



Dnr

Application | *Ansökan*

Name of applicant (principal supervisor)	E-mail
Proposed co-supervisor	Proposed co-supervisor, if more than one
Proposed co-supervisor, if more than one	KI department for the doctoral position Click to choose department
Title doctoral projekt	
<input type="checkbox"/> Ethical permit(s) has been granted. Dnr/ref.no: <input type="checkbox"/> Ethical permit(s) will be/has been applied for <input type="checkbox"/> Ethical permits are not necessary for this project	
I want to claim exemption from advertising the doctoral position due to the following reason (attach documentation): <input type="checkbox"/> The doctoral student is to complete the studies within the framework of employment by employer other than KI <input type="checkbox"/> The doctoral student has previously begun doctoral studies at another higher education institution <input type="checkbox"/> Similar special grounds (e.g. the doctoral student has been selected in another competitive recruitment process)	
<input type="checkbox"/> Requested documents are attached (see next page)	
Date	Signature applicant (principal supervisor) [or EduSign]

To be filled in by the department:

Assessment - Director of doctoral studies <i>Studierektors bedömning</i>	
All of the following requirements for establishing a doctoral position have been met.:	
<ul style="list-style-type: none">• The applicant has been given a Green Light• The scientific project is feasible and suitable as a doctoral project (peer review)• Ethical permit is available or planned (if applicable)• The supervisor constellation is relevant for the project• The doctoral student will have access to a good doctoral education environment• There is a financial plan	
Date	Signature Director of doctoral studies [or EduSign]
Endorsement <i>Tillstyrkan</i>	
Date	Signature Administrative Head [or EduSign]
Date	Signature (for example head of unit) - if the department so requires [or EduSign]

Decision – Head of department <i>Beslut av prefekt</i>	
A doctoral position is hereby established at this department. The financial plan is approved. <i>Härmed inrättas en doktorandplats vid aktuell institution. Finansieringsplanen godkänns.</i>	
Date	Signature Head of department (<i>prefekt</i>) Printed name or stamp [or EduSign]

Mandatory attachments

1. A Green Light application (or: a copy of an already approved Green Light for this doctoral project)
2. Research plan, including background, research questions, methods, planned studies and significance (around 5 pages incl. references) together with a preliminary time plan for the doctoral student.¹
3. CV of all supervisors (max 2 pages each)
4. Description of the competence and role of each supervisor in relation to the research project*
5. Description of doctoral education environment*
6. Financial plan
7. If exemption from advertising: Document(s) verifying the reasons for exemption

* *Can be attached as a separate document or included in the research plan. Follow instructions from the department*

INFORMATION

To establish a doctoral position is the first step in the admission process for new doctoral students.

The purpose of this step is to ensure, at an early stage, that the research project, the supervision and the doctoral education environment are of high quality, and to ensure there is a sound financial plan.

Green light of the principal supervisor is one of the aspects assessed in this step. Therefore, a green light application should be attached. If a green light assessment already has been processed for this doctoral project, e.g. for a KID application, a copy of that decision has to be attached to this application.

Reasons for **exemption from advertising** the doctoral position is also evaluated in this step. According to the Higher Education Ordinance the only grounds for exemption are those mentioned in the form. If there are no valid grounds for exemption, the doctoral position must be advertised.

This decision is **valid 1 year and only at this KI department**. The original document is kept at the department, a copy is given to the applicant.

More information on the admission process: <http://ki.se/en/staff/admission-to-doctoral-education-at-ki>.

Att inrätta en doktorandplats är det första steget i KI:s antagningsprocess för nya doktorander.

Syftet med detta steg är att på ett tidigt stadium kvalitetssäkra doktorandprojekt, handledarskap och övrig forskarutbildningsmiljö och säkerställa att det finns en rimlig plan för finansiering.

Grönt ljus för huvudhandledaren är en av de aspekter som ingår i bedömningen och en ifylld grönt ljus-ansökan läggs därmed med som bilaga. Om grönt ljus för detta doktorandprojekt redan har bedömts, t.ex. inför en KID-ansökan, läggs en kopia av det beslutet med som bilaga.

I detta steg tas det även ställning till om det finns skäl för **undantag från kravet på utlysning** av doktorandplatsen. Krav på utlysning är reglerat av Högskoleförordningen och de enda skäl till undantag är de som nämns i blanketten. Om det inte finns giltiga skäl för undantag ska doktorandplatsen utlysas.

Beslut om inrättande av doktorandplats **gäller för aktuell institution under 1 år** från beslutsdatum. Originaldokument bevaras av institutionen, en kopia ges till den sökande handledaren.

Mer information om antagningsprocessen: <http://ki.se/medarbetare/antagning-till-forskarutbildning>.

¹ Most departments prefer the research plan to be written in English. If you want to write it in Swedish, ask the study director if that is allowed at your department.



