# 1 TO BE COMPLETED BY APPLICANT

**Personal details**

|  |  |
| --- | --- |
| Surname, first name (other names are given in initials) | Swedish personal ID No. |
| Home address | |
| Postal address, place name | Telephone |
| Email address | |

**Education to which the application applies**

|  |  |  |
| --- | --- | --- |
| Third-cycle subject area | Intended degree  Licentiate degree  Doctorate | Rate of study  (normal rate 80%)       % |

**Professional degree and any crediting of points for third-cycle education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Professional Swedish or foreign degree | | Degree year | University/higher education institution, country | |
| Time in third-cycle education prior to time of application, as applicable  (converted to full-time months) | Points from third-cycle education  at the time of application, as applicable       academic credits | | From 3rd-cycle education at (university, country) | Not admitted  admitted year |

**Signature of applicant**

|  |  |
| --- | --- |
| Date | Signature |

# ADMISSION CERTIFICATE

**2 TO BE COMPLETED BY THE DIVISION 1)**

|  |  |
| --- | --- |
| Third-cycle subject area | |
| Principal supervisor (title, name, department) | Second supervisor (title, name, department) |
| Preliminary starting date for third-cycle education | Additional information, as appropriate |

**Signatures of principal supervisor and department head**

|  |  |  |  |
| --- | --- | --- | --- |
| Admission applies to  the entire period of education until achieving the specified degree  the time remaining until achieving the specified degree  (Equiv.       full-time months ) | | Date | Signature of principal supervisor |
| Application  approved | not approved | Date | Signature of department head |

1. The subject and department must check that the student has submitted complete information in the application, that the eligibility requirements are met, and must guarantee that funding is available for four years of full-time studies upon admission for a doctoral degree, for two years of full-time studies upon admission for a licentiate degree, or for the remaining time until achieving the specified degree if previous third-cycle educational studies are to be credited.

**3 SIGNATURE OF CHAIR OF POSTGRADUATE COUNCIL**

|  |  |  |
| --- | --- | --- |
| Admitted to third-cycle education in (subject) | Date | Signature of chair of Postgraduate Council |

See list of attachments, page 2

**List of attachments**

For doctoral students employed at Mid Sweden University:

* Records from Forskarkollegiet with the documentation of the recruitment group, the number of applicants for the subject, number of eligible applicants, order of priority for those qualified, taking of references and completed interviews, and grounds for appointment of the applicant.
* Any documentation that supports the crediting of prior third-cycle education (course certificate, syllabus and reading list).
* Certification that supervisors have completed supervisor training and are long-term employees of Mid Sweden University. External second supervisors are approved in exceptional cases and the reasons must be clearly stated.
* Account for whether and how a possible possibility of an extension to a doctoral degree could look like (in the case of admission to a licentiate degree).

*Other supporting documents (listing, funding plan, degree certificate) are collected by the administrator of the Postgraduate Council from Mid Sweden University's recruitment system.*

Research students whose postgraduate studies are funded other than through employment at Mid Sweden University:

* Degree certificate for the applicant.
* Signed agreement with funding body. The documentation must show how supervision for the applicant will be funded and what funds are available for the completion of the third-cycle education in accordance with the general syllabus, for example participating in conferences and seminars.
* Records from Forskarkollegiet that support the admission, as well as the discipline's assessment of the applicant's qualifications (like what is done in a competitive situation) and what the applicant will contribute to the subject in general, specifically the doctoral student environment.
* Documentation that supports the crediting of prior third-cycle education (course certificate, syllabus and reading list), if relevant.
* Certification that supervisors have completed supervisor training and are long-term employees of Mid Sweden University. External second supervisors are approved in exceptional cases and reasons must be clearly stated.

Upon admission for the latter part of doctoral studies

* Records from Forskarkollegiet that support admission to the latter part of doctoral studies.
* Copy of degree certificate from the licentiate examination. When a licentiate degree has not been applied for, a clarification from the principal supervisor is enclosed. The clarification must explain what the doctoral student's progression/results are like and when the doctoral student is expected to achieve the equivalent of 120 academic credits (to avoid interruptions in the studies the application can be sent in when at least 90 credits are achieved).
* Funding plan for the time leading up to the doctoral degree, signed by an economist, Head of Department and the dean.

**When processing all matters relating to admission to third-cycle education, challenges regarding conflicts of interest must be taken into account and accounted for.**