

Local Regulations for Admission to Third-cycle Courses and Study Programmes

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Short Summary	The regulations describe what applies at SEDU for admission to doctoral programmes and which positions/roles have responsibility and decision-making authority in the process. These rules relate to the SEDU Admissions Regulations.

Table of Contents

Local Regulations for Admission to Third-cycle Courses and Study Programmes.....	1
1. Introduction.....	3
1.1 Statutory texts regulating admissions	3
1.2 Degrees	3
2. Announcement	3
3. General admission rules	3
4 General rules for eligibility.....	4
5. Local rules for basic eligibility	5
6 Local rules for special entry requirements.....	5
7 Selection and admission procedure.....	5
7.1 Selection among applicants	5
7.2 Application content.....	6
7.3 Procedure for the preparation of applications.....	6
7.4 Proposal for admission.....	7
8. Decision on admission.....	7
9. Appeal of decisions.....	8

1. Introduction

These rules cover third-cycle education and contain local rules and routine descriptions and relate to the FHS Admission Regulations for third-cycle education.

At the Swedish Defence University, admissions are made to programmes whose final goal is a doctoral degree corresponding to four years of full-time studies. Admission takes place in a subject at third-cycle level. The regulations around admission can be found in the general study plan for each subject.

1.1 Statutory texts regulating admissions

General provisions for admission to third-cycle education are laid down by the Government in HF Chapter 7, sections 34-41.

1.2 Degrees

A licentiate degree is awarded either after the doctoral student has completed a programme of at least 120 higher education credits in a subject for third-cycle education, or after the doctoral student has completed a part of at least 120 higher education credits of a programme that is to be completed with a doctoral degree, if the university decides that such a licentiate degree can be awarded at the university (Ordinance for the Swedish Defence University 2007:1164, appendix).

A doctoral degree is awarded after the doctoral student has completed a programme of 240 higher education credits in a subject for third-cycle education (Swedish Defence University Ordinance 2007:1164, appendix).

The Swedish Defence University does not admit students to an education with a licentiate degree as a goal, but if the subject so states in its general study plan, a doctoral student can complete a licentiate degree as a stage in his or her education.

2. Announcement

Announcements of doctoral positions are advertised for at least three weeks on the Swedish Defence University's website and other appropriate channels, regardless of the form of funding.

Exceptions to the obligation to advertise apply if the applicant has received a personal scholarship, is transferred from another doctoral programme or has been recruited in an agreed educational collaboration (doctoral student employed by another employer with his or her daily activities based at FHS - collaborative doctoral student). In both these cases, the application should be handled in the regular call and assessed alongside other applications.

3. Admission regulations

Admission to third-cycle education at the Swedish Defence University may only take place in subjects established by the board as third-cycle subjects. Financing of third-cycle education normally refers to employment as a doctoral student.

The Swedish Defence University does not allow financing of third-cycle education through its own funds.

There will be a distinct admissions process promoting transparency and competition. Such a system also favours the legal security of the doctoral student.

Doctoral students can also be financed through employment by another employer (company, government agency or other higher education institution), known as a collaborative doctoral student. In these cases, a contract or agreement must be drawn up before admission. The contract must regulate time set aside for the doctoral programme within the employment so that the studies can be completed within the planned time (four years for full-time studies) and ensure the financing of the entire programme (SFS 2017:284).

Doctoral students admitted to foreign universities who participate in research projects funded by other authorities, for example, are usually employed by their home universities. Contracts between such an authority, the Swedish Defence University, and the foreign universities must regulate the financing of the doctoral students' livelihood and other costs.

