

## **Checklist for establishment of a doctoral position at LIME**

This checklist is to be printed, filled out and handed in together with the application for establishment of a doctoral position at the department of LIME. The checklist is to be signed by all planned supervisors.

*Checklist updated January 2023*

**Boxes 1-8 must be marked, as well as box 9 or 10 (depending on financing situation for doctoral student).**

- 1) Form "Establishment of a doctoral position" (Updated September 2021)
- 2) Form "Application for green light" (Updated March 2021)
- 3) Research plan (around 5 pages). Read more about structure of the research plan on LIME webpage (template for research plan updated September 2022)
- 4) Planned supervisors' CV (maximum two pages each)
- 5) Description of the competence of each supervisor in relation to the research project and a description of the doctoral education environment. Instructions for this document is found on LIME webpage
- 6) If assessment regarding exemption from advertising: document verifying the reason for exemption
- 7) Certificate of supervisor training and web course (web course is not to be older than five years) for planned principal supervisor
- 8) Form Financing plan (Updated December 2020). To be signed by those at Karolinska Institutet responsible for financing the doctoral student or, if there is another employer than KI, signed by head of organisation, head of clinic or equivalent
- 9) **If the planned doctoral student is already employed at LIME or there is a planned employment at LIME** – fill out template 'Letter concerning financial support'. This document is to be signed by research group leader/similar/person authorized to sign
- 10 A) **If the student will pursue a doctoral education within an employment outside KI** (externally employed doctoral students), please contact [ekonomi@lime.ki.se](mailto:ekonomi@lime.ki.se). They will provide you with a template from the Legal Office at Karolinska Institutet. Signed contract is to be attached.
- 10 B) If the planned doctoral student has own funding outside LIME – attach his/her CV.

**2. Planned doctoral degree:**

<input type="checkbox"/> Ph.D.degree	<input type="checkbox"/> Licentiate degree	<input type="checkbox"/> Ph.D.degree, latter part
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**3. Employer for planned principal supervisor:**

<input type="checkbox"/> KI	<input type="checkbox"/> SLL	<input type="checkbox"/> Other, namely:
<input type="checkbox"/> Permanent employment		
<input type="checkbox"/> Limited employment, until:		

**4. Previous supervision of doctoral students**

Number of doctoral students you have previously supervised: as principal supervisor: \_\_\_\_\_ as co-supervisor: \_\_\_\_\_

List of doctoral students you have supervised, as principal supervisor, to a doctoral or licentiate degree (more than four: attach a list):

Name	Admission year	Dissertation/licentiate

**5. Date and signatures of planned supervisor constellation**

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Planned principal supervisor \_\_\_\_\_ Name in print

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Planned co-supervisor \_\_\_\_\_ Name in print

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Planned co-supervisor \_\_\_\_\_ Name in print

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Planned co-supervisor \_\_\_\_\_ Name in print