KIWAS GUIDE FOR COURSE ORGANIZERS

Search syllabus in KIWAS

Search for a created syllabus by clicking on *List syllabi* in the menu. The list shows only the course syllabi for which you are entitled to administrate. The default view shows your preliminary syllabi. To see any other syllabi select appropriate *status* at the top of the page, then *Search*. The list includes:

- **Course code** - the numeric code of the course
- **Language** - the language in which the course is given
- **Revision** - if "null" it is the first version of the syllabus. Otherwise it has a serial number from 1 upwards.
- **Swedish title**
- **English title**
- **Department** to which the syllabus is linked.
- **Updated** – when the syllabus was last updated (including status amendment).
- **Status** – the syllabus' status (Preliminary, Change required, Final draft or Determined)

The list can be sorted by category by clicking on the appropriate column heading.

To view a syllabus, click on *Visa* beside the relevant course code.

Create a new syllabus

To create a new syllabus, click on *New syllabus* in the menu. You may work on your syllabus until it is ready to be sent for review. If you wish to save your syllabus while working on it to go back later, click on *Save*. The status of the syllabus will then be set as *Preliminary*. When finished, tick the box *I am done with the syllabus, send for review* and then *Save*. Your syllabus will now receive *Final draft* status.

You will receive an e-mail when your syllabus has been reviewed – either an automatic message that the syllabus has been established, or an e-mail from the central administrative officer regarding any suggested changes. The status of your syllabus has been changed to *Determined* (established) or *Change required*.

English and Swedish versions of the syllabus

When creating a syllabus English or Swedish was chosen as language. The language chosen is the language the course will be held in. Many courses are given in both languages. Two versions of the syllabus should then be created.

When the syllabus has the status *Final draft* there is a button at the end of the page named either *Create Swedish version* or *Create English version.* When clicking on this a new version of the syllabus will be created with course number, title and number of credits automatically filled in. In order to edit the content you click on Edit and then add

your translation. When finished tick the box *I am done with the syllabus, send for review* and then *Save*.

To amend a syllabus before approval

You can make amendments to your syllabus as long as it is still not established. However, if it is only minor changes please e-mail your amendments to the central administrative officer at doctoralcourses@ki.se instead. This will facilitate the review. Otherwise do as follows:

Search for the syllabus as above and enter the correct status of the syllabus before clicking on *Search*. Open the syllabus by clicking on *Visa* to the left in the list. Scroll down and click on *Edit*. Make your amendments and then tick the box *I am done with the syllabus, send for review* and click on *Save*.

Course coordinator and course contacts

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.

 A. *Ändra kursansvarig och lägga till/ta bort kontaktperson innan kursplanen fastställts:*

-   To change the course responsible: open the syllabus and click on *Edit* at the end of the page. Enter the new person's KI-id (all letters or just initial ones) and choose the person from the drop-down menu. Click on *Save* below the name.

-   To add a contact person: enter his/her KI-id (all letters or just initial ones) in the *Add contact* field. Choose the person from the drop-down menu and click on *Add*.

-   To remove a contact click on the symbol to the right of the name.

When you are finished with the changes of course responsible and contact persons click on *Save* at the bottom of the page. New course responsible/contact person does not need to be reviewed so no need to tick that box.

 B. *Ändra kursansvarig och lägga till/ta bort kontaktperson efter att kursplanen fastställts:*

Once the syllabus is established it is locked for changes. Course responsible and contact person can instead be changed via the course occasion. Open the course occasion (the tab *Courses* and *List course occasions* in the left menu). Click on *Edit*.

-   To change the course responsible: click on *Change* beside the name. Enter the new person's KI-id (all letters or just initial ones) and choose the person from the drop-down menu. Click on *Save* below the name.

- To add a contact person: enter his/her KI-id (all letters or just initial ones) in the *Add contact* field. Choose the person from the drop-down menu and click on *Add*.

- To remove a contact click on the symbol to the right of the name.

When finished remember to click on *Save* at the end of the page.

If the person you want to add is not to be found in the list, a central administrative officer has to add this person's name to the system. Contact doctoralcourses@ki.se. Please note that only people with a KI-id can be added in the syllabus. If you would like to add a contact person that does not work at KI, this kind of information may be added in the course occasion as additional information (free text).

Revision of approved syllabus

If you wish to amend an already established syllabus, you can make a revision. Please note that a revision can only be made if the syllabus has the status *Determined*.

Please observe that you do not need to create a revision if you only want to change the name of the course responsible or the contact person. Just follow the instruction above.

To revise a syllabus, open the syllabus, scroll down to the end and click on *New revision*. A revision is created as a copy of the former approved syllabus. Click on *Edit* and make the necessary amendments in the form. When you are finished, tick *I am done with the syllabus, send for review* and click on *Save*.

Please note: If the course title and/or number of credits are to be changed, a new syllabus must be created so that a new course code is created.

Course occasion

In order to have a course published in the course catalogue a (or several) course occasion must be created. In the catalogue the text in the syllabus will be combined with the information you add in the course occasion. Thus, avoid to repeat information that has already been given in the syllabus.

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

Select the appropriate syllabus by using the search field (*Filter*) and the drop-down menu. It is important that you choose the correct version (English/Swedish) of the syllabus if there are two.

Normally a course occasion is created for an established syllabus, but it is also possible for a syllabus with status *Final draft*. Then make sure to choose the right status on top of the page.

Course information to be entered in the course occasion:

- If the course will be included in a doctoral programme*
- Start and end date

- Min. and max. number of students
- A careful description of the selection procedure, in case there are more applicants than places available. This to enable applicants to judge their chances of being admitted.
- *Evaluation report link*: If the course has been given previously a link to the evaluation report in Websurvey is to be added in the catalogue (NB only the forst 10 questions). This is important information for the applicants.
- You may also add information about any specific content of the course on this occasion (e.g. state the name of a famous lecturer) that may encourage students to apply for the course. This information is to be added under *More information*.

