



# Practical aspects of running a course

## Your responsibilities

### Prior to the course

- Make agreements with lecturers
- Book travel and hotel for foreign lecturers
- Book and prepare rooms, labs, audiovisual equipment, etc. for the course
- Order food and drinks for coffee breaks
- Ensure that the course can be held in English (if required by non-Danish participants)
- Send information and course materials to students enrolled in the course.

### During the course

- Register attendance (students with less than 80% attendance cannot pass the course)
- Evaluate the course (optional): If so, you are responsible for designing the evaluation form and processing the data.

### After the course

- Complete and sign the attendance list, and register which students have passed the course and which have not.
- Please send the attendance list to the Graduate School at [fak-phdkursus@sund.ku.dk](mailto:fak-phdkursus@sund.ku.dk). If students have not passed the course, please explain the reason why to the Graduate School and highlight if any agreements have been made for the student to pass the course later.
- Remuneration of teaching staff and settlement of refreshments and transport for guest lecturers.

## The Graduate School's responsibilities

- Announce the course in our course catalogue
- Announce the course in the national PhD course database
- Register course applications (and cancellations) from PhD students
- Enrol PhD students in courses on the basis of the rules in force, e.g. the "open market" agreement
- Send the list of participants to the course secretary immediately following the registration deadline
- Distribute course certificates to participants on the basis of the completed attendance list. Certificates will be emailed to the participants.

The Graduate School will send invoices to course participants if necessary (late cancellations, no-shows etc.).

- Fee for late cancellation, minimum attendance of 80 % and no-show
- Non-PhD students and PhD students outside the Open Market Agreement and the Nordoc cooperation.