

INFORMATION FOR COURSE LEADERS IN THE DOCTORAL PROGRAM IN REGENERATIVE MEDICINE

The Regenerative Medicine Doctoral Program administrates and finances doctoral courses among other activities such as retreats, seminars and educations for course leaders etc. If you are interested in organising a course or another activity within the field of regenerative medicine, contact [Cecilia Götherström](#).

Doctoral courses at KI

The courses are announced twice a year and students apply centrally to all courses at KI. For courses running in the autumn, the courses are announced around the 15th of April and for the courses running in the spring, they are announced around the 15th of October.

Course leaders must submit the doctoral courses via KIWAS (see below). For the course to get published in the KI course catalogue, one must submit the course generally early in March and September.

Responsibility of the course leader

The course leaders has the operative responsibility for running the course, including booking of facilities, course materials, admissions, contact with the students, teaching, examination, LADOK, Websurvey evaluation and reporting to the Regenerative Medicine Doctoral Program.

Course plans in KIWAS

Doctoral courses within the Regenerative Medicine Doctoral Program must be registered at KI by entering the course plan and the catalogue text in the database KIWAS. All course plans must be written according to the [Bologna declaration](#), and they have to be approved by FUS at KI. You can revise an old course plan.

In addition, all courses to be held the coming semester need to be specified as to where and when the course will be held.

Follow the link for information and KIWAS: [Information for course leaders at KI](#). When you have filled in your course description in the database KIWAS, you will receive a confirmation email from Cecilia Götherström that the course has been approved and accepted by the program.

Please notify [Cecilia Götherström](#) if you are to give the course or not after you have received all student applications to your course.

Course economy

Course leaders will be compensated economically. It is up to the course leader how the funds are allocated within the course. Notice that there is a strict budget limit to every course. After you have registered your course in KIWAS, you must send a message to [Cecilia](#)

[Götherström](#) to apply for financial support from RM. RegMed finances a budget of up to 50,000 SEK/course week (1,5 hp) or 100,000 SEK/2 course weeks (3 hp). This sum can be obtained in one (after the course) or two parts (before and after the course). If you wish to have some money before the course starts (for administration, copying and coffee-costs), 20,000 SEK can be obtained before the start of the course by sending an invoice to [Cecilia Götherström](#) and [Galina Drozdova](#), ZZH9GALDRO). The rest, up to SEK 30,000:- for a 1,5 hp course, will be transferred only after completion of the course, and after that [Cecilia Götherström](#) has received the final report (see the RegMed web site, [Regenerative Medicine](#)). The report should be sent to [Cecilia Götherström](#) for reimbursement no later than three months after completion of the course.

In the case the course budget exceeds SEK 50 000:-/week, an extended budget can for special cases such as lab-intensive courses, be approved by RegMed **before** the course starts.

KI's rules for economic reimbursements for external lecturers is found here: [Arvoden för förtroendeuppdrag](#) and at the RM web site: [Regenerative Medicine](#). Note that normally we do not pay lecture fees for teachers from within KI.

Number of participants

The number of participants in relation to the minimal number of students that you have stated will take the course will influence your reimbursement. For example, if you have stated that the minimal number of students that will take the course is 10 and you only had 5 registered doctoral students that took the course, the reimbursement will be deducted according to the decision by the Styrelsen för forskarutbildning (please see the file "Ersättning till kurser" on the RM web site, [Regenerative Medicine](#)).

Post docs in doctoral courses at KI

The Board of Doctoral Education has taken a decision (see document at RegMed) to improve the possibilities for post docs at KI to participate in doctoral courses, starting from spring semester 2014. The decision involves two changes:

1. The general selection criteria for courses given from spring 2014 will be changed as follows:

Order of priority for admission:

- 1) KI doctoral students
- 2) KI post-docs
- 3) Doctoral students from other universities
- 4) Other applicants

Administration

If you are at another department than CLINTEC send an invoice (refer to the Regenerative Medicine Doctoral Program and your course) to [Cecilia Götherström](#) and [Galina Drozdova](#), ZZH9GALDRO.

If you belong to CLINTEC: Give us information (project number and place of cost) so we can make an internal money transfer. Send this to [Cecilia Götherström](#) and [Galina Drozdova](#).

No shows

The KI doctoral courses have had problems with students not showing up at course start. To prevent this, RegMed recommends their course organizers to use the reply form at the RegMed web site, [Regenerative Medicine](#).

Student attendance

When the course has started, it is important to document student attendance.

Examination and LADOK

The examination should be aligned to the intended learning outcomes. After the course you must report registered KI doctoral students that have passed the examination to the LADOK administrator at your department. A template for LADOK registration is found on the RegMed web site. For post docs and doctoral students outside KI, hand out a certificate.

Course evaluation

Make sure you have an account on Websurvey and know how to use the standardized evaluation form for doctoral courses found there. You can add your own questions at the end of the evaluation. We ask you to make sure your students fill out the course evaluation via Websurvey soon after the end of the course. Information on how to go about is found on the [KI web](#) and in the forms at the RegMed web site: [Regenerative Medicine](#). We can also help out with this if requested.

Final report

At the end of the course, we ask you to fill out the final report form found at the RegMed web site ([Regenerative Medicine](#)) and email it to [Cecilia Götherström](#).

Summary of what needs to be done at the end of course

Send the Websurvey evaluation, the course schedule, the final report and the invoice to [Cecilia Götherström](#).

If you have any questions, please contact:

[Cecilia Götherström](#), *Director for Regenerative Medicine Doctoral Program*

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