*If you have received approval from a programme coordinator that your course will be included in a doctoral programme, choose the appropriate programme in the drop-down menu *Programme*. The programme coordinator will then receive an automatic e-mail and will review your course occasion.

When you have completed all the information, click on *Save*. You will receive an e-mail when the course occasion has been approved for publication in the course catalogue.

Reports

Under the tab *Reports* you can download the application lists when the application period is closed, by clicking on the word and excel documents at the right hand side of each course.

You can also send the reports by e-mail to the recipient(s) of your choice. Tick the box to the left of the course and then enter the email address in the recipient field at the end of the page. If more than one recipient, separate the e-mail addresses by a "," (comma). The default message can be edited before you click on *Send reports*.

Admission

Admission to a course can either be done manually or electronically via KIWAS. If you have a tab in KIWAS named *Admissions* you have the authority to use KIWAS for admission.

Admission using KIWAS is done as follows:

1. Select the tab *Admissions*.

2. Click on *List courses* in the menu.

3. Select the semester you want to administrate.

4. Click on *Update*. The courses to which you have permission are now listed.

5. To view and save the application lists to your computer, right click on the respective Excel and Word file in the list.

6. Click on *Visa* to the left.

7. Click on *Save* at the bottom of the page.

8. Click on *Handle admission* at the end of the page (if this button is missing it means that you have forgotten to click on *Save* in the previous step).

9. 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 *Not of importance* and then *Search*.

10. Now choose the category of applicants that you are going to start admitting, i.e. *Registered as a doctoral student at KI*. You should always start with the category KI doctoral students (please see the general priority order that is presented in the Course catalogue*). Click on *Search* and a list of applicants will appear.

11. Tick the box to the left of the applicants you choose to admit. Then click on the button *Save selected as admitted* further down. An automatic e-mail notification will now be sent to the selected applicants (see example on page 6).

12. Now choose next category of applicants in the drop-down menu *Category* and click on *Search*. Tick the box for the applicants you are choosing to admit and then click on *Save selected as admitted*.

13. Continue choosing one category at a time until you have admitted the number of applicants you should.

14. 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 (see example on page 7). Applicants selected as not admitted will not receive any e-mail notification. However, they can log into *My courses* (course catalogue at ki.se) and see their status.

15. In the automatic e-mail notification the applicant is requested to log into the course catalogue and accept or decline any course offer in *My courses*.

    To inform the admitted/reserves about last day to reply you need to send a separate e-mail.

16. When the applicants have replied in *My courses* the lists in KIWAS will be updated automatically. 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.

*General priority for admission to KI's doctoral courses:

Selection criteria for courses on doctoral level

A selection procedure has to be performed if there are more applicants than places available. How this selection is performed must be transparent for the applicants.

Generally the following priority is applicable when the course is funded by KI:

1. Doctoral students admitted to doctoral education at Karolinska Institutet

   Doctoral students in formal collaborative agreements on doctoral education, that is partnerships on doctoral level with KI, are classed in the same category as doctoral students admitted to doctoral education at KI. Links below point to the KI-cooperation programs.

   - Research schools
   - Partnerships on doctoral level
   - Erasmus Mundus

2. Doctoral students from other universities

3. Other applicants

Within the above categories selection is performed according to the criteria stated for each course in the course catalogue.

The automatic e-mail notification to admitted applicants:

You are admitted to a doctoral course at Karolinska Institutet

Coursetitle : Test course
Course number : 1234
Date : 2013-09-12 -- 2013-09-21

Please log in to "My courses" in the course catalogue to accept or decline the offer:
http://kiwas.ki.se/katalog

Please note that if you do not accept the offer, you will lose the opportunity to attend the course.

Contact person in case of cancellation: please see contact information in the catalogue.

Cancellation
Cancellation of an accepted course should be sent to the contact person, no later than 15 days ahead of course start for theoretical courses and 30 days ahead for courses including laboratory work. Later cancellation results in billing of an administrative fee.

Administrative fee in case of late cancellation
The Board for Doctoral Education has decided to allow course givers to send an invoice to the supervisors of doctoral students at Karolinska Institutet in case of late cancellation. Illness, sick children etc, will be accepted, but not absence without acceptable reasons. The administrative fee will amount to 3000 SEK.

The automatic e-mail notification to reserves:

You are currently reserve at a doctoral course at Karolinska Institutet

Coursetitle : Test Course
Course number : 1234
Date : 2013-09-12 -- 2013-09-21

Please log in to "My courses" in the course catalogue to accept or decline the offer:
http://kiwas.ki.se/katalog

Please note that if you do not accept the offer, you will lose the opportunity to attend the course.

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).

Subscribe to events

A person set as course responsible or contact person will automatically receive messages for courses they are responsible for.

Others who would like to take part of information concerning syllabi and course occasions can subscribe to events. This could for example be a person responsible for LADOK who wants to know when a syllabus is being established or a programme coordinator who wants to delegate to delegate the review of a course request to an administrator.

Your role(s) in KIWAS determines which events you can subscribe to (see My settings). If your role needs to be updated, contact doctoralcourses@ki.se.

Go to *My settings* on the start page and click on the *Subscription of events* button at the bottom of the page. Tick the box(es) of the events(s) to which you want to subscribe. Click on *Save*.

Please note that subscription to e.g. established syllabi means that you will receive all syllabi. It is not possible to restrict to e.g. department.

KIWAS support

For technical support contact IT-support:
tel. 08- 524 822 22 or e-mail it-support@ki.se

For user questions contact doctoralcourses@ki.se