# Individual Study and Finance Plan for Doctoral Studies at Umeå University

**Del A) Overview for the first year**

(To be completed immediately following admission)

**1. Doctoral student**

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| --- | --- |
| Surname      | Personal Identification Number      |
| First name | [ ]  Woman[ ]  Man |
| Home address | Postal code, city | Country |
| Work address | Postal code, city | Country |
| Domestic Telephone | Work Telephone | Mobile phone |
| E-Mail |
| Admission Date | Have read regulations and guidelines.[ ]  Yes [ ]  No |

**2. Department and intended degree**

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| Main department at which the doctoral student is to be registered.      |
| Other departments to which the doctoral student is connected (through funding, supervisors, etc.)     *Agreements between the institutions must be completed and attached.* |
| Enter percentages:Main department 1 (     )%Other institutions 1 (     )% 2 (     )% 3(     )% |
| Doctoral study subject      |

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| Intended degree.[ ]  Doctoral Exam [ ]  Licentiate Exam |
| Type of degree.[ ]  Philosophy [ ]  Economy [ ]  Law [ ]  Medicine [ ]  Odontology [ ]  Technology |
| Has the doctoral student been admitted to doctoral education before?[ ]  Yes [ ]  NoIf yes, state the university, faculty and department and year of admission. A copy of the admission certificate, information about the main supervisor and an individual study plan must be attached to the application.      |
| If any affiliation to a doctoral school, please specify which.      |

**3. Supervision and examination**

**Main supervisor**

|  |  |
| --- | --- |
| Name      | Academic title      |
| Department/unit, address      | [ ]  Woman[ ]  Man |
| Employment and employer      | Docent[ ]  Yes, year       [ ]  No |
| Telephone      | Mobile phone      |
| E-mail      |
| Has completed formal supervisor training?[ ]  Yes, documentation is attached [ ]  No | Has read regulations and guidelines?[ ]  Yes [ ]  No |

**Assistant supervisor**

| Name      | Academic title      |
| --- | --- |
| Department/unit, address      | [ ]  Woman[ ]  Man |
| Employment and employer      | Docent[ ]  Yes, year       [ ]  No |
| Telephone      | Mobile phone      |
| E-mail      |
| Has completed formal supervisor training?[ ]  Yes, documentation is attached [ ]  No | Has read regulations and guidelines[ ]  Yes [ ]  No |

If additional assistant supervisors, attach an appendix.

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| Reference group      |
| Other supervision (e.g. mentor, external expert, supervisor group)      |

**Allocation of supervisor time, year 1. Thereafter, each year is agreed in the follow-up form.**

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| --- | --- | --- |
| Main supervisor      % | Assistant supervisor      % | Other supervision      % |

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| Planned time for the public defense (“disputationen”).      |

**Director of doctoral studies**

|  |  |
| --- | --- |
| Name      | Academic title      |
| Department/unit, address      | [ ]  Woman[ ]  Man |
| Employment and employer      | Docent[ ]  Yes, year       [ ]  No |
| Telephone      | Mobile phone      |
| E-mail      |
| Has completed formal supervisor training?[ ]  Yes, documentation is attached [ ]  No | Has read regulations and guidelines?[ ]  Yes [ ]  No |

**4. Ethical permits**

Ethical guidelines must be followed during all parts of doctoral education.

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| [ ]  An ethical review must be carried out.[ ]  An ethical review has been carried out and a statement from the Swedish Ethical Review Authority is attached.[ ]  An ethical review is not needed, explain why.      |

**5. Research plan for the thesis work**

State the project title, background, objectives, and methods. A one-page abstract is entered in the form (this page) and the research plan is attached (max 10 pages).

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**6. Overview for financing and internationalization**

**Financing**

The Certificate of Funding approved by the dean for all doctoral students states the form of employment/livelihood, sources of funding, degree of activity and departmental duties for all years that the doctoral education is planned to last. In total, the doctoral degree should correspond to 240 higher education credits (HP), i.e., four years of full-time studies. The licentiate degree should correspond to 120 ECTS credits, i.e., two years of full-time study. The Faculty of Social Science’s form "Certificate of Funding of Doctoral Education" must be attached to the individual study plan upon admission. Any subsequent changes to the Certificate of Funding relating to employment, funding, level of activity and departmental duties shall be noted below.

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| Year X      |

**Internationalization**

Plan for the doctoral student's internationalization. Below is a general outline for how the doctoral student's internationalization will be planned for each year and with what activity.

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**7. Motivation for admission to doctoral studies with a licentiate exam as the final goal**

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**8. Attachments**

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| [ ]  The doctoral student’s CV[ ]  Proven general entry requirements (foreign certificates are translated into Swedish or English)[ ]  Research plan[ ]  Copies of existing ethical permits[ ]  Supervisor training certificate[ ]  Certificate of Funding of Doctoral Education[ ]  Other attachment (if any)      [ ]  Other attachment (if any)      [ ]  Other attachment (if any)       |

For doctoral students with a foreign university degree, the prospective supervisor at the department where the applicant is to be admitted makes an individual eligibility assessment. The assessment must be approved by the head of department. Certificates confirming awarded degrees of qualifications and certified copies of grades are attached.

**9. Signatures**

This individual study plan is hereby approved in its entirety. The study plan is deemed realistic, and, by handwritten signature, it is hereby certified that there are no objections to the implementation of the study plan as specified.

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| Signature (PhD student) | Date | Printed Name       |

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| Signature (Main supervisor) | Date | Printed Name       |

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| Signature (Director of Doctoral Studies) | Date | Printed Name       |

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