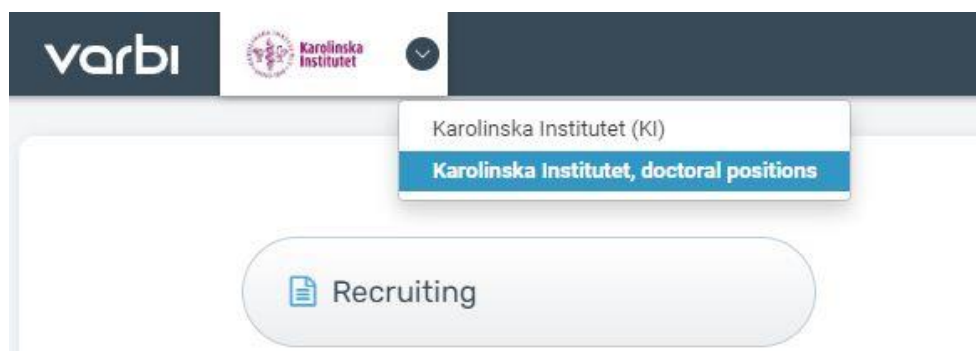


Information for administrators in Varbi – doctoral positions in Varbi

Access to review applications to doctoral positions in Varbi

Applications for doctoral positions at KI are registered in the Varbi platform **Karolinska Institutet, doctoral positions**. A new user will gain access to review the applications by contacting your local HR staff¹ at your KI department. HR at the department can in turn contact the Education Support Office at Professional Services² for support, if needed.



Process overview for published doctoral advertisements

The Admissions process is shared between Professional Services and the KI departments. Officers assessing doctoral eligibility to KI are located at the Education Support Office at Professional Services.



¹ HR will help you set up your account. Information about adding new users can be found in the Varbi manual **English Short Manual** under Support in Varbi.

² E- mail address doctoraleligibility@ki.se.

1. Publishing the advertisement in Varbi

The departments at KI advertise the available doctoral positions in Varbi, in the platform **Karolinska Institutet, doctoral positions**. Use the available template, which is especially adjusted for doctoral positions. The already existing selection questions and information on doctoral eligibility to KI may not be altered or deleted. However, you may add additional selection questions and information to the template. Education Support Office begin their part of the admissions process as soon as the advertisement is published.

2. Assessment of doctoral eligibility of every candidate in the advertisement

The admission officers will proceed with the assessments of doctoral eligibility to KI for all applying candidates. By the time all applications have been assessed and the advertisement has passed its deadline, the Education Support Office will inform the administrator for doctoral education and local HR at the department. At this stage, the recruiting department may turn to the Education Support Office regarding more information about particularly interesting candidates, for example if an interesting candidate has been deemed as ineligible (unauthorized) for doctoral education at KI in **Karolinska Institutet, doctoral positions**.

3. Selection among eligible candidates

At this step, the department may begin the selection process, including interviews with eligible candidates. When an eligible candidate has finally been selected for the doctoral position, the administrator for doctoral education will notify the name of the selected candidate and reference number for the advertisement. This can for example be made by answering the e-mail sent by Education Support Office (doctoraleligibility@ki.se) that was sent to you when the assessments initially were finished (step 2 above).

4. Verification of the selected candidates' qualifications

The officers at the Education Support office will verify the selected candidate's qualifications in this step of the admissions process. This might include asking the candidate for additional documentation to support their application. We will notify the administrator for doctoral education at KI and local HR at the KI department after the verification is complete and the Eligibility Statement (Behörighetsutlåtande) for eligibility to doctoral education at KI has been issued and submitted to the selected candidate's application in **Karolinska Institutet, doctoral positions**.

5. Admissions decision to doctoral position

The department can admit the eligible and verified selected candidate to doctoral education at KI. The Eligibility Statement is a mandatory attachment to the admissions decision³ of the selected candidate.

Entry requirements (eligibility) for Doctoral Education at KI

A candidate is eligible for doctoral education at KI if the candidate meets both the general and the specific entry requirements. The general eligibility requirement is stated in [the Higher Education](#)

³Additional information about the Eligibility Statement is found in the document: [Anvisningar om rutiner för bedömning av behörighet för samtliga sökande till utbildning på forskarnivå vid Karolinska Institutet | Medarbetare](#) (in Swedish only).

[Ordinance Chapt 7 section 39](#) (1993:100). The specific eligibility requirement is decided by Karolinska Institutet⁴.

Karolinska Institutet follows the guidelines developed by the Association of Swedish Higher Education (SUHF), and the Swedish Council for Higher Education (UHR) in the assessment of general and specific eligibility.

