



Conferences within the subject areas of the VH-faculty

This template is intended to be used when creating a new doctoral course before deciding on the curriculum.

Application for approval of course syllabus

Use this template to create a syllabus for the course. Course leaders sign the document and then send it to the body that decides on the course syllabus.

According to [SLU's university guidelines for doctoral education](#) (2019), all syllabuses for SLU's subject courses in doctoral education must be approved by the faculty committee, and all syllabuses for courses in general competences must be approved by the Council for doctoral education (Fur).

After a decision on an approved syllabus, the syllabus must be registered in Ladok. Registration of a course occasion instance should be done no later than 6 months before the start of the course. After registration in Ladok, courses and course instances are searchable in the [course search function on SLU's employee website](#).

In Ladok, you first register a syllabus for the course, and when there is a decision that the course is to be given during a certain period, a course instance is also registered by the administrator at the department responsible for the course/equivalent. In the syllabus, general information about the course is given (section 1 and 2 below), and more specific information about a specific course instance is recorded only on the occasion (eg dates, excursions, pedagogical form, section 3 below). Under section 4 below there is space for supplementary information to decision-making bodies when applying for a new course plan.

The template contains examples **with red colored text**. When you fill out the template, remove these examples and enter your own text in these boxes.

1. Basic information

Swedish name

It is important to carefully consider the course name. To change a course name, a decision on a new course syllabus is required. The name therefore needs to last over time even if some revisions to the content are made. A course title must be as unique as possible to avoid confusion with similar courses. Also avoid excessively long course titles.

Konferenser inom VH-fakultetens ämnesområden

English name

Conferences within the Subject Areas of the VH-faculty

Organisation (Department/Division)

The department to which each student belongs

Scope (number of credits)

The number of credits must correspond to the scope and workload of the course. One week of full-time studies corresponds to 1.5 credits.

3 credits

Grading scale

Doctoral courses at SLU use the one-point grading scale, abbreviated FOG in Ladok.

FOG One-grade scale (passed/failed)

2. Additional information

a. Subject (choose from [SLU:s doctoral education subjects](#)). First select faculty and then subject.

LTV Faculty

Choose an item.

NJ Faculty

Choose an item.

S Faculty

Choose an item.

VH Faculty

The topic for which each student is accepted

b. Course description

Describe the content of the course briefly and in an easy-to-understand and attractive way. This text will appear at the top of the course homepage on the web.

This course will provide the PhD student with experience from active conference participation and network establishment and -management.

c. Entry requirements

What eligibility requirements are required to be able to assimilate the course in a good way? The prerequisites must be expressed as skills.

Admitted to a postgraduate program at VH-faculty.

e. Examination formats

Here you specify how the examination is to be carried out and what is required to be approved for the course. All course objectives must be included in the assessment of a passed course.

Formally accepted abstract (for talk or poster) and confirmed contribution (talk or poster) on each of three scientific conferences of which two must be held abroad. Verification of accepted contributions and participation (confirmed registration) are needed for approval of the course.

f. Objectives

The basics of formulating learning objectives are included in several of the higher education pedagogic courses given by the unit for pedagogical development (EPU) at SLU. You can also get direct support and advice from the educational developers at EPU.

The objectives of the course are written as a list beginning with a general statement such as "*After completing the course the student should be able to*". The goals are then written in point form.

Consider the following:

- *Each goal must describe what the student should be able to do or what skills the student should be able to demonstrate after completing the course. All objectives must be verifiable (observable or assessable).*
- *The objectives must be clear and easy to understand for prospective students, teachers and examiners.*

The goals need to be formulated so that they last over time, even if content, teaching methods etc. are adjusted between course instances.

On completion of the course, the student should for each conference have:

- written and submitted an abstract as corresponding (first) author,
- presented research orally or as poster,
- acquired conference participation experience.

g. Content

The following information must be described:

- subject-wise content and the forms for the implementation of the course, as well as
- any mandatory elements.

The description of the subject content must provide a clear, concise overview of what the course covers. It should be made clear whether and how sustainable development and gender equality perspectives are addressed. It should also be stated whether and how international perspectives are taken into account. It must also be stated which forms of teaching, general competences and compulsory elements as well as possible collaboration with the surrounding society are part of the course.

Participate on at least three scientific conferences, of which at least two abroad, with (at least) an oral presentation and/or a poster at each. The work should be presented in a scholarly manner. Sustainable development and gender equality perspectives are reported to the course leader upon return.

Literature as required to fulfil the completion of the presented work.

h. Other information

Be careful not to enter too specific information in the syllabus. Information about a specific course instance is entered at each instance in Ladok.

The course is completed during the length of the PhD education. The main supervisor act as course leader and credits are registered after formal application and decision by FUN. The course contains a minimum of three conferences and can be taken only once during a research education.

After the course, the student should be able to 1) account for the activities undertaken and the gained results and experiences, and 2) describe how the course will benefit their PhD project.

i. Contact

Study Director or Research Education at the VH faculty

3. Additional information to Ladok

The course page on the web shows a range of important information about the course, which, however, is not formally part of the course syllabus. The information below is not part of the course plan but must be registered in Ladok when the course opportunity is registered.

Study period:

Adapted to each student

Rate of study:

n/a

Teaching hours:

n/a

Type of instruction:

n/a

Study venue:

n/a

Language of instruction:

n/a

Last day for application:

n/a

Additional information

Here you can write information that connects to, for example, excursions, places, dates, language and educational form. This is then entered in the respective course instance (note: enter in the course instance (Sw. "*kurstillfälle*") – not in the overall course plan) for the course in Ladok.

The course is completed during the length of the PhD education. The main supervisor act as course leader and examiner. The course contains a minimum of three conferences and can be taken only once during a research education. Retroactive approval for ongoing research education is possible.

4. Supplementary information to decision-making bodies (FN/Fur)

Time plan/Preliminary schedule

Briefly explain the structure of the course (max. ½ A4 page).

This course is intended to be completed during the length of the PhD education. The main supervisor act as course leader and examiner. The course contains a minimum of three conferences and can be taken only once during a research education.

The department where the student is registered is responsible for the course (thus, either KV, THV or HBIO).

Course leader (name och e-mail) + signature (by hand or using

Main supervisor of the student.

[Edusign](#)):