

Guidelines for financing doctoral courses

Requesting funding for courses

The Research Training Committee supports the conduct of courses for doctoral students upon application. Applications should be sent to the committee's email address kuf@uadm.uu.se. They are normally processed once a year in the spring. The application must explain why the course is needed and should indicate the number of students expected to take the course (minimum 10 students, with certain exceptions). The course must be practicable in administrative terms, with an examiner responsible for reporting the results of all course participants in Ladok.

The following information must be attached to the application:

- Concise **course syllabus** according to course syllabus template ([Forms and templates MP](#))
- Provisional **timetable**, for estimating the scope in credits
- List of **teacher(s)**
- For new courses, a brief **reasons** why the course should be established (for example, whether it can contribute to one of the research tracks, whether it has been requested by doctoral students and supervisors, and whether similar courses already exist)
- Budget as indicated in the guidelines below

Budget

- Budget items can include: travel, teachers' time/fees as specified below, consumables, costs of premises (if not included in OH costs), course administration, other justified costs, OH costs, co-financing/other course income.
- The total cost of the course must be reasonable in proportion to the number of doctoral students.
- Please note that doctoral courses are not funded in the same way as undergraduate courses. The funding from the Research Training Committee is intended as partial support rather than full funding. For this reason, the Research Training Committee generally does not accept estimates of teaching time 'with a factor' (e.g. 4 x for a lecture, 2 x for a seminar, etc.). Instead, we would like to see a reasonable estimate of actual teaching hours, and we assume that a course that has already been given several times generates fewer hours than a new course that has to be developed.
- Fees for teachers not associated with UU must follow the University's guidelines for external lecturers.
- The Research Training Committee assumes that a certain co-financing from the department or other will be available.
- OH expenses are to be specified using the department template, but at a maximum of 20%.

Reporting

Participants who pass the course are to be registered in Ladok by the administrator at the department giving the course and certified by the examiner. Students from outside UU, for whom no credits can be registered in Ladok, will receive a course certificate.

Requisition and documentation

At the end of the course, a course evaluation must be conducted and a course report must be produced and made available in the course database. Approved funding must be requisitioned as soon as possible after the course and requisitions must be received within one year of the end of the course. Otherwise, the funding will be considered forfeited and will be returned to the Research Training Committee's course budget.

The following documentation must be sent to the Research Training Committee kuf@uadm.uu.se :

- Requisition form ([Forms and templates MP](#))
- Documentation showing timetable/course content, detailed statement of costs, list of participants (their department – or higher education institution if external, type of course participant, e.g. doctoral student, postdoc, participant from the NorDoc network)
- Detailed cost compilation
- Course evaluation [Kurt](#)
- Course report

Please note

- The course must be approved by the Research Training Committee before funding can be granted.
- If students who registers for the course fails to participate, KUF recommends that the department where the student is registered is charged for example SEK 2,000 per student.
- If the course number of participants is low (fewer than 8-10) it may be a reason to cancel/postpone the course.

Seminar series

The Research Training Committee also provides a fixed sum of SEK 50,000 per semester to support seminar series. The department is expected to provide co-financing and to advertise the series widely.