The General Entry Requirement

A prospective doctoral student meets the general entry requirement for doctoral education if he or she:

1. has been awarded a degree at advanced (equivalent to second cycle in Sweden) level, or
2. has satisfied the requirements for courses comprising at least 240 credits (ECTS) of which at least 60 credits (ECTS) were awarded at advanced level, or
3. has acquired substantially equivalent knowledge in some other way in Sweden or abroad.

The higher education institution may permit an exemption from the general entry requirements for an individual applicant, if there are special grounds ([the Higher Education Ordinance Chapt 7 section 39.](#))

The university studies must be completed in an internationally recognised university.

Additional information about the general entry requirement:

- A university degree on the advanced level means that the prospective doctoral candidate must hold a degree that corresponds to Swedish degree at the advanced (second level) cycle, usually a Swedish magister or master's degree diploma. It is not always the case that for example a foreign master's degree diploma or Medical Degree Diploma corresponds to the Swedish degree at the advanced level.
- Credits refers to ECTS credits. A person, with foreign master level education from outside the EU/EHEA area, who holds 60 credits, is not certain to have satisfied at least corresponding 60 ECTS on the advanced level in Sweden.
- Equivalent knowledge refers to other relevant knowledge or experience that can replace the requirement of academic education. It can for example be experience of working as a scientist or publishing scientific articles in scientific papers published in PubMed or Web of Science.⁵

The Specific Eligibility Requirement

All prospective doctoral students must show proficiency in English equivalent to the Swedish upper secondary school course English B/English 6, with a passing grade.

A prospective doctoral candidate meets the specific eligibility requirement if he or she:

- meets the general entry requirements according to point 1 or 2, through academic credentials from a Nordic higher education institution

⁴ [Antagningsordning till utbildning på forskarnivå vid Karolinska Institutet](#) Dnr: 1-419/2018.

⁵ [Assessing equivalent knowledge for general eligibility for doctoral education | Karolinska Institutet](#)

- has previous university studies (this only applies to candidates with education from certain countries), or
- has taken an accepted English language proficiency test, for example IELTS or TOEFL iBT with approved result, or
- has upper secondary school studies accepted by the Swedish Council for Higher Education (UHR) (this only applies to candidates with education from certain countries).

You find more information about the English language requirement on our web page.⁶

Documentation Requirements and Verification

A prospective doctoral student must show that they meet the eligibility requirements to KI. He or she is required to submit their academic degree diplomas, Transcript of Records, and proof of their language proficiency in English.

During the time the announcement for the doctoral position is open, the Education Support Office assesses the applications and makes preliminary assessments of all candidates' doctoral eligibility. At this stage, there is no comprehensive examination of the submitted documentation to see if they fulfill the documentation requirement. It is possible that a candidate is assessed eligible even though all documentation requirements are not yet submitted or not correctly issued by their home universities.

When the department has selected their candidate for the doctoral position, officers at the Education Support Office will verify the candidate qualifications by requesting the remaining documentation (if necessary) from the candidate.

Required documentation

During the registration of an application in Varbi, all applicants are advised to submit documentation that proves they meet the general and specific eligibility requirements. They also find information about documentation formalities on our website⁷.

Functions used by the Education Support Office in Karolinska Institutet, doctoral positions

Markings and comments on the applications used by the Education Support Office at Professional Services.

Show Applications

Write message

Book interview

More actions

Change status

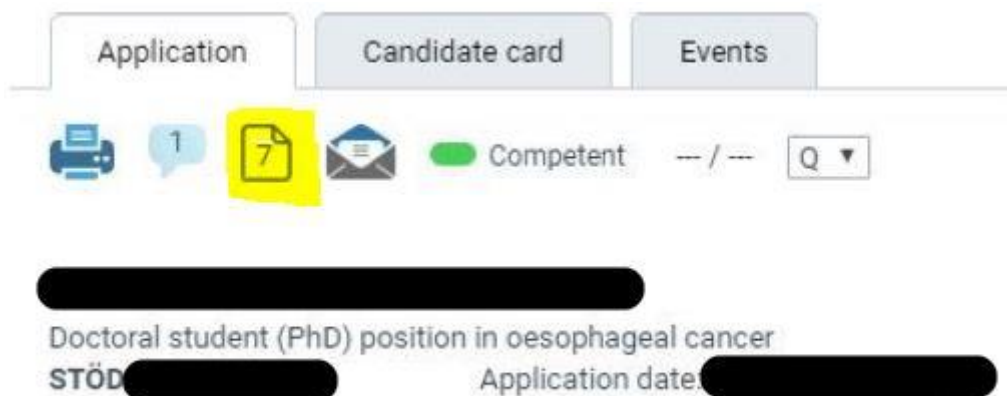
#	NAME			SOURCE	SUBMITTED BY	CITY	STATE	COUNTRY	YEAR OF BIRTH	POINTS	MARKING	PURGE DATE	STATUS
8.		1	7 14	W	2022-02-17	GÖTEBORG		Sweden	1978	/--	Q	17.Feb.2024	Competent

