

## The workflow for admission to doctoral courses

This is the workflow for admission to doctoral courses advertised in the course catalogue. Read more about [admission to doctoral courses](#).

- 1 The doctoral student applies via the [KIWAS course catalogue](#).
- 2 The course organiser admits promptly, when the course catalogue has closed for application, using KIWAS and decides on a last day to reply to the admission offer (not more than two weeks ahead, see recommended date).
- 3 The doctoral student receives an admission email and replies via KIWAS. He/she also prints the admission email and sends the signed and scanned supervisor certificate to the course organiser, via email (on having accepted the course place).
- 4 If there are reserves on the course, they can be admitted in a second admission round, once the reply date in the first admission round has lapsed.
- 5 All applicants that have been admitted and have accepted via KIWAS, within the given timeframe, will be transferred to the course occasion in Ladok. (See specified date for data transfer).
- 6 Any applications received after the end of the application period in KIWAS, as well as late admission/replies in KIWAS, have to be processed manually\*.
- 7 As soon as admission to the course has been completed, and well in advance to the course start, send 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.
- 8 The doctoral student registers on the course in Ladok (registration is open from one week before course start until two days into the course).
- 9 When the course starts, remind the students who have yet not registered to 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](#)).
- 10 Results are reported (by examiner or Ladok administrator) and approved in Ladok (by examiner).
- 11 When the evaluation reports are received, write a course analysis, finalise your reporting to the doctoral programme (or the Course and Programme Committee, depending on source of funding) and send feedback to course participants.

*\* Applications received after the course catalogue has closed for application are handled outside KIWAS and the supervisor certificate has to be attached to the admission email. When the admitted students have accepted, a Ladok administrator at the department responsible for the course admits these students to the course occasion in Ladok.*

*If admission is performed in KIWAS later than recommended, following that students' replies are submitted after the set date for transfer of admission data to Ladok, the students have to be admitted manually to the course occasion in Ladok.*