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| --- | --- | --- | --- | --- |
| KI-Logo_pos_sv | | Application and decision | | Dnr |
| **Establishment of a doctoral position**  ***Inrättande av doktorandplats*** | | |
| Application⏐Ansökan | | | | |
| Name of applicant (principal supervisor) | | | E-mail | |
| Proposed co-supervisor | | | Proposed co-supervisor, if more than one | |
| Proposed co-supervisor, if more than one | | | KI department for the doctoral position | |
| Title doctoral project | | | | |
| Ethical permit(s) has been granted. Dnr/ref.no:  Ethical permit(s) will be/has been applied for  Ethical permits are not necessary for this project | | | | |
| I want to claim exemption from advertising the doctoral position due to the following reason (attach documentation):  The doctoral student is to complete the studies within the framework of employment by employer other than KI  The doctoral student has previously begun doctoral studies at another higher education institution  Similar special grounds (*e.g.* the doctoral student has been selected in another competitive recruitment process) | | | | |
| Requested documents are attached (see next page) | | | | |
| Date | Signature applicant (principal supervisor) [or EduSign] | | | |

To be filled in by the department:

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| Assessment - Director of doctoral studies⏐Studierektors bedömning |
| All of the following requirements for establishing a doctoral position have been met.:*.* |
| * The applicant has been given a Green Light |
| * The scientific project is feasible and suitable as a doctoral project (peer review) |
| * Ethical permit is available or planned (if applicable) |
| * The supervisor constellation is relevant for the project |
| * The doctoral student will have access to a good doctoral education environment |
| * There is a financial plan |
| DateSignature Director of doctoral studies [or EduSign] |
| Endorsement⏐Tillstyrkan |
| Date Signature Administrative Head [or EduSign] |
| Date Signature (for example head of unit) - if the department so requires [or EduSign] |
|  |
| Decision – Head of department⏐***Beslut av prefekt*** |
| A doctoral position is hereby established at this department. The financial plan is approved.  *Härmed inrättas en doktorandplats vid aktuell institution.* *Finansieringsplanen godkänns.* |
| Date Signature Head of department (prefekt) Printed name or stamp [or EduSign] |

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List of attachements and information is found on the following pages

**Mandatory attachements**

1. A Green Light application (or: a copy of an already approved Green Light for this doctoral project)
2. Research plan, including background, research questions, methods, planned studies and significance (around 5 pages incl. references) together with a preliminary time plan for the doctoral student.[[1]](#footnote-1)
3. CV of all supervisors (max 2 pages each)
4. Description of the competence and role of each supervisor in relation to the research project\*
5. Description of doctoral education environment\*
6. Financial plan
7. If exemption from advertising: Document(s) verifying the reasons for exemption

*\* Can be attached as a separate document or included in the research plan. Follow instructions from the department*

**INFORMATION**

**To establish a doctoral position is the first step in the admission process for new doctoral students.**

The purpose of this step is to ensure, at an early stage, that the research project, the supervision and the doctoral education environment are of high quality, and to ensure there is a sound financial plan.

**Green light** of the principal supervisor is one of the aspects assessed in this step. Therefore, a green light application should be attached. If a green light assessment already has been processed for this doctoral project, *e.g.* for a KID application, a copy of that decision has to be attached to this application.

Reasons for **exemption from advertising** the doctoral position is also evaluated in this step. According to the Higher Education Ordinance the only grounds for exemption are those mentioned in the form. If there are no valid grounds for exemption, the doctoral position must be advertised.

This decision is **valid 1 year and only at this KI department**. The original document is kept at the department, a copy is given to the applicant.

More information on the admission process: <http://ki.se/en/staff/admission-to-doctoral-education-at-ki>.

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**Att inrätta en doktorandplats är det första steget i KI:s antagningsprocess för nya doktorander.**

Syftet med detta steg är att på ett tidigt stadium kvalitetssäkra doktorandprojekt, handledarskap och övrig forskarutbildningsmiljö och säkerställa att det finns en rimlig plan för finansiering.

**Grönt ljus** för huvudhandledaren är en av de aspekter som ingår i bedömningen och en ifylld grönt ljus-ansökan läggs därmed med som bilaga. Om grönt ljus för detta doktorandprojekt redan har bedömts, t.ex. inför en KID-ansökan, läggs en kopia av det beslutet med som bilaga.

I detta steg tas det även ställning till om det finns skäl för **undantag från kravet på utlysning** av doktorandplatsen. Krav på utlysning är reglerat av Högskoleförordningen och de enda skäl till undantag är de som nämns i blanketten. Om det inte finns giltiga skäl för undantag ska doktorandplatsen utlysas.

Beslut om inrättande av doktorandplats **gäller för aktuell institution under 1 år** från beslutsdatum. Originaldokument bevaras av institutionen, en kopia ges till den sökande handledaren.

Mer information om antagningsprocessen: <http://ki.se/medarbetare/antagning-till-forskarutbildning>.

1. Most departments prefer the research plan to be written in English. If you want to write it in Swedish, ask the study director if that is allowed at your department. [↑](#footnote-ref-1)