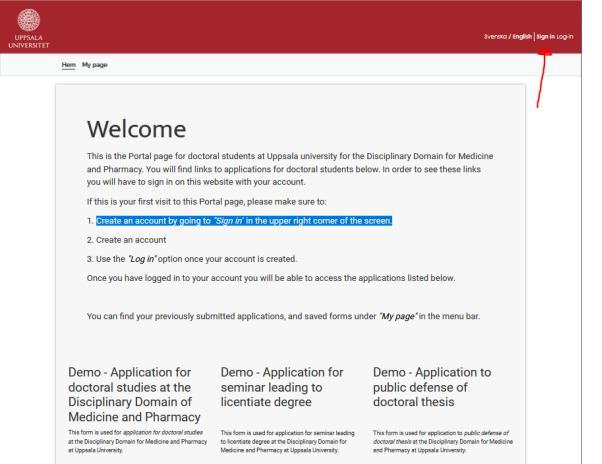
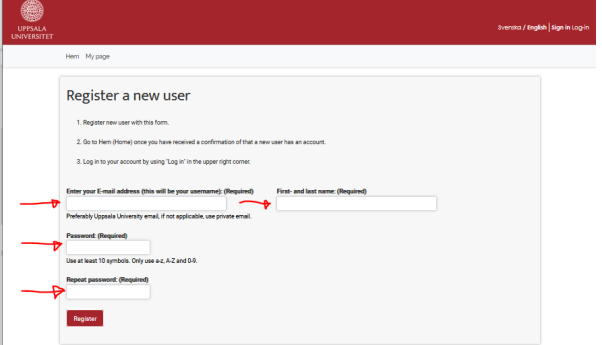
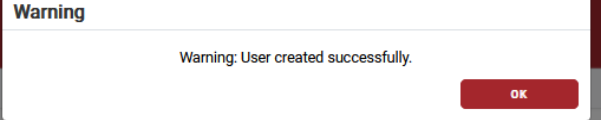
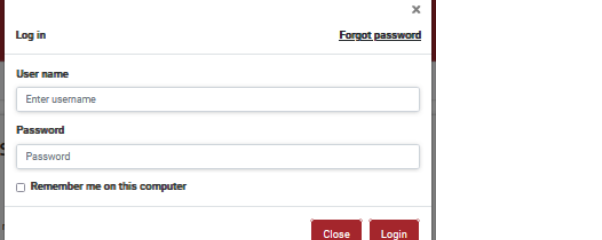


User manual for Doktoranddatabasen

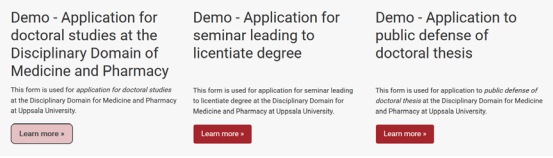
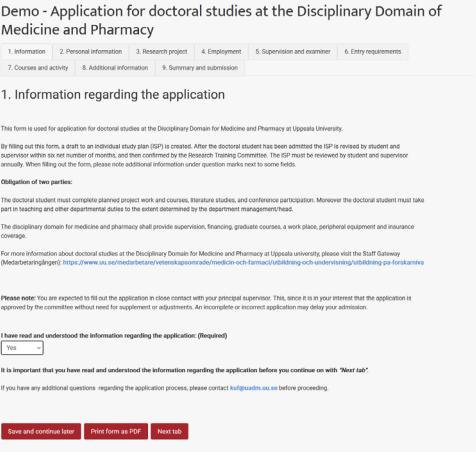
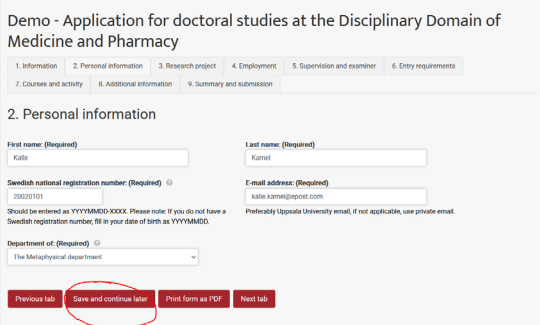
1 Instructions for doctoral students

As doctoral student you will create a user account, fill in the web form, receive feedback and if requested you need to supplement your application. In the end of the process you will receive a formal board decision based on your application.

