Package of information for PhD course coordinators *(much of the info valuable also for other activities)*

Checklist PhD course organization (course organizer responsibility!)**:**

1. Establish a course plan & budget, apply to FoSW steering group
   After approval:
2. Register course in Ladok
3. Prepare course flyer, contact webmaster, announce course on web & email-list
4. Establish a course homepage in Canvas
5. Collect registrations & list of participants
6. Register students in Ladok, credits/certificates
7. Contacts to teachers
8. Ev. organize open lecture
9. Book locality/room, order ev. food
10. Open a course account at your department
11. Economy (invoices & budget)
12. Evaluation
13. Contact to Ladok regarding credits for approved students
14. Course report (including applied & final budget, participant list, course evaluation & your summary of it, including suggestions for improvements)

Organizer responsibilities (can be delegated) in detail:

(1) Establish a preliminary course plan & budget & apply to FoSW steering group
Involve proposed teachers from the start if possible. Other contacts at this stage: FoSW Directors of study. If needed, economy administration at department level.

Course plan: use the **(1) FoSW application template**. For a course given before, include the course code in the application, and follow the course syllabus (available in SLUs course system) when drafting the plan. Highlight changes and explain how you expect to improve the activity with respect to earlier evaluations (available from FoSW directors of study). **Regarding "Expected number of students":** Note that it is important to have a high number of NJ-faculty PhD students, thus make an **inquiry** among students prior to application, and base the number given here on **real interest**.

A PhD course must follow **(2) NJ faculty's guidelines for independent doctoral courses** (exceptions must be motivated): max. budget 180 tkr (with at least 5 ECTS & 15 participants); at least 5 PhD students must be admitted at the start of the course, of which **40% must be from NJ-faculty**; registration in Ladok obligatory; participant list & evaluation following template; 1.5 ECTS = 40 hrs/1 week

Budget: use the **(3) NJ-FUN budget template.** If possible, negotiate especially payment for external teachers already at this stage (for details see below under (11) Economy).

Apply to FoSWs steering group by sending the application form & budget to the FoSW directors of study (by email) at least 1 week before the next steering group meeting (announced on FoSW webpage).

If approved, the organizer is **responsible** for the complete course administration (incl. budget), performance and the reporting of the activity. Please delegate where appropriate. **After approval:**

(2) Register course in Ladok
Contact: Ladok administrator (for graduate studies) at responsible department

Registration in Ladok is obligatory. Each course is officially given & administrated at department level. Preferably, a course shall be registered in Ladok by the main organizing department. Ask the Ladok administrator to either (a) add a new "course occasion" into Ladok for the appropriate course, or to (b) register the new course in Ladok.
(a) provide the following information for the **repeated course**: course time, location, form (distance or not), if

daytime or not, and deadline for application. Important: check box for "is part of a research school"! Administrator then will receive an application code after which the course is visible online, and can be referred to in advertisements.
(b) New course: A new syllabus and course code must be established in Ladok, **(4) SLUs templat**e must be used. Reuse where appropriate your text from the application form! Information needed for the syllabus: Title (English & Swedish), number of credits, subject, course type (general or subject), language, prerequisites (=enrollment as PhD student), learning objectives, content, examination form, contact for further info; if relevant, also literature or additional info. Important: Keep the description so general that the course can be slightly modified in the future, i.e. do not give irrelevant specific details. **Send a draft of the syllabus to the FoSW directors of study for approval before handing this information to the administrator.** Administrator then registers the course in Ladok, receives a course code after which a course occasion is added as described under point "a".

(3) Prepare course flyer, contact webmaster, announce course on web & email-list
Summarize the main aim, form & course dates in a short text (or if you are ambitious, make a nice colored course flyer ☺), and use it for advertisement, which must at least be made on the FoSW webpage (contact the webmaster) & to the FoSW email-list (contact the FoSW Directors of study). Feel free to advertise wherever you find it appropriate as well. FoSW is supporting the participation of non-SLU PhD students!

(4) Establish a course homepage in Canvas
After a course is established in Ladok and got a course code and occasion, you can establish a course room in **CANVAS (5)**. IT support helps you with this, and all related matters, including adding students (support@slu.se).

(5) Collect registrations & list of participants
Registration can be simple via email, but you can use the Ladok function as well. Use of the **NJ-FUN template (6)** is obligatory, so make sure you collect all essential information from the start.

(6) Register students in Ladok, credits/certificates
Information needed: Name & "personnummer" if available, otherwise birthday (format: YYMMDD) and gender. Use Ladok template **(7) "mall-for-etablering-och-antagning-till-kurs".**

- **a.** Alternative 1: Ask the Ladok administrator (for graduate studies) at responsible department to register all PhD students to a course.
- **b.** Alternative 2: Contact the central Ladok administration ladok@slu.se and ask them to help to register all students.
  Ladok will search for and implement PhD students from SLU and other Swedish universities via the "personnummer". For international PhD students, you need to provide birthday (format: YYMMDD) and gender.
- ***c.*** *The official SLU rules for an examiner of a PhD course (will be added as soon as info is availabe)*
- **d.** Certificates/credits: (i) SLU students get their credits entered directly into LADOK. (ii) students at other Swedish universities can print out their own certificate from LADOK. (iii) For international PhD students, contact the Ladok responsible of the organizing department with information about course code and course occasion, and ask to print out a Ladok certificate.

(7) Contacts to teachers
As course organizer, you are responsible to have contact to the teachers, including negotiating and organizing the payment administration. Make sure you do this prior to the course! (for details see below under (11) Economy)

(8) Ev. organize open lecture
FoSW would like you take the opportunity of external teachers visiting SLU to organize one or more open lectures given by them. Discuss with them if this would be possible, enabling other than course participants to listen to and maybe network with them. *Contact the FoSW Directors of study* for questions around the organization and announcement of the open lecture(s).