Application for 'green light'

Green light to supervise a doctoral student

Applicant (principal supervisor)

Name applicant	E-mail	Year of birth
Academic title	Employer <input type="checkbox"/> KI <input type="checkbox"/> Region Stockholm <input type="checkbox"/> Other:	
KI department Click to choose department	Unit, research group, etc	

Doctoral project

Title

The application

<input type="checkbox"/> This green light is a part of an application for establishing a doctoral position <input type="checkbox"/> This green light application is filed separately, for the following reason: <input type="checkbox"/> KID grant application <input type="checkbox"/> Appointing a new principal supervisor during an ongoing doctoral education <input type="checkbox"/> Other reason (explain):
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Information about applicant

Number of doctoral students that you are <i>currently</i> supervising: as principal supervisor: as co-supervisor:
<input type="checkbox"/> I have participated in KI's Introductory doctoral supervision course Year: <input type="checkbox"/> I will participate in KI's Introductory doctoral supervision course before the admission of a new doctoral student <input type="checkbox"/> I have completed KI's mandatory web course for supervisors Year: <input type="checkbox"/> I have participated in other course(s) relevant to supervising doctoral students. Description, including course title, organiser and year, in "Comments" below.

Comments/other relevant information

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Signature of applicant

- I have time to supervise a new doctoral student
- I can provide good supervision to a doctoral student
- I am aware that a good doctoral education environment is a requirement for establishing a doctoral position

Date

Signature applicant**Endorsement - if the Department so requires**I endorse this application **(to be signed by head of unit, research group leader, or equivalent)**

Date

Signature

DECISION

An approval means that the applicant has a green light to supervise a new doctoral student at this department - providing that a doctoral position can be established for the named doctoral project.

Godkännande innebär att sökanden har grönt ljus att handleda en ny doktorand vid denna institution – under förutsättning att en doktorandplats kan inrättas för aktuellt doktorandprojekt.

Green light application approved - Grönt ljus-ansökan godkänns

This application is approved when the decision is signed below or signed digitally (EduSign) – given that the declined-box below is not ticked.

Ansökan är godkänd när beslutet är underskrivet nedan eller genom digital signering (EduSign) – under förutsättning att rutan för avslag inte är ikryssad.

Green light application declined - Grönt ljus-ansökan avslås

The application is declined if this box is ticked¹. A document where the reasons are stated must be attached.

Ansökan är avslagen om rutan är ikryssad¹. Ett dokument ska bifogas som beskriver skälen till avslaget.

We have made a joint decision: Vi har tagit ett gemensamt beslut:

Date

Signature, Head of department (*prefekt*)

Name in block letters

Date

Signature, Director of doctoral studies (*studierektor*)

Name in block letters

Date

Signature

Name in block letters

Date

Signature

Name in block letters

¹ If the applicant has submitted this form digitally, the document has to be printed to make it possible to tick the box. After that, the document can be scanned to make it possible for the decision makers to sign digitally. It is possible to have more than one original document if the signatures are in different documents.

Om den sökande har ansökt digitalt skrivs blanketten ut på papper så att det går att kryssa i rutan. Därefter kan blanketten skannas in om beslutsfattarna signerar digitalt. Där går att ha flera originaldokument om signaturerna inte går att samla i samma dokument.

INFORMATION

Green Light is an assessment of an intended principal supervisor. It is only valid for a specific doctoral project and should not be considered as a general approval to supervise.

A green light application is normally filed as an attachment to the application for establishment of a doctoral position. In some cases, *e.g.* when applying for a KID grant, the assessment for Green Light can be done earlier in a separate process. A Green Light application is also needed if a new principal supervisor is appointed during an ongoing doctoral education.

If an application for Green Light is denied, the decision must be accompanied by a written motivation. A rejected applicant is entitled to re-apply.

The green light is only valid at the department issuing the Green Light. The original decision is kept by the department, a copy is given to the applicant.

More information

Information on the admission process: <https://ki.se/en/staff/admission-to-doctoral-education-at-ki>.

Information on supervisor training: <https://ki.se/en/staff/doctoral-supervisor-training>.

Rules for doctoral education at KI: <https://ki.se/en/staff/rules-and-general-syllabus-for-doctoral-education>.



Appendix for "Establishment of a doctoral position" at CLINTEC

to recruit a doctoral student / to start a doctoral project

APPENDIX
Information regarding the intended principal supervisor and co-supervisors

Applicant (principal supervisor)

Name		Year of Birth
Adress, phone, email		Supervision %

Doctoral project

Preliminary title of doctoral project	
This project is exempt of announcement according to Högskoleförordningen (HF)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name of the proposed candidate.	

