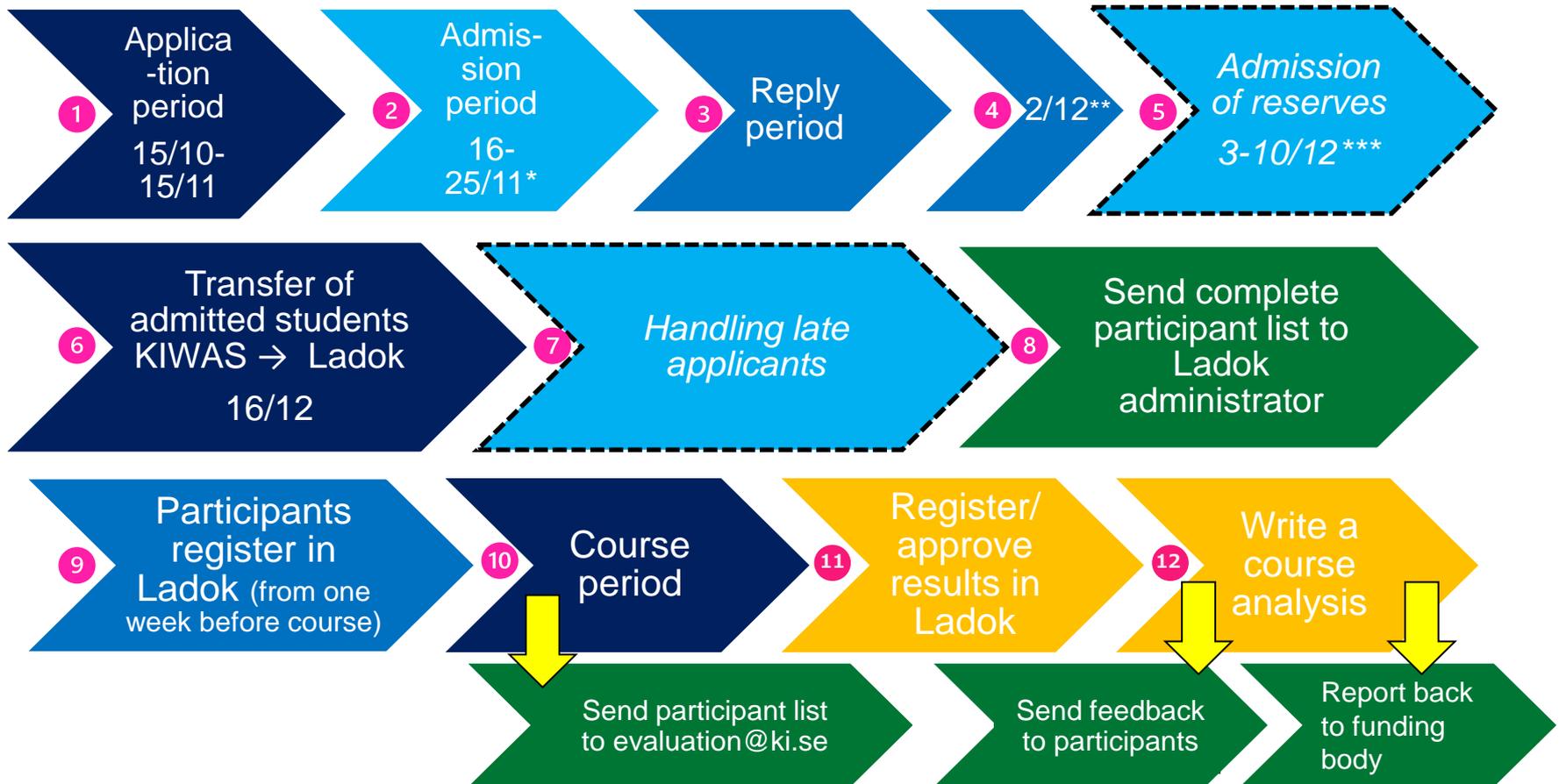


# Flowchart for doctoral courses VT22: from course application to course analysis



\* Admission can start at the earliest on 16 Nov. Recommended is to admit no later than 25 Nov to allow time for a second admission round.

\*\* Recommended last date to reply.

\*\*\* Admission of reserves can start at the earliest the day after last date to reply in the first admission round. New last reply date no later than **15 Dec**, before data transfer to Ladok.

## The workflow for doctoral courses: from application to course analysis

- 1 The student applies for the course via the [KIWAS course catalogue](#).
- 2 The course provider admits promptly after the application deadline, using KIWAS, and decides on a last day to reply to the admission offer (see recommended date in the flowchart). **The course provider also sends a separate admission email with an attached supervisor certificate (tailored for the specific course)\*.**
- 3 The student a) replies via KIWAS, b) fills in the supervisor certificate attached to the admission email and sends the signed and scanned/photographed (or digitally signed using [EduSign](#)) supervisor certificate back to the course provider via email.
- 4 The recommended last date to reply to an admission/reserve offer allows a second admission round to be carried out, if there are many applicants, and time for students to reply before the admission data transfer to Ladok.
- 5 If there are reserves on the course, they can be admitted in a second admission round, if there are places left once the reply date in the first admission round has lapsed.
- 6 The Ladok system management group will transfer the applicants that have been admitted and have accepted via KIWAS (within the given timeframe) to the course occasion in Ladok.
- 7 Any application received after the application deadline in KIWAS, as well as late admission/reply in KIWAS, must be processed manually\*\*.
- 8 As soon as admission to the course has been completed, and well in advance to the course start, the course provider sends a complete participant list to the Ladok administrator at the department. (Please note that students lacking a Swedish personal identity number, and previously not established in Ladok, will need to hand in a copy of their passport).
- 9 The student registers for the course in Ladok (registration is open from one week before course start until two days into the course).
- 10 When the course starts, remind the students who have yet not registered for the course in Ladok to do so. Send a participant list to the Evaluation Unit, no later than the day after course start (see [guidelines](#)).
- 11 Results are reported (by the examiner or the department's Ladok administrator) and approved in Ladok (by the examiner).
- 12 When the Evaluation Unit has delivered the evaluation reports, the course director writes a course analysis, finalises the reporting to the doctoral programme (or the Course and Programme Committee, depending on the source of funding) and sends feedback to course participants.

\*New since 2020. We have turned off the admission email from KIWAS to avoid overloading of the system.

\*\* Likewise, if admission is performed in KIWAS later than recommended, with the result that students' replies are submitted after the decided date for transfer of admission data to Ladok, the students must be admitted manually to the course occasion in Ladok.

Read more about [admission to doctoral courses](#).