Doctoral students with a scholarship can be admitted to the Swedish Defence University. However, the Swedish Defence University only accepts scholarships that are unconditional in terms of the doctoral student's academic performance. Scholarships from scholarship funders may not be associated with any requirements from the funder regarding academic performance either before, during or after the doctoral studies. Conditions allowing the scholarship to be withdrawn prematurely if the doctoral student is deprived of supervisory resources in accordance with Chapter 6, Section 30 of the Swedish Higher Education Act can be applied. The Swedish Defence University only accepts scholarships that lead to at least a net supply corresponding to the lowest step of the Swedish Defence University's doctoral ladder. The contract between funder and scholarship holder may not contain anything that:

- a. limits the scholarship holder's ability to complete the programme in accordance with Swedish law and practice,
- b. reduces the conditions of study for the doctoral student in comparison with the conditions that apply to other doctoral students at the higher education institution,
- c. infringes on the right of the higher education institution to determine how the programme is conducted or examined, or
- d. requires the higher education institution or supervisor to report to the funding body on the planning, content and implementation of the individual doctoral student's education.

4. Entry requirements

In order to be admitted to third-cycle education, Chapter 7, Section 35 of HF requires that the applicant

- meet the general entry requirements and specific entry requirements prescribed by the higher education institution, and

- be considered in other respects to have the ability required to assimilate the course or study programme.

What this means is regulated in the Swedish Defence University's Admission Regulations.

5. Local regulations for general entry requirements

Basic eligibility is granted to those who meet the requirements stated in the Swedish Defence University's Admission Regulations.

In addition to what is stated in the Swedish Defence University's Admission Regulations, FoUN may decide on an exemption from general entry requirements for an individual applicant with reference to special reasons, after preparation by the relevant subject council. The subject council's proposal must be accompanied by a detailed justification and documents supporting the justification.

In order for FoUN to grant an exemption from the general entry requirement, the applicant must, in addition to having acquired essentially equivalent knowledge, present a degree at Bachelor's level and a written account of an independent project whose scope corresponds to at least 15 higher education credits, and whose content corresponds to knowledge and skills in a degree project at second cycle level, or a relevant independent project of equivalent difficulty and scope.

6 Local regulations for specific entry requirements

Special entry requirements are available to those who meet the requirements specified in HF and the Swedish Defence University's Admission Regulations.

In addition to what is stated in the Swedish Defence University's Admission Regulations, FoUN determines the special eligibility conditions that apply to each third-cycle subject. These conditions shall be stated in the general study plan for the third-cycle subject.

Upper secondary school grades corresponding to English 6 are a special entry requirement. For applicants who do not have grades from a Swedish upper secondary school, or a degree from an international programme, a certificate of eligibility equivalent to English 6 from an internationally approved language test (TOEFL (Test of English as a Foreign Language), IELTS (The International English Language Testing System), or Cambridge ESOL (English Language Assessment)) is required in accordance with the requirements. Any exceptions to the certificate requirement are regulated by the Swedish Council for Higher Education.

7 Selection and admission procedure

7.1 Selection among applicants

Before admission, all applications, regardless of funding form, shall undergo quality review according to the procedures and eligibility conditions described in the general syllabus of each third-cycle subject.

All admissions, i.e. even those where the call has not been advertised, shall be preceded by the following application process (p. 7.2-7.4). Admission of doctoral students, regardless of the form of funding, shall be carried out according to the same principles. Admission of doctoral students with funding other than a doctoral position may not, in terms of its scope or need, negatively affect the quality of the doctoral programme for those holding a doctoral position (SFS 2006:1053).

The admissions process for third-cycle education shall be transparent, in that all decisions in the process shall be registered and thus available.

7.2 Application content

The application shall be made in the designated system and be supplemented with the following appendices:

- a. Curriculum vitae.
- b. A copy of a second-cycle degree project whose scope corresponds to at least 15 higher education credits or other relevant independent work of equivalent difficulty and scope.
- c. A draft doctoral project, the scope of which is decided by each subject.
- d. Copies of degree certificates and register extracts from previous studies at first and second cycle level at a university or university college.
- e. Where applicable, a certificate confirming authorisation equivalent to English 6.
- f. If the applicant has foreign citizenship, a copy of the passport shall be attached.
- g. A list of two reference persons and their contact information.
- h. Other documents that may strengthen the application (e.g. publications).
- i. Where applicable, evidence of external funding of the doctoral programme (certificate of personal scholarship or research grant) and a copy of the "Letter of acknowledgement" or a certificate from his/her employer certifying that the financing of the entire programme can be secured and that the applicant can devote enough time to the programme to complete it within the stipulated time.

