Certificate of funding of doctoral studies

**1) Before admission of a doctoral student**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name | | First name | |
| Personal identity number | | Female  Male | |
| Home address | | Postcode, town | |
| Country | | E-mail | |
| Home phone (including area code) | Work phone (including area code) | | Mobile phone |
| Planned date of admission |  | | |

**2) Subject of doctoral studies and intended degree**

|  |  |
| --- | --- |
| Subject of Doctoral studies | Subject code |
| Intended degree  Doctorate  Licentiate  Admission to the later part of the doctoral program | |
| Are you/have you been admitted to doctoral studies at another university?  Yes  No | |
| If yes, state the university, faculty and department, and the year of admission:    If yes, attach a copy of the admission certificate, information about the main supervisor and individual study plan to the application. | |
| Do you have any affiliation with a graduate school? If yes state which one. | |
| Planned date of defence | |

**3) Transfer of credits**

|  |
| --- |
| Apply for credit transfer of previous education corresponding to **1-59 credits** (Decision is made by the department).  Study time is reduced by       credits in year |
| Apply for credit transfer of previous education corresponding to **60** credits.  (Decision made by the Faculty Board)  Study time is reduced by       credits in year |

**4) Funding and level of activity**

|  |  |
| --- | --- |
| **Year 1 Type of employment/other funding**  Employment as a doctoral student  Scholarship (decided by the Faculty Board)  Other employment/supply, indicate which: | **Year 1 Funding source(s)**  Funds from  **Year 1 Activity rate and departmental duties**  Estimated number of credits/years:  Possible departmental work (in %): |
| **Year 2 Type of employment/other funding**  Employment as a doctoral student  Scholarship (to be decided by the Faculty Board)  Other employment/supply, indicate which: | **Year 2 Funding source(s)**  Funds from  **Year 2 Activity rate and departmental duties**  Estimated number of credits /years:  Possible departmental work (in %): |
| **Year 3 Type of employment/other funding**  Employment as a doctoral student  Scholarship (Decision by the Dean)  Other employment/supply, indicate which: | **Year 3 Source of funding/sources**  Funds from  **Year 3 Activity rate and departmental duties**  Estimated number of credits /years:  Possible departmental work (in %): |
| **Year 4 Type of employment/other funding**  Employment as a doctoral student  Other employment/supply, indicate which: | **Year 4 Source of funding/sources**  Funds from  **Year 4 Activity rate and departmental duties**  Estimated number of credits /years:  Possible departmental work (in %): |
| **Year 5 Type of employment/other funding**  Employment as a doctoral student  Other employment/funding, indicate which: | **Year 5 Source of funding/sources**  Funds from  **Year 5 Activity rate and departmental duties**  Estimated number of credits /years:  Possible departmental work (in %): |
| **Year 6 Type of employment/other funding**  Employment as a doctoral student  Other employment/funding, indicate which: | **Year 6 Source of funding/sources**  Funds from  **Year 6 Activity rate and departmental duties**  Estimated number of credits /years:  Possible departmental work (in %): |
| **Year 7 Type of employment/other funding**  Employment as a doctoral student  Other employment/funding, indicate which: | **Year 7 Source of funding/sources**  Funds from  **Year 7 Activity rate and departmental duties**  Estimated number of credits /years:  Possible departmental work (in %): |
| **Year 8 Type of employment/ other funding**  Employment as a doctoral student  Other employment/funding, indicate which: | **Year 8 Source of funding/sources**  Funds from  **Year 8 Activity rate and departmental duties**  Estimated number of credits /years:  Possible departmental work (in %): |

**5) Signatures**

|  |  |  |
| --- | --- | --- |
| Signature (doctoral student) | Date | Printed Name |

|  |  |  |
| --- | --- | --- |
| Signature (Head of Department) | Date | Printed Name |

The department’s employment records

**1) Doctoral student**

|  |  |
| --- | --- |
| Last name | First name |
| Personal identity number | Department |

**2) Salary setting**

For salary setting, the levels are based on the local agreement on salary setting for doctoral students or assistants in combination with educational grants, which can be downloaded from the university website:  
<http://www.anstalld.umu.se/anstallning-lon-och-personal/anstallning/lonesattning/>

|  |  |
| --- | --- |
| Salaries are paid according to the doctoral student agreement | Yes  No |
| Salary at the start of employment |  |
| A supplement to the doctoral student agreement level is requested (amount) |  |
| *The requested salary increase is full-time and will be adjusted in proportion to seniority.*  Motives for additions to the salary: | |

**3) Attached documents**

When requesting a salary addition:

|  |  |
| --- | --- |
| The department's competence development plan is attached | Yes  No |
| The doctoral student's competence development plan is attached | Yes  No |

**4) Signature**

|  |  |  |
| --- | --- | --- |
| Signature (Head of Department) | Date | Printed name |

**Faculty decision**

The above certificate of funding for postgraduate education and salary is confirmed as of:

|  |  |  |
| --- | --- | --- |
| Signature (Dean) | Date | Printed name |

|  |  |  |
| --- | --- | --- |
| Signature (Associate Dean) | Date | Printed name |