|  |  |  |  |
| --- | --- | --- | --- |
|  | Date of receipt | Reg. No (Dnr):       | En 5:1 |
|

# Application for admission to doctoral (third-cycle) studies – and admission certificate

[ ]  **Informatics** [ ]  **Health Science**

Applicant’s personal data

***The application is submitted to*** *the Director of PhD studies*

*(for current subject)*

|  |
| --- |
| Personal identity number (yyyymmdd-xxxx)      |
| First name      | Surname      |
| Home address      |
| Postcode      | Postal address      |
| Telephone-/mobile number      | E-mail address      | Biological gender[ ]  Man [ ]  Woman |

Studies intended by application

|  |  |
| --- | --- |
| Subject, specialization if any      | Degree[ ]  Doctoral degree [ ]  Licentiate degree[ ]  Doctoral degree, latter part1 |

1 Only for doctoral students who have completed their licentiate degree and now want to continue towards a doctoral degree. Applies only to doctoral students who have previously been admitted to studies for a licentiate degree or doctoral students who have previously been admitted to studies for a doctoral degree, but who choose to change univeristy during the latter part of their education.

Information about Swedish or foreign academic degree/higher education

|  |  |
| --- | --- |
| Academic degree      | University/higher education institution, City, Country      |

Suggested supervisors2

Main supervisor

|  |  |
| --- | --- |
| Name (first name, surname)      | Title and level of competence      |
| School (’institution’), Office (’avdelning’), University      | E-mail address      |
| Completed training in supervision of doctoral (third-cycle) students[ ]  Yes, attach course certificate [ ]  No |

2 Requirements for supervisors (roles and descriptions of responsibilities) - see Guidelines for supervision and study follow-up in doctoral (third-cycle) studies.

 ***Continued on next page***

Assistant supervisor

|  |  |
| --- | --- |
| Name (first name, surname)      | Title and level of competence      |
| School (’institution’), Office (’avdelning’), University      | E-mail address      |
| Completed training in supervision of doctoral (third-cycle) students[ ]  Yes, attach course certificate [ ]  No |

|  |  |
| --- | --- |
| Name (first name, surname)      | Title and level of competence (or position within the company)      |
| School (’institution’), Office (’avdelning’), University      | E-mail address      |
| Completed training in supervision of doctoral (third-cycle) students[ ]  Yes, attach course certificate [ ]  No |

|  |  |
| --- | --- |
| Name (first name, surname)      | Title and level of competence (or position within the company)      |
| School (’institution’), Office (’avdelning’), University      | E-mail address      |
| Completed training in supervision of doctoral (third-cycle) students[ ]  Yes, attach course certificate [ ]  No |

Planned financing and form of employment (\* = mandatory information)

|  |  |
| --- | --- |
| Funding of education (form of employment)3 \*[ ]  DTJ [ ]  HTJ [ ]  FTG [ ]  AUH [ ]  USL | Source of funding \*      |
| School (’institution’) and office (’avdelning’) at University of Skövde \*      | Reg.No for employment \*      |
| If any present connection to another university (Swedish/foreign), specify \*      |
| Other information, e.g. industrial research school \*      |

3 Explanation for the respective abbreviation:

**DTJ – Doctoral employment** (PhD position) at a university or college, regardless of who finances the employment.

**HTJ – Other employment** (other than doctoral employment) within your own or another university/college (including a foreign institution of higher education) which means that doctoral studies can be conducted within the employment.

**FTG – Externally employed doctoral student**, i.e. a doctoral student who is employed by a company (and receives his salary from the company) and carries out doctoral studies within the employment.

By company is meant the business community, i.e. limited liability companies (including state-owned companies, banks, insurance companies), trading companies, limited partnerships and sole proprietorships. Employment within the university that is financed by companies is not listed here, but under another suitable form of livelihood.

**AUH – Other employment outside the university** (other than at a company or as a doctor (medicine)) which means that doctoral studies can be carried out within the employment. For example, employees at authorities, municipalities and county councils or insurance companies.

**USL - Employment as healthcare staff** (nurse, midwife, doctor, etc.)with clinical activities and room to conduct doctoral studies within the employment.

Appendices to the application (\* = mandatory information)

|  |
| --- |
| Applicant’s certificates[ ]  Curriculum vitae (e.g. transcripts and certificates from e.g. Ladok)\*[ ]  Degree certificate\*[ ]  Degree (independent) project\* |
| [ ]  Attach a brief description of the intended doctoral project – no more than five A4 pages including text and graphics but excluding references\* |
| Other certificates[ ]  Certificate of financing/agreement on funding\*[ ]  Certificate of financing/agreement on funding for other than doctoral employment at the university of Skövde, Reg. No.[ ]  Attach documents showing supervisor’s training or a detailed list of graduated doctors (name, year of graduation, main supervisor/assistant supervisor) for all supervisors included in the project\* |
| [ ]  Other documents specified in the advertisement (specify below)      |

Secretary/Administrative officer at the school (‘institutionssekreterare eller motsvarande funktion’)

|  |  |
| --- | --- |
| Namn, title       | E-mail address      |

Signature of applicant

|  |  |  |
| --- | --- | --- |
| Place and Date      | Signature | Name in block letters      |

Application for admission to doctoral (third-cycle) studies – and admission certificate

**The decision applies to applicants:**

|  |  |  |
| --- | --- | --- |
| Personal identity number (yyyymmdd-xxxx)      | First name      | Sur name      |

DECISION by the Dean (valid as Admission certificate)

|  |
| --- |
| Application for admission to doctoral studies in [ ]  Informatics [ ]  Health Science[ ]  Approved [ ]  Rejected  |
| Justification for the decision on rejection      |

|  |  |
| --- | --- |
| Admitted to studies towards[ ]  Doctoral degree [ ]  Doctoral degree, latter part [ ]  Licentiate degree | Start date for studies      |

|  |  |
| --- | --- |
| Date of decision      | Signature |
| Name in block letters      |

**Handling of the form/application**:

The completed and signed application is sent to the **Director of the PhD studies** (for current subject).

The original is handed over to the **Dean for decision** and then to the **Registry Officer for document registration**.

***Registrator expedierar*** *(mailar) beslutet till följande:*

* *Doktorand (sökande)*
* *Samtliga handledare*
* *Studierektor för utbildning på forskarnivå (för aktuellt ämne)*
* *Berörd institutionssekreterare (eller motsvarande funktion)*
* *phdstudies@his.se* *– för registrering i Ladok*

Forskarutbildningshandläggaren mailar därefter berörd institutionssekreterare (eller motsvarande funktion) för avstämning om personalkonto (till funktionsmailsgrupper)