Process for Admission as a Doctoral Student

The process to become a doctoral student (including at the level of licentiate) in the third-cycle subject field *Health and Welfare with Focus on Evidence-Based Practice with a doctoral degree in the subject of Health Sciences* at Dalarna University comprises two phases:

The first phase (steps 1-3 below) involves applying for a position that is advertised. (This is not relevant for those doctoral students that are recruited through other means than an advertisement – for example, through financing from their municipal or county council employer.)

If you are offered the position, the second phase begins (steps 4-5 below): this involves applying for admission to Dalarna University. This is the case for all doctoral students.

1. Available Positions for Doctoral Students

Availability for doctoral student positions are advertised on an ongoing basis and at times when specific recruitment efforts are underway. Admission requirements are described in the General Programme Curriculum (link to webpage). A formal assessment of the applicant's eligibility is not conducted until later in the process (step 6 below). When the applicant has submitted the application, (s)he will receive confirmation that the application has been received.

2. Interview

The Health and Welfare's Doctoral Studies Board , supervisors, relevant heads of department and the Human Resources Office receive all applications and those applicants who fulfill the criteria described in the advertisement and who are selected are invited for interview.

3. Decision

When the interviews have been conducted, all applicants will receive information explaining that the recruitment process is concluded. Applicants will be informed as to whether or not they are to be offered the position.

4. Application for admission to doctoral studies and the writing of an individual study plan

a) Together with the intended supervisor, the applicant will write a proposal for an individual study plan, including the research plan for the thesis work. During this period of preparation, (s)he may be offered a temporary position as a research assistant for a short period up to three months.

b) Before admission, the research plan will be reviewed in a research seminar held by the research profile Health and Welfare.

c) **The Application for Admission,** including certified copies of degree certificates along with other documentation that the applicants wish to submit, must be sent to the Director of Doctoral Studies three days in advance of the meeting of the Health and Welfare's Doctoral Studies Board.

d) **A financial plan** for the longevity of the doctoral study period must also be sent to the Director of Doctoral Studies three working days ahead of the meeting of the Health and Welfare's Doctoral Studies Board.

e) **The Individual Study Plan** (ISP), including **the research plan**, is drawn up by the applicant and the supervisor(s), and is to be sent to the Director of Doctoral Studies three work days ahead of the meeting of the Health and Welfare's Doctoral Studies Board

5. Decision on Admission

a) At the meeting of the Health and Welfare's Doctoral Studies Board, the application documents are reviewed. The applicant and the supervisor will be informed directly after the meeting of the board as to whether or not any other documentation is required for the application to be considered complete.

b) The reviewed application, the financial plan and the Individual Study Plan are then processed at a meeting held by of the Doctoral Programmes Board (FUN).

c) FUN decides upon admission.

d) FUN decides upon the ISP.

e) The Director of Doctoral Studies sends the decision to the doctoral student and all supervisors.