⁶ [English Language Requirement for Doctoral Education | Karolinska Institutet](#)

⁷ <https://education.ki.se/entry-requirements-to-doctoral-education-at-karolinska-institutet-ki>

1. Everyone involved in applications in the advertisement may use **markings** (points) and **comments** on the applications during the whole admission process. Officers at the Education Support Office use the Comment function to write the assessment, as well as the letter “Q” to mark that the application has been assessed.
2. Users at the KI departments may use grading markings.
3. Statuses **Competent** or **Unauthorized** may only be used by the Education Support Office at Professional Services while applications are being assessed. KI departments may not use statuses **Competent** or **Unauthorized**, which are reserved for the Education Support Office.

The Eligibility Statement is stored among files



The issued Eligibility Statement is attached to the selected candidate's documents in Varbi as well as e-mailed by the Education Support Office to HR and the administrator of doctoral education at the department. You will be able to access the Eligibility Statement by clicking on the applicant's files under the tag "Application".

The eligibility assessment process of applicants to a doctoral position that is exempt from the advertising requirement

The Education Support Office at Professional Services, KI, are responsible for assessing and verifying applications to the doctoral positions that are exempt from the advertising requirement. This applies for both so called "clinical doctoral students" with employment outside of KI, as well as holders of scholarships and other collaborations where the doctoral position has already been announced in a previous competition process with others.

Link to the advertisement for doctoral positions exempt from the advertisement requirement

The candidates gain access to KI Karolinska Institutet, doctoral positions through a link to an unpublished advertisement. The link is available at the front page of Karolinska Institutet, doctoral positions' platform, in the bottom part of the column on the right side. The link is also distributed by e-mail to the administrators of doctoral education and HR staff at all KI departments. This unpublished advertisement is created and published by the Education Support Office at the end of each year. It contains information about the eligibility requirements for doctoral education at KI.

Process for assessment and verification of clinical doctoral candidates (the unpublished advertisement)



1. Assigning the link to the advertisement to the candidate

The link to the announcement that is exempt from the advertisement requirement is assigned by the administrator for doctoral education at the recruiting department directly to the candidate.

2. Submit documents to the application

The candidate receives the link to the announcement in **Karolinska Institutet, doctoral positions** from the administrator for doctoral education at KI. During registration the candidate submits all documentation needed to prove that they meet the eligibility requirement for doctoral education at KI. The moment the application is placed in Varbi by the candidate, an automatic e-mail is sent to the mailbox doctoraleligibility@ki.se informing the officers at the Education Support Office that an application has been made.

3. Assessing doctoral eligibility and verification of submitted documents

Admission Officers at KI will assess and verify the authenticity of the submitted documents. Applications registered in this advertisement are prioritized by UF. The Education Support Office will also communicate with the candidate if they need to complete their applications. Once the eligibility is proved and verified, we will attach the Eligibility Statement (Behörighetsutlåtande) to their application, as well as send it by e-mail to both the administrator for doctoral education and HR staff. The Education Support Office will also inform the candidate that the Eligibility Statement is issued and sent to their KI department.

4. Decision to admit candidate to doctoral position

The decision to admit the candidate to doctoral education is made at the KI department. The Eligibility Statement is a mandatory attachment to the admission decision. A candidate who is not eligible for doctoral education cannot be admitted to doctoral education at KI.

Frequently Asked Questions

1. How long will it take for Admission Officers at UF to assess and verify the candidate's documentation?

Published advertisements

- The officers at the Education Support Office can begin assessing the applications during the time the advertisement is published and proceed with assessments while the advertisement is still open for new applications.
- The amount of time that the assessment of all candidates takes depends on how many other advertisements are published at the current moment and how many candidates are applying for the doctoral positions.
- Generally, all candidates in the advertisement are assessed within a week after the advertisement's deadline. At busier times when many advertisements are published during the same period, the assessments might take up to three weeks after the deadline. The Education Support Office will inform the administrators for doctoral education and HR staff if the assessments seem to take longer.

Position that is exempt from the advertising requirement (the Unpublished advertisement)

The Education Support Office will prioritize these applications and begin as soon as possible after the application has been placed in Varbi.

2. Can supervisors assess especially interesting candidates before the deadline has passed in a published advertisement?

Yes, however, candidates cannot be selected, interviewed, or admitted before every application in the advertisement has been assessed, and after the deadline has passed. Only eligible candidates can be interviewed.

