



ADMISSION REGULATIONS FOR DOCTORAL EDUCATION AT UMEÅ UNIVERSITY

Type of document:	Regulation
Date:	29 April 2025
Reg. No.:	FS 1.1-452-25
Approved by:	University Board
Validity:	Until further notice
Field:	Education and research
Office in charge:	Planning Office
Replaces document:	FS 1.1-861-21 (2021-06-09)



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1. Description

The Admission Regulations for Doctoral Education describes both national regulations and Umeå University provisions for the advertisement, application and admission to a study place aimed towards a Doctoral degree or Licentiate degree. The Admission Regulations also describe what entry requirements are applicable to applicants and how selection and transfer of credits for admission should take place prior to admission. Finally, the Admission Regulations also describe the prerequisites for funding, individual study plans and supervision in the case of admission.

2. Background

According to chapter 6, section 3 of the Higher Education Ordinance (SFS 2010:1064) admission regulations refer to the instructions for education that Umeå University applies on the questions of application, entry requirements, selection, admission and how decisions are made and can be appealed against.

Umeå University has admission regulations for first, second and third-cycle education. This document constitutes the admission regulations for doctoral education and should be approved by the University Board according to chapter 2, section 2 of the Higher Education Ordinance. In addition to the requirements that the Higher Education Ordinance states, this document also includes regulations regarding funding, individual study plans and supervision relevant to admission.

Issues of responsibility and regulations for doctoral education should otherwise follow national and local regulations at Umeå University, including applicable orders of delegation of authority.

3. Definition

In accordance with Chapter 1, section 4 Higher Education Ordinance, HEO, In this ordinance 'student' refers to those who have been admitted to and pursue higher education studies, 'third-cycle student' to those who have been admitted to and pursue third-cycle studies, in both cases in so far as not otherwise specifically stated.

4. Advertising, application and admission

4.1. Local regulations for applications and admissions with a doctoral degree as the aimed degree

In addition to national regulation, Chapter 7 34§-38§ HEO, and the Vice-Chancellor's order of delegation of authority, the following applies to applications and admissions with a Doctoral degree as the aimed degree.

- Vacancies in doctoral studies shall be advertised publicly or through an equivalent process. Each faculty must inform about how admission takes place and how it is organised.



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Furthermore, it must inform about eligibility rules, assessment criteria and how applications must be structured. The general syllabus for the subject in question must be made available. Such information is to be published on each faculty's website.

- Vacancies must always be advertised on the Umeå University website.
- The provisions stated in the Language Act (2009:600) are to be observed in conjunction with advertising, such that there is always a Swedish version of an advertisement. Advertising should be carried out both nationally and internationally, which may require the use of other languages in addition to Swedish. In special cases, information about available study places need not be provided, as stated in the individual points in chapter 7, section 37 of the HEO. Available programme places must be advertised at least three weeks before the last day of application.
- When the intention is to finance part of the education through stipends, this must be clearly stated in the advertisement. Consultation with the Dean on the design of the advertisement and a copy of his/her written consent must be made prior to advertising, or there must be an agreement with a financier if the programme is to be funded through a stipend.
- Decisions on admission to doctoral education must be clear and implemented with transparency in close dialogue with those concerned. Proposals for admission of a doctoral student will be considered and decided by well-defined quality criteria and documented decision proposals. Preparation as far as proposals for decisions on admission shall be conducted through collegial means.
- One doctoral student representative, appointed by the student union for the area of activities for the subject where the education will be carried on, has the right to participate in the preparation of admissions cases.
- Doctoral students must be admitted to the education to participate in doctoral education. Preparatory training for doctoral studies is to be carried out at the first or second-cycle level. Students must acknowledge receiving the information in writing in good time before admission.
- In cases of admission where the doctoral student will at the same time participate in a doctoral school, questions concerning courses and supervision are to be clarified beforehand. This may be done either through written agreement or by the information being provided in some other way.
- A doctoral student who originally planned to take a Doctoral degree may complete his/her studies with a Licentiate degree if the requirements for such a degree are fulfilled.
- A decision that an applicant has not been admitted to doctoral education cannot be appealed (refer to HEO Chapter 12 section 2).