(9) Book locality/room, order ev. food
Find information about how to book a room on the SLU webpages (8), including information of the price (9). To order food, please contact the FoSW Director of study responsible for economy and Proceedo orders at the Departent of Soil Sciences. Payment needs to be made from the course account! (see next point). Make sure you book everything using your correct reference code (form: 123ABC) and correct course code & account.

(10) Open a course account at your department

After approval of the course application by the FoSW steering group, open a course account at your (the organizing) department. Contact the economy administrator at your department for this. Inform the FoSW economy administrator about the account. FoSW will then transfer the approved budget to this account. The final report then requires a final budget, not used funds will be required back by FoSW.

(11) Economy (invoices & budget)

Contact the economy administrator of your department, and the FoSW administrator for support.

a. **Invoices. SLU only accepts external e-invoices**, preferably be sent using the Peppol network! See info link **(10).** Make sure you inform that the **course code** always is included in the invoice.

b. **Room rental** is invoiced as a bulk sum centrally to the departments. When booking the rooms, make sure you book them with your reference and the correct course code. Then you need to inform your economy administrator that these bookings need to be paid from the course account, they will otherwise not automatically be drawn from it.

c. **Teacher payment.** Important for teacher reimbursement, there are 4 different kinds of teachers. Please make sure you carefully negotiate their payment with all of them **previously to the course**! This is especially important for the external teachers: ask their price, how they wish to get reimbursed, then discuss the ways of doing so with your department's economy administrator, then ask the teachers to provide the required information. Inform all teachers that they need to follow the Fun-NJ's instructions rule that 1 hour teaching = 3 hours payment.

- **i.** Faculty professor: According to Fun-NJ's instructions, FoSW is not allowed to pay them as teaching in graduate courses is part of their role as professor
- **ii.** Other SLU employees
  Teacher's department shall send internal invoice to course coordinator department.
  Info needed for preliminary budget: salary & %OH (to be added in budget template (3) below "personal"). Make sure teachers' administration takes contact with FoSW economy administrators for payment.
- **iii.** External teachers.
  Info needed for preliminary budget: Total price of planned invoice (to be added in budget template (3) under "Drift - external teachers")
  1. Teachers from other Swedish universities
     Teacher's department shall send e-invoice to course coordinator department.
  2. Swedish teachers not employed by a university.
     - **a.** With own company: shall send e-invoice
     - **b.** Without own company: The teacher is classified as "arvodist" and needs to fill in the **(11) template working hours**
  3. International teachers
     - **a.** With own company or from university: shall send e-invoice
     - b. Without own company/university refuses to send e-invoice/payment of per diem (FoSW has agreed on 2500 SEK/day):
       If teacher has a Swedish personal number, she/he can be classified as "arvodist" and needs to fill in the (11) template working hours for payment.
       If not, basically the same procedure as for repaying opponents applies, for which there is no special form. You need to ask at your own department how this is handled, so take contact with your department's economic administrator who should guide you through the process. As taxes need to be paid, you need to apply for a "samordningsnr," to be able to pay them through proceedo. Plus you need to apply for a so-called "SINK tax exemption" from Skatteverket. Requires among others scan of passport.

(12) Evaluation. The NJ-FUN template (6) must be used. Feel free to add relevant own questions!

(13) Contact to Ladok regarding credits for approved students

After the end of the course, contact the Ladok administrator to report which of the students successfully participated at the course, so this information is added into Ladok.

(14) Course report

After the course has ended, a **report** must be sent to the FoSW steering group in the form of a single pdf, including:

a. your summary of the course & the evaluation, including suggestions for improvements
b. participant list, including the teachers (template 6!)
c. course evaluation (template 6!)
d. final course schedule
e. applied & final budget (template 3)

Links, templates & contact

(1) FoSW application template: https://www.slu.se/globalassets/ew/org/fsk/fosw/resources/ansokningsformular_20130814-fosw-2.pdf
(2) NJ faculty's guidelines for independent doctoral courses (pdf)
(3) NJ-FUN budget template for research schools: https://www.slu.se/globalassets/ew/org/fsk/fosw/resources/course_budget_mall.xlsx
(4) SLUs syllabus template: https://internt.slu.se/globalassets/mw/utb/forskarutbildningdocent/blanketter-ny/nya-sep-2019/mall-for-kursplan-v.1.1.docx
(5) SLU Canvas information: https://internt.slu.se/en/tools/canvas-en/
(6) NJ-FUN participant & evaluation template for research schools: https://www.slu.se/globalassets/ew/org/fsk/fosw/resources/participants_evaluation.xlsx
(7) Ladok template (Excel) ”mall-for-etablering-och-antagning-till-kurs”
(8) SLU room booking info: https://internt.slu.se/en/support-services/basic-services/buildings-and-rooms/book-a-room-or-videoconference/
(9) SLU room price info https://internt.slu.se/stod-service/basservice/lokaler/boka-lokaler/priser/
(10) SLU invoice rules: https://www.slu.se/en/invoice-address/
(11) template working hours (“Timlon-for-tillfallig-anstallning”, Excel file)

Contacts:

f. **FoSW Directors of study:** www.slu.se/FoSW
g. **List of Ladok administrator (for graduate studies)** (March 2022):
   Soil & Environment: Josefine Agrell <josefine.agrell@slu.se>
   Aquatic Sciences & Assessment: Martyn Futter <Martyn.Futter@slu.se>
   Forest Mycology & Plant Pathology
   Energy & Technology
   Ecology
   Aquatic Resources
h. **FoSW webmaster** (may 2022): simon.hallstan@slu.se