7.3 Procedure for the preparation of applications

- a. The subject council (or a group appointed by it) in the relevant third-cycle subject checks the candidates' eligibility.
- b. On the basis of an overall assessment of the applicant's ability to complete the programme with a degree within the stipulated time, the subject council (or a group appointed by it) in the relevant third-cycle subject shall rank applicants according to the assessment criteria specified in the subject's general syllabus, for a decision on admission by the head of research.
- c. Applicants for admission with funding other than a doctoral position shall be treated equally with other applicants. Only those whose merits and quality in the application are found to fulfil equivalent quality requirements may be admitted.
- d. In addition to the written documentation, the subject council may also supplement its work on ranking applicants with interviews if necessary to distinguish between them.
- e. The subject council (or a group appointed by it) in the relevant third-cycle subject assesses the reliability of the documents attached to the application.

The subject council can request support from FUS in the preparation work.

7.4 Proposal for admission

After preparation by the Scientific Council (or a group appointed by it), the Head of Department in the relevant third-cycle subject submits a proposal for the admission of applicants to the Head of Research. The proposal shall be in writing and be supplemented with the following appendices:

- a. Documentation from the scientific council informing about the applicant's eligibility and justifying how the doctoral project is expected to contribute to the development of the subject. In the event that a candidate has not achieved basic or special eligibility, the scientific council (or a group appointed by it) shall obtain a decision on exemption from the basic eligibility requirement from FoUN. The decision shall be attached.
- b. A plan describing the funding of the research on which the thesis work is based. Normally, this involves funding through employment as a doctoral student.

If the applicant is employed by a company, an authority or at another higher education institution, in Sweden or in another country (collaborative doctoral student), an agreement shall be drawn up between the employer and the Swedish Defence University that ensures the financing of the entire programme and that the applicant can devote so much of his or her time to the programme that it can be completed within the stipulated time (four years for full-time studies). The agreement shall clarify the division of responsibilities between the employer and the relevant department at the Swedish Defence University (SFS 2010:1064, see also HF Chapter 7). The doctoral student must approve the agreement.

This agreement must be signed by all parties before the admission decision is signed.

8. Decision on admission

Decisions on admission to third-cycle programmes are made by the head of research. The subject council for the relevant third-cycle subject prepares the decision at the request of the head of department. Before a decision on admission is made, it must be ensured that the admission process has taken place in accordance with the rules in this document. The advisory subject council shall ensure that the basis for the selection of applicants complies with what is stated in section 7.4 and is sufficiently clear for the head of research to be able to make a decision on admission.

No conflict of interest, according to Section 11 of the Public Administration Act (1986:223), may occur between applicants and those participating in the decision.

Admission shall be preceded by an assessment of all parts of the documentation. It is the responsibility of the head of research to make a careful assessment that the intended funding during the study period, whether it is an employment or a scholarship, is sustainable until the degree. If the intended funding of a doctoral student who has a scholarship, through no fault of the doctoral student, fails in such a way that it makes it impossible for the doctoral student to continue his or her studies until graduation, the head of department shall, in the event that the

doctoral student has fulfilled his or her commitments in the individual study plan, offer the doctoral student employment as a doctoral student. In HF chap. 5 regulates which forms of employment and support are permitted.

9. Appeal of decisions

A decision that an applicant has not been admitted to a doctoral programme cannot be appealed. This follows from HF chapter 12, sections 2 and 4.