Co-supervisors

Name		Year of Birth
Adress, phone, email		Supervision %
Employer <input type="checkbox"/> KI <input type="checkbox"/> SLL <input type="checkbox"/> Other, namely:	Academic title <input type="checkbox"/> Dr <input type="checkbox"/> Docent <input type="checkbox"/> Professor	Research group

Name		Year of Birth
Adress, phone, email		Supervision %
Employer <input type="checkbox"/> KI <input type="checkbox"/> SLL <input type="checkbox"/> Other, namely:	Academic title <input type="checkbox"/> Dr <input type="checkbox"/> Docent <input type="checkbox"/> Professor	Research group

Name		Year of Birth
Adress, phone, email		Supervision %
Employer <input type="checkbox"/> KI <input type="checkbox"/> SLL <input type="checkbox"/> Other, namely:	Academic title <input type="checkbox"/> Dr <input type="checkbox"/> Docent <input type="checkbox"/> Professor	Research group

Principal supervision experience

Number of doctoral students you are presently supervising: as principal supervisor: _____ as co-supervisor: _____

List of doctoral students you presently are the principal supervisor for: (more than four: attach a list)

Name	Admission year	Planned dissertation

Number of hours per week available for supervising a new doctoral student: _____

Total number of doctoral students you have supervised to a doctoral degree (or licentiate degree)
as principal supervisor: _____ as co-supervisor: _____

Co-supervisor experience

Number of doctoral students you are presently supervising: as principal supervisor: _____ as co-supervisor: _____

List of doctoral students you presently are the principal supervisor for: (more than four: attach a list)

Name	Admission year	Planned dissertation

Number of hours per week available for supervising a new doctoral student: _____

Total number of doctoral students you have supervised to a doctoral degree (or licentiate degree)
as principal supervisor: _____ as co-supervisor: _____

Co-supervisor experience

Number of doctoral students you are presently supervising: as principal supervisor: _____ as co-supervisor: _____

List of doctoral students you presently are the principal supervisor for: (more than four: attach a list)

Name	Admission year	Planned dissertation

Number of hours per week available for supervising a new doctoral student: _____

Total number of doctoral students you have supervised to a doctoral degree (or licentiate degree)
as principal supervisor: _____ as co-supervisor: _____

Co-supervisor experience

Number of doctoral students you are <u>presently</u> supervising: as principal supervisor: _____ as co-supervisor: _____		
List of doctoral students you presently are the <u>principal supervisor</u> for: (more than four: attach a list)		
Name	Admission year	Planned dissertation
Number of hours per week available for supervising a new doctoral student: _____		
Total number of doctoral students you have supervised to a doctoral degree (or licentiate degree) as principal supervisor: _____ as co-supervisor: _____		

Signature Head of Division

<input type="checkbox"/> I have read the application. I guarantee the financing for the PhD project and take responsibility for the supervisor constellation.	
Date	Signature Head of Division
	Printed name
	Name in print

Insert pages:

- Research plan
- CV of all supervisors
- Description of the competence and role of each supervisor in relation to the research project*
- Description of doctoral education environment*

* *Can be attached as a separate document or included in the research plan.*

Title of doctoral project
Name of principal supervisor

Other employer than KI

This section must be completed if the doctoral education will be performed within an employment at another organisation than Karolinska Institutet.			
Name of prospective doctoral student		Personnummer Social security number	
Name of organisation/employer		Unit, Department etc.	
Signature, head of organisation, head of clinic or equivalent:			
I hereby confirm that this prospective doctoral student will have the time and opportunity to pursue a doctoral education within the employment in our organisation, according to the attached financial plan. <i>Härmed intygas att den tilltänkta doktoranden kommer att ha tid och möjlighet att genomföra forskarutbildningen inom sin anställning hos oss i den utsträckning som anges i den bilagda terminsvisa redogörelsen för finansiering.</i>			
Date	Signature	Name in print	Title/function

Scholarships/stipends

<input type="checkbox"/> The doctoral student will be financed, in full or in part, by scholarships/stipends in agreement with KI scholarship regulations. To approve scholarship funding the department must have information such as: funding organisation, amount and terms/conditions.

Signatures

Those at Karolinska Institutet responsible for financing the doctoral student

I hereby certify that the attached financial plan is correct and that I have the responsibility for the doctoral student's financial support during their doctoral education.			
Date	Signature	Name in print	Title/function
Date	Signature	Name in print	Title/function
Date	Signature	Name in print	Title/function
Date	Signature	Name in print	Title/function

The financial plan is approved by the Head of Department as part of the decision of establishing the doctoral position. The financial plan can be revised before the admission of the doctoral student.

When a doctoral student has been recruited, they must be given a copy of the financial plan (final version).

Planned funding for each semester

Doctoral education will be performed:

- Full-time, 100 %
 Half-time, 50 %
 Part time %

Semester	Type of financing	Monthly amount*	Source	Principal provider

*Please write amount before tax deduction and without indirect costs (INDI and LKP).

Those signing page 1, sign here with initials (not applicable if using electronic signatures):