|  |  |  |  |
| --- | --- | --- | --- |
|  | Date of receipt | Reg. No (Dnr):       | En 5:9 |
|

# Application for crediting of individual commitment – PhD studies

[ ]  **Informatics** [ ]  **Health Science**

An individual commitment is a credit-bearing activity, such as a 'reading course,' organized within the framework of the University's own doctoral education. Other examples include review work, conference assignments, or project work outside of one's own thesis work.

Read more on the University’s website in the documents:

* [Guidelines for examination in doctoral studies](https://www.his.se/globalassets/styrdokument/utbildning-forskarniva/examination-in-doctoral-studies.pdf)
* [Anvisningar för tillgodoräknande och individuellt åtagande inom forskarutbildning](https://www.his.se/globalassets/styrdokument/utbildning-forskarniva/anvisningar---tillgodoraknande-individuellt-atagande-fu.pdf) *(in Swedish)*

NOTE!

**Only one application per form!**

The PhD student must consult with the main supervisor about the information before making the application!

The applicant (PhD student) fills in the form digitally, emails the main supervisor who fills in the remaining information (digitally). The form is then printed. The PhD student and the main supervisor sign the form. The form and all attachments are sent (or emailed) to the relevant Director of PhD studies for a decision.

PhD student ( \* = reguired information)

|  |  |
| --- | --- |
| Personal identity number\* (yyyymmdd-xxxx)      | PhD student’s Reg. No\* (**FS 20XX/X** - *is indicated on the admission decision*)      |
| First name\*      | Surname\*      |
| Phone/mobile number\*      | Email address\*      |

PhD student’s application

I have completed the following credit-bearing individual commitment within my doctoral education:

|  |
| --- |
| Designation of individual commitment (In Swedish)      |
| Designation of individual commitment (In English)      |
| University/Higher education institute      | Country (if not Sweden)      |
| Higher education credit (hp/ECTS)      | Date of approved individual commitment      |
| The learning outcome of the individual commitment:Description of the learning outcome(s) achieved through the individual commitment:      |
| Content Description of the content of the commitment, i.e., what has been done:      |
| Forms of implementation Specify the period (start date – end date), time commitment (total number of hours; 40 hours = 1.5 credits), forms of how the individual commitment was carried out, e.g., independent work, number of meetings between the doctoral student and responsible part:      |
| Examination Specify the form(s) of examination and examiner:      |
| To the application, documentation that verifies participation in the relevant activity should be attached (e.g., a written summary from a presentation/examination; certificates; excerpts from conference programs or proceedings; abstracts; participant lists)The following documents are attached to the application:1.
2.
3.
4.
5.
6.
 |

PhD student, signature

|  |  |  |
| --- | --- | --- |
| Date      | Signature | Email address      |

Main supervisor, statement

|  |  |
| --- | --- |
| The individual commitment is proposed to be registered as[ ]  Informatics [ ]  Health Science [ ]  Other subject | Number of credits proposed      |
| Justification for the proposal:      |
| Date      | Main supervisor, signature      | Email address      |

Approval of crediting of individual commitment – PhD studies

The decision applies to applicants:

|  |  |  |
| --- | --- | --- |
| Personal identity number (yyyymmdd-xxxx)      | First name      | Surname      |

DECISION by the Director of PhD studies

|  |
| --- |
| The application for approval of crediting (individual commitment) is[ ]  Approved[ ]  Partially approved (part of credits or other classification)[ ]  Rejected |
| The crediting (individual commitment) shall be registered as[ ]  Informatics [ ]  Health Science [ ]  Other subject | Number of approved credits       |

|  |
| --- |
| Justification for the decision on rejection (complete or partial)     The decision cannot be appealed.  |

|  |  |  |
| --- | --- | --- |
| Date      | Signature (Director of PhD Studies) | Name in block letters      |

|  |
| --- |
| **Hantering av blanketten****Studierektor**:* skickar hela ansökan med beslut till **registrator** för diarieföring i W3D3 (under doktorandens diarienr i FS-serien)
* **Vid beslut om avslag** (delvis eller helt) mailas **beslutssidan** till den sökande (doktoranden), cc till huvudhandledaren och berörd studierektor

**Registrator** mailar doktorandens **FS-nummer** till result@his.se * Berörd **utbildningshandläggare** rapporterar in i Ladok
* Berörd **studierektor** attesterar i Ladok
 |

|  |  |
| --- | --- |
|  |  |