Changes in the application statuses in Varbi should not be made during the time that the Education Support Office is assessing applications. However, it is fine to make comments or other markings that are possible in Varbi, for example to grade applications with numbers. In this way, the Education Support Office and the KI departments can work simultaneously in the announcement.

3. When can the supervisor begin interviewing interesting candidates and what are the rules applied to this?

Interviews are part of the selection process and may hence only be carried out with eligible applicants after the deadline has passed and when every candidate has been assessed by the Education Support Office at Professional Services.

Selection takes place when all applications have been assessed by the officers at the Education Support Office and when the applicants have either status **Competent** or **Unauthorized** in Varbi. Applicants who are marked with status **Unauthorized** in Varbi may not be included in the selection process and hence may not be interviewed.

If you have any questions or information about a certain candidate marked as **Unauthorized**, please contact the officers at Education Support Office by sending an email to doctoraleligibility@ki.se. We

can answer and explain the assessment that has been made and may also examine if new information may lead to reconsideration of the assessment.

If a reconsideration is made and the candidate is eligible to doctoral education at KI, you can proceed in the selection process with the candidate. If the candidate remains unauthorized for doctoral education at KI, the candidate is disqualified from the recruiting process.

4. Which markings in Varbi can we make use of?

The markings in the status column **Competent** or **Unauthorized** in Karolinska Institutet, doctoral positions are intended for officers at the Education Support Office/Professional Services. Do not change these statuses during the time we are making the assessments. It is, however, fine to make markings such as comments or grading the candidates using the number column.

5. How is an assessment of substantially equivalent knowledge made?

Those who are likely to fall short of the general entry requirements (a degree on the Swedish advanced level or ongoing university studies that amounts to at least 240 ECTS of which at least 60 are on the Swedish advanced level) but possess alternative research credit or experience can apply for an assessment of equivalent knowledge. This can only be made if the applicant actively applies for it, using the instructed form⁸, or in the case that the KI department requests us to thoroughly examine a specific candidate's qualifications who is assessed as unauthorized. Note that the candidate must also meet the specific eligibility requirement in English. Information about this assessment is always part of the information in the advertisements and it is the responsibility of the candidates to apply for this assessment.

Information about [substantially equivalent knowledge](#) in some other way in Sweden or abroad.

6. What is an Eligibility Statement and what is its purpose?

When a candidate is selected by the KI department, an Eligibility Statement is issued by the officers at the Education Support Office/Professional Services, provided that the candidate is eligible. The Eligibility Statement is attached to the candidate's application in Varbi and sent to the administrator of doctoral education and HR staff at the recruiting department.

The Eligibility Statement is proof that the candidate has met the eligibility requirements for doctoral education at KI. It is a prerequisite to be admitted to education at doctoral education and is therefore a mandatory attachment to the admissions decision made by the Head of Department.

Furthermore, the Eligibility Statement contains information needed to register the candidate in Ladok.

7. Whom should I contact if I have any questions?

Questions about doctoral eligibility in general or about specific candidates:

Officers at the Education Support Office at Professional Services: doctoraleligibility@ki.se.

⁸ <https://education.ki.se/assessing-equivalent-knowledge-for-general-eligibility-for-doctoral-education>

Questions about doctoral education (rules, financing, the admissions process etc.):

Contact the administrator for doctoral education or Director of Studies at doctoral level at your local KI department: [Contact Directors of doctoral studies and Administrators at the departments | Staff Portal](#). They can in turn contact doctoral@ki.se, if needed.

Questions concerning recruiting for doctoral positions:

Contact local HR at your local KI department. It is also possible to contact central HR at KI in second hand.

Questions about publishing announcements in Varbi:

Contact your local HR at the KI department. If they cannot help you, contact supportsystems@ki.se and/or support@varbi.com.

Useful links

Admission to Doctoral Education at KI:

[Admission to doctoral education at KI | Medarbetare](#)

Admission regulations for doctoral education at KI:

[Rules and general syllabus for doctoral education | Medarbetare \(ki.se\)](#)

Instruction for assessment of doctoral eligibility for every applicant to education at doctoral education level at KI (in Swedish only):

[Anvisningar om rutiner för bedömning av behörighet för samtliga sökande till utbildning på forskarnivå vid Karolinska Institutet | Medarbetare](#)

About Eligibility Requirements for Doctoral Education at KI:

[Entry Requirements to Doctoral Education at Karolinska Institutet, KI | Karolinska Institutet Utbildning](#)

[English Language Requirement for Doctoral Education | Karolinska Institutet](#)