

Admission Regulations for Third-Cycle Programmes at the Department of Romance Studies and Classics

The following guidelines constitute a clarification at the departmental level of the central rules that apply to Stockholm University. These admission regulations were established by the Department Board of the Department of Romance Studies and Classics on 2021-12-14.

See also

Stockholm University <https://www.su.se/medarbetare/organisation-styrning/styrdokument/regelboken/utbildning/antagningsordning-för-utbildning-på-forskarnivå-1.5242311>

1. Introduction

Chapter 6, Section 3 of the Higher Education Ordinance (1993:100) stipulates that all programmes must have admission regulations. Stockholm University has Admission Regulations for Third-Cycle Courses and Study Programmes. These admission regulations contain the rules that the department applies in terms of applications, entry requirements, selection and admission and on how decisions are rendered and how they may be appealed.

2. Date of admission

The Board of the Faculty of Humanities has decided that admission to third-cycle programmes may take place twice a year and at fixed times, as follows: For



programmes starting on 1 February, the application deadline is 15 October. For programmes starting on 1 September, the application deadline is 15 April.

3. The application

The application must contain:

- Curriculum vitae
- Degree certificate(s) or LADOK extracts or equivalent documentation of fulfilment of the entry requirements
- Academic qualifications, including degree projects at the bachelor's and second-cycle level (or equivalent)
- A concise research plan of 3–5 pages, which presents subject delimitation, research status, purpose, theoretical and methodological basis
- Any other documents that can document the applicant's ability to assimilate the education.
- The application must also specify two reference persons, for example previous supervisors and/or employers.

4. Entry requirements

Qualified applicants to third-cycle programmes fulfil both the conditions of the general entry requirements and the conditions of the specific entry requirements (see the respective subject's General Syllabus for Third-Cycle Programmes). Furthermore, the applicant must be deemed to have such general ability as is necessary to successfully complete the education.

5. Preparation and assessment of applicants

The preparation of the applications is coordinated by the Director of Studies for Third-Cycle Education. In the first stage of the process, the received applications are reviewed by the Director of Studies, the Head of Department and a professor/docent in the subject to determine whether the applicant meets the formal requirements (entry requirements and a complete application). If something is missing, the application is considered incomplete and will not be processed further. The Director of Studies convenes the assessors and compiles the documentation. Each application is examined by at least two of the specialisation's teachers and researchers (who must be qualified to conduct supervision), who make an assessment of the applicant's ability to assimilate the education within the intended time frame. The assessment takes into account the applicant's previous education, previous scientific production, research plan, ability to collaborate, and other qualifications (see the respective subject's General Syllabus for Third-Cycle Programmes). The Director of Studies informs all qualified applicants with a complete application who have advanced in the process. Once the group has been sufficiently narrowed down, interviews can be booked with suitable candidates. Prior to the interview, the participants must have read the material and prepared questions (the assessors, the Head of Department, the Director of Studies, and doctoral student representative(s) participate). The candidate presents her/his research plan (for about 10-15 minutes). Assessment documentation and the proposed decisions of the assessors are presented in the IS by the Director of Studies. Once the decision has been made, the Director of Studies informs all the applicants.

6. Decisions

Decisions regarding the admission of applicants to third-cycle programmes are rendered by the Department Board. The Department Board cannot delegate admission decisions. Decisions regarding the admission of doctoral students cannot be appealed. Further information is provided by the Director of Studies for Third-Cycle Education.