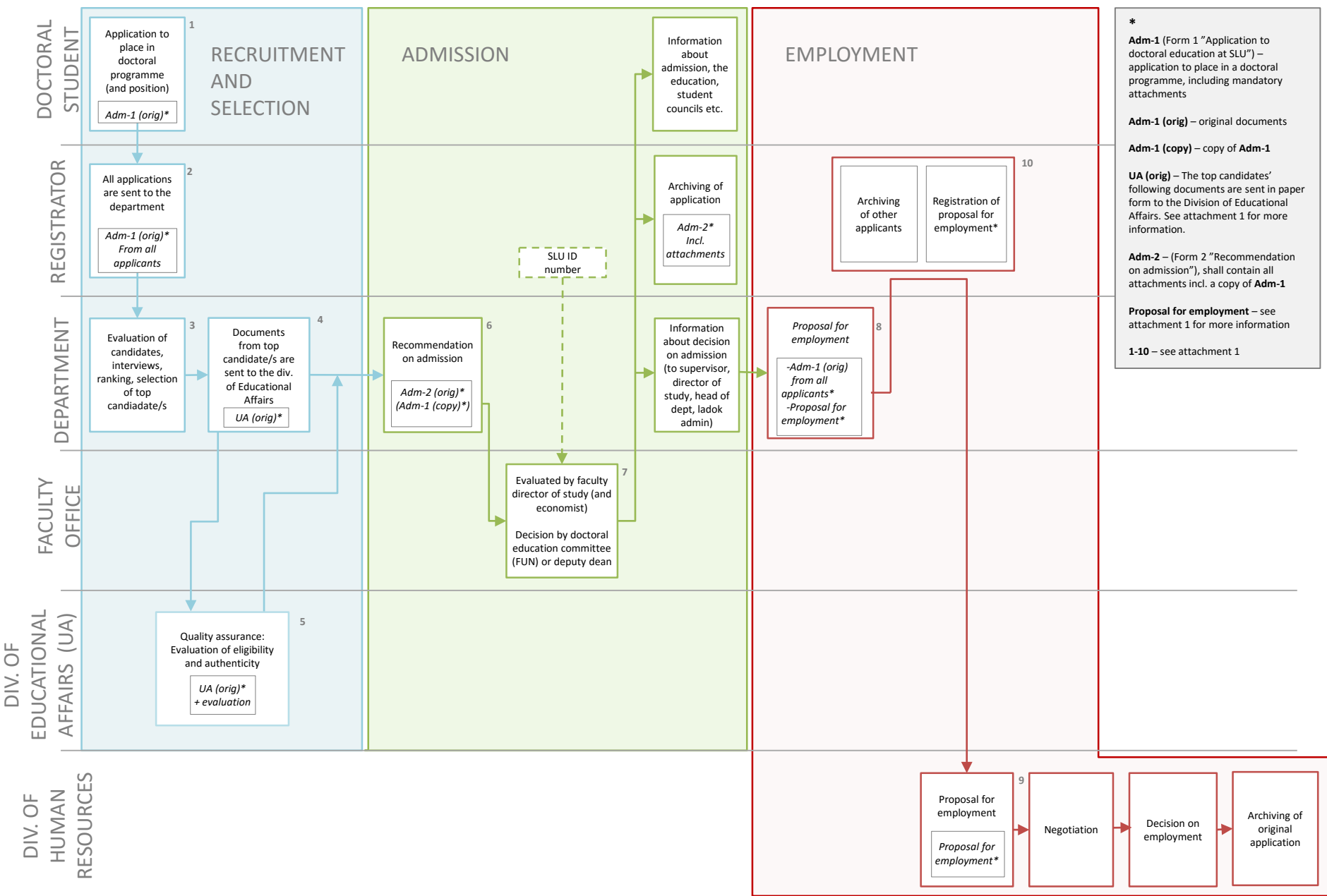


# Admission of doctoral student to an advertised position as doctoral student



Attachment 1

## Recruitment and admission process at SLU (advertised doctoral student position)

More on recruitment and admission can be found on the pages for [doctoral education at the SLU Staff web](#).

If you have any questions – please contact the [education officer for doctoral education at your faculty](#).

### Recruitment and selection

1. Applications to advertised education place are sent to the Registry office (registrator).
2. The Registry office sends the applications (originals, including attachments) from all applicants to the contact person at the department after the last day of application.
3. The department chooses top candidate/s who are being interviewed.
4. The top candidates' following documents are sent in paper form to the Division of Educational Affairs:
  - [Certified copies](#) of master diploma, master transcript, bachelor diploma and bachelor transcript
  - Proof that the candidate meets the requirement of English 6
  - Application form, signed by the applicant
  - Information about contact person and department (usually included in the application form)
  - SLU ID-number (usually included in the application form, same as the reference number for the advert)
  - Copy of passport

Please note that applicants with Swedish qualifications and applicants with foreign qualifications have different routines for the certification of copies, see link above.

The documents are sent to:

**Division of Educational Affairs**  
**Box 7010**  
**750 07 Uppsala**

Mark the envelope "***Doctoral applications for evaluation***".

5. The Div. of Educational Affairs checks the authenticity of degree certificates and language certificates and checks the eligibility of the top candidates. The Div. of Educational Affairs returns applications with appendices to the department, together with an evaluation of the applicant's eligibility and the authenticity of the certificates (within 10 days).

## Antagning

6. As from this point the admission consists of two separate processes, one admission process and one employment process.
  - a) The department writes a proposal for employment. The proposal shall contain the following:
    - Proposal for employment
    - The original application from the applicant ("Application to PhD education at SLU" with attachments)
    - Assessment of qualifications for the candidates
    - Comments/statements of reasons for the choice of candidate
    - Economic information (konteringsuppgifter) for the employment

**N.B.! These records are kept at the department until the decision of admission has been sent from the faculty, see step 7.**
  - b) The form "**Recommendation on admission** (admission form 2) can be found at the SLU webpage for [forms and checklists in doctoral education](#). The form is filled in and signed by the head of department and the applicant. Mandatory attachments are stated on page 3 of this form. Template for the individual study plan (ISP) can be downloaded from the webpage for forms and checklists and is attached to the application as a paper copy. At the **NJ, S and VH faculties** the complete application is sent to the [education officer for doctoral education](#) at each faculty office. At the **LTV faculty** the complete application is sent to the [faculty director of study](#). For the **LTV faculty** a SLU ID number shall be requested from the registry office (registrator) before the application is sent to the faculty.
7. The director of study at the faculty examines the application (at some faculties it is also examined by the faculty economist). FUN (or the vice dean depending on faculty) comes to a decision. Estimated time of handling is approx. 2-4 weeks depending on faculty and planned meeting dates. When the decision is made a copy of the decision is sent to supervisors, department contact person for doctoral education, head of department and Ladok administrator. An e-mail letter of welcome is sent to the doctoral student containing a link to education information.

**A definitive version of the individual study plan (ISP) shall be established no later than 3 months after admission.**

## Employment

8. When a decision on admission has been made the department adds this document to the **proposal for employment (see step 6a above) and sends this to the registry office**. The registry office sends the proposal to the division of Human Resources.
9. The division of Human Resources negotiates with the unions, make a decision on employment and sends out an announcement. Negotiations with the unions take place every Tuesday, and documents to be handled *shall be available at 12 a.m. the Tuesday before negotiation at the latest*.
10. When the top candidate has been chosen, and both admission and employment processes are finished, the department shall send all application documents and a note on who that is going to be admitted to Registry Office, Box 7070, 750 07, Uppsala.