answer the survey (if not already done) latest on March 18 in case you are willing to use and evaluate Mentimeter during the autumn: [link to survey](#).**

The number of licenses will be limited. First come first served.

Kind regards,

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

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