

## Instruction/help for applying for admission to postgraduate education

### NJ Faculty

- The admission process is described in detail on the employee website. Recruitment and admission | [Recruitment and admission | Medarbetarwebben \(slu.se\)](#)
- The admissions procedure is regulated by the Higher Education Ordinance, Admissions Regulations for postgraduate education 2018, Guidelines for joint degree at SLU, Guidelines for postgraduate education 2019 and the general study plan for the relevant postgraduate subject. The chair of the research education committee in FUN-NJ makes the decision on admission.
- The main supervisor or head of department is responsible for ensuring that the application is correct and complete. If it needs to be supplemented, the decision risks being delayed. All documents in the application must be submitted at the same time. When the application is submitted, the Education Department's assessment must be complete and included. A preliminary ISP must be in the application form including department SLU ID for ISP, a copy of the advertisement from ReachMee, justification of selection of the applicant and project budget sheet must be attached.
- Documents are emailed to the NJ faculty's office to: [Charlotta Eriksson](#) or [Sabine Sampels](#). Visiting address: Ulls hus, Almas allé 8 (floor 4 in Kuben). Documents can also be emailed to the registrar. Electronically signed originals contain digital information and must be emailed.
- This document is located on the NJ targeted pages [Postgraduate training at the NJ Faculty | Employee website \(slu.se\)](#)

A COMPLETE application contains:

1: The application form, check that everything is filled in correctly and that it is signed by the candidate, main supervisor and the head of department. [rek\\_antagning\\_prel\\_isp\\_v7.docx](#)

There must be at least one and at most three assistant supervisors (both genders must be represented). If there are more than three, there must be a clear written account of why there should be more in the supervisor group, this is assessed by FUN's chair. The supervisors (including external ones) specified in the application must also be included in the preliminary ISP.

**Please note that the department's SLU ID for ISP must be included on the application form**

2: Preliminary ISP in Ladok

The preliminary ISP must always be created in the application form [rek\\_antagning\\_prel\\_isp\\_v7.docx](#) the work is managed by the main supervisor since the PhD student is not yet admitted. The ISP must first be approved by departmental director of studies, and then by the head of department. After approval by the head of department, the ISP and all other documents will be (via faculty administrators) sent to the faculty study directors who review the ISP and other documents. Decisions are made by the vice-dean who is also chair of FUN. Finally, the ISP goes to NJ's faculty administrator who will link the ISP with the doctoral student and main supervisor in Ladok. This will be at the same time as the decision is processed by the faculty. The doctoral student is registered in

Ladok with the admission date and expected end date as well as the first preliminary study period. The main supervisor can now start the first version.

[Instruktioner – Ladokkonsortiet](#)

[Innehåll i Ladok ISP | Medarbetarwebben](#)

Note: Some employees at SLU (and external supervisors outside SLU) must be added to the ISP Ladok. The department need to contact [Ladok@slu.se](mailto:Ladok@slu.se) so the new user can be imported into Ladok and only then can they be added to ISP.

To be added to the ISP Ladok, a user must first be created (if the user not have an AD) in SLU's AD (IDIS/Omada). It is the department's catalogue manager who creates new users in SLU's AD. Note that the person added to SLU's AD does not need to be employed or even have an active account, they just need to be registered there so that all systems use the same original source. This must be prepared before the application is submitted so that the ISP can be linked to the PhD student and the main supervisor/supervisors.

3: Assessment (certificate) from the Education Department outlining the basic qualification and special qualification in English, as well as the authenticity of diplomas and language certificates. For different ways to meet eligibility in English 6 see Universityadmissions.se - [Universityadmissions.se](https://www.universityadmissions.se) - [Apply to Swedish universities](#) (same eligibility as for admission to advanced level education)

4: Funding for 4 years (lic. 2 years) must be clearly presented in a project calculation including LKP and OH. Further, a plan for financing the entire education, where applicable, a copy of the contract with project number, decision or agreement on the allocation of funds or a statement from the head of department that institutional funds can be used must be attached. According to decision FN 2022-04-20 (SLUID: SLU.ua.2022.1.1.1-1439) there is the possibility of faculty co-financing for 6 months in year 4; this must also be clearly included in the project estimate at the time of admission if this co-funding is requested (applies to those admitted in 2023-2026).

[Projektkalkyl | Medarbetarwebben](#)

5: Announcement (advertisement) of the educational position and justification of selection, including a ranking list of the candidates who applied for the position and an outline of who participated in the selection process.

In the following special cases, also attach:

6: If the candidate is not a Swedish citizen: certified copy of pages in the candidate's passport with photo and personal information.

7: For industrial doctoral students or business doctoral students, there must be a clear agreement or contract between the employer and SLU as well as a certified copy of the employment agreement or similar. The agreement must regulate that sufficient time is set aside for the postgraduate education according to HF chapter 7 section 36.

8: For scholarship holders, the contract between the candidate and scholarship financier or the financier's certificate of scholarship to the candidate must be included. One year of doctoral studies

can be financed with scholarships. If SLU has signed an agreement with a scholarship financier, the entire period of study can be financed with a scholarship. The stipend must correspond to a sufficient amount per month during the time the doctoral student will stay in Sweden including LKP and OH (Remuneration according to the doctoral level plus LKP and OH per month).

9: For sandwich doctoral students, there must be a signed contract between SLU and all relevant parties, other universities and, for example, SIDA, which regulates the doctoral student's education and the financing of the doctoral student's living costs along with other costs. Certificate of admission to postgraduate education or employment contract at the other higher education institution and advertisement.

10: In the case of a Double Degree or Joint Degree, there must be a signed contract between SLU and all parties involved, other higher education institutions and, for example, SIDA, which regulates the doctoral student's education and the financing of the doctoral student's living costs along with other costs. Education agreements must be drawn up according to the guidelines for joint or double degrees.

REMEMBER: When admitting a foreign doctoral student, the department should apply for a coordination number (samordningsnummer) as soon as the decision is processed, even if the doctoral student has not arrived in Sweden yet. This is to speed up the process of getting a bank account. [Förberedelser inför internationella arbetstagares ankomst | Medarbetarwebben](#)

[Preparations for arrival | Employee website \(slu.se\)](#)