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Umeå University reserves the right to withdraw an offer of admission if the admitted doctoral student is denied residence permit prior to the commencement of studies, in cases where physical presence at the University is required and a residence permit is necessary for the doctoral student to reside in Sweden. This also applies when a specific start date for the doctoral studies has been stated in the position advertisement, and the doctoral student is unable to present a valid residence permit by that date.

4.2. Local regulation for application and admission with a Licentiate degree as the aimed degree

In addition to national regulation, Chapter 7 34§-38§ HEO, and the Vice-Chancellor's order of delegation of authority, the following applies to applications and admissions with a Licentiate degree as the aimed degree.

- Vacancies in doctoral studies shall be advertised publicly or through an equivalent process. Each faculty must inform about how admission takes place and how it is organized. Furthermore, it must inform about eligibility rules, assessment criteria and how applications must be structured. The general syllabus for the subject in question must be made available. Such information is to be published on each faculty's webb.
- Vacancies must always be advertised on the Umeå University webb.
- The provisions stated in the Language Act (2009:600) are to be observed in conjunction with advertising, such that there is always a Swedish version of an advertisement. Advertising should be carried out, both nationally and internationally, which may require the use of other languages in addition to Swedish. In special cases, information about available study places need not be provided, as stated in the individual points in chapter 7, section 37 of the HEO. Available programme places must be advertised at least three weeks before the last day of application.
- When the intention is to finance part of the education through stipends, this must be clearly stated in the advertisement. Consultation with the Dean on the design of the advertisement and a copy of his/her written consent must be made prior to advertising, or there must be an agreement with a financier if the programme is to be funded through a stipend.
- Decisions on admission to doctoral education must be clear and implemented with transparency. Proposals for admission of a doctoral student will be considered and decided by well-defined quality criteria and documented decision proposals. Preparation as far as proposals for decisions on admission shall be conducted through collegial means.
- One doctoral student representative, appointed by the student union for the area of activities for the subject where the education will be carried on, has the right to participate in the preparation of admissions cases.
- Doctoral students must be admitted to the studies to participate in doctoral education. Preparatory training for doctoral education is to be carried out at the first-cycle or second-



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cycle level.

- When advertising available study places leading to a Licentiate degree, it must be clearly stated that these places cannot be extended into places leading to a Doctoral degree.
- If the doctoral student intends to continue studying for a Doctoral degree, a new application process will be required.
- In cases of admission where the doctoral student will at the same time participate in a doctoral school, questions concerning courses and supervision are to be clarified beforehand. This may be done either through written agreement or by the information being provided in some other way.
- A decision that an applicant has not been admitted to doctoral education cannot be appealed (refer to HEO Chapter 12 section 2).

Umeå University reserves the right to withdraw an offer of admission if the admitted doctoral student is denied residence permit prior to the commencement of studies, in cases where physical presence at the University is required and a residence permit is necessary for the doctoral student to reside in Sweden. This also applies when a specific start date for the doctoral studies has been stated in the position advertisement, and the doctoral student is unable to present a valid residence permit by that date.

5. Entry requirements

5.1 Local regulation for entry requirements

In addition to national regulation, Chapter 7 35§-40§ HEO, and the Vice-Chancellor's order of delegation of authority, the following applies to entry requirements. The entry requirements must be stated in the general study plan for each subject.

6. Selection and transfer of credits for admission

6.1 Local regulation for selection and transfer of credits for admission

In addition to national regulation, Chapter 7 41§ HEO, and the Vice-Chancellor's order of delegation of authority, the following applies to selection and transfer of credits for admission.

- Selection is to be characterised by transparency and be made through collegial means.



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- In order to prevent systematic prioritisation being given to applicants with a Master's degree for the purpose of shortening the education on a doctoral level to less than four years, a conventional credit transfer of the second year of the Master's degree is not allowed.
- A student who has completed higher education at second-cycle level and has passed may transfer credits from parts of such education on admission to doctoral level. Priority for admission will not automatically be given to students who apply for credit transfer of parts of previous second-cycle courses.
- An accepted transfer of credits at admission means, normally, shortening of the total time of doctoral education with equal time of accepted credits.
- If parts of a previously completed second-cycle courses are to be credited for admission, this shall be done in each case only after application by the student in connection with an application for admission. Application for credit from parts of second-cycle education by the student must be in writing, and at the same time the student must be given written information about the consequences of credit transfer.
- Proposals for decision on the recommendation or rejection of transfer of credits shall normally be prepared by the examiner or equivalent.
- Transfer of credits shall always take place for every individual course in relation to the qualification ordinance (Appendix 2, HEO) for doctoral studies. The criteria for transfer of credits must be reported in every single case.
- The person admitting students to doctoral education decides on transfer of credits for admission.

7. Funding

7.1 Local regulation for funding

In addition to national regulation, Chapter 1 11c§, Chapter 7 36§, Chapter 5 1§-5§ HEO, and the Vice-Chancellor's order of delegation of authority, the following applies to funding.

- It is the duty of the person granting admission to doctoral education to carefully assess that the planned financial resources, regardless of whether they be from employment or other funding or stipends, are sufficient for the funding for an admitted applicant whose ultimate objective is a Doctoral degree to be secured for a period of study equivalent to 4 years of full-time study. In the same way, the person granting admission shall make a corresponding assessment of the financial resources for a period of study equivalent to 2 years of full-study for an applicant admitted with a Licentiate degree as their ultimate objective.
- Doctoral education should be primarily financed with a doctoral studentship. Faculty funded doctoral positions are to be allocated to doctoral education that result in a doctorate degree and not a Licentiate degree.



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- Financing through external stipends is governed by the Umeå University *Rules for stipends at Umeå University*. The Personnel unit will take out insurance with Kammarkollegiet for doctoral students funded through stipends. The insurance policy covers the doctoral students' entitlements in case of illness or parental leave.
- Admissions on forms of funding other than those described above must be treated restrictively at Umeå University. The University is responsible for funding supervision and other resources for all doctoral students regardless of their funding. Admissions on so-called other fundings may only take place if supervisors and other resources can be offered to the applicant without encroaching on other doctoral students or better qualified applicants in need of such resources.
- A person who has other permanent employment than a doctoral studentship or receives grant funding (e.g. assistant lectures, practicing doctors or nurses) may be admitted to doctoral studies that can be completed within a maximum of eight years. In cases where a person is admitted to doctoral studies at the same time as being employed by an employer other than Umeå University, an agreement shall be drawn up that clarifies the right of the employee to pursue doctoral studies and how funding will be governed and secured throughout the period of education.
- The amount of study financing must, regardless of form, be equivalent to at least a doctoral studentship according to the local collective agreement on doctoral students' salaries after tax deduction.

8. Individual study plan

8.1 Local regulation for individual study plan

In addition to national regulation, Chapter 6 29§ HEO, and the Vice-Chancellor's order of delegation of authority, the following applies to individual study plans at the time of admission.

- An individual study and funding plan should be set up for each doctoral student in conjunction with application or admission in accordance with the institution-wide model. Questions of responsibility and procedures regarding the individual study plan should conform to *the Regulations for doctoral education at Umeå University*.
- When a student is admitted to studies leading to a Licentiate degree, a special statement of reasons should be included in the individual study plan.
- When a doctoral student is admitted to a subject and also participates in a doctoral school, issues regarding courses and supervision may require clarification in the setup of the individual study plan. This can take place through agreements, or in other ways be informed of in writing.
- If a doctoral student who has already taken a Licentiate degree is admitted anew to the same subject and aims for a Doctoral degree, the equivalent amount of time and funding already used in the previous doctoral education should be deducted. This should be stated in the individual study and funding plan.



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9. Supervision

9.1 Local regulation for supervision

In addition to national regulation, Chapter 6 28§ HEO, and the Vice-Chancellor's order of delegation, the following is valid for supervision in connection with admissions.

- Those admitted to doctoral education must be assured of supervision during the study period. Issues of responsibility and the regulation of supervision shall be in accordance with the *Regulations for Doctoral Education at Umeå University*.
- Gender balance should be aimed for in the selection of supervisors and reference group.
- In cases where the principle supervisor and assistant supervisor are employed at different departments and/or in cases where one of the supervisors is not employed at Umeå University, a written agreement governing supervision must be established between the departments and the supervisor, or in cases where the supervisor is not employed at Umeå University, between Umeå University, via the Dean, and the supervisor and his or her employer at the time of admission.