1.1 How to create your account in Doktoranddatabasen

| | | |
|---|---|---|
| 1 |  | <p>Create an account by going to "Sign in" in the upper right corner of the screen.</p> |
| 2 |  | <p>Fill in</p> <ul style="list-style-type: none"> • E-mail • Name • good password. • Repeat good password <p>Click register.</p> |
| 3 |  | <p>This is a notification and not really a warning. Just click Ok.</p> |
| 4 |  | <p>First, Click on Home. Now click on Log-in up to the right. This log in pop-up window will appear. Enter your credentials to login to your account.</p> |

1.2 How to fill in the application

| | | |
|----------|---|--|
| <p>1</p> |  <p>Demo - Application for doctoral studies at the Disciplinary Domain of Medicine and Pharmacy</p> <p>Demo - Application for seminar leading to licentiate degree</p> <p>Demo - Application to public defense of doctoral thesis</p> | <p>The Home page as links to 3 different forms</p> <ul style="list-style-type: none"> • Application for doctoral studies • Application leading to licentiate degree • Application to public defense of doctoral thesis <p>Click on any of them to open the corresponding web form.</p> <p>More information about doctoral studies at Medfarm can be found at: https://www.uu.se/en/staff/disciplinary-domain/medicine-and-pharmacy/education-and-teaching/doctoral-studies</p> |
| <p>2</p> |  <p>Demo - Application for doctoral studies at the Disciplinary Domain of Medicine and Pharmacy</p> <p>1. Information regarding the application</p> <p>This form is used for application for doctoral studies at the Disciplinary Domain for Medicine and Pharmacy at Uppsala University.</p> <p>1. Information regarding the application</p> <p>This form is used for application for doctoral studies at the Disciplinary Domain for Medicine and Pharmacy at Uppsala University. Please visit the Staff Gateway (Medarbetarguiden): https://www.uu.se/medarbetarguiden/medicin-och-farmaceutik/medicin-och-farmaceutik/medicin-och-farmaceutik/medicin-och-farmaceutik/medicin-och-farmaceutik</p> <p>Please note: You are expected to fill out the application in close contact with your principal supervisor. This, since it is in your interest that the application is approved by the committee without need for supplements or adjustments. An incomplete or incorrect application may delay your admission.</p> <p>I have read and understood the information regarding the application. (Required)</p> <p><input type="checkbox"/> Yes</p> <p>It is important that you have read and understood the information regarding the application before you continue on with "Next tab"</p> <p>If you have any additional questions regarding the application process, please contact kuf@med.uu.se before proceeding.</p> <p>Save and continue later Print form as PDF Next tab</p> | <p>Before you start to fill in a form, we urge you to carefully read and fully understand which information is required. There are a lot of formalities and legal requirements, and sometimes difficult to understand.</p> <p>Fill in the form together with your supervisor when applicable. If in any doubt you must contact your supervisor, institution administrator or the person responsible for the doctoral education at the department to seek advice.</p> <p>Do NOT send in an application with missing information or fields you are not 100% sure about.</p> |
| <p>3</p> |  <p>Demo - Application for doctoral studies at the Disciplinary Domain of Medicine and Pharmacy</p> <p>2. Personal information</p> <p>First name: (Required) <input type="text" value="Kalle"/> Last name: (Required) <input type="text" value="Kamel"/></p> <p>Swedish national registration number: (Required) <input type="text" value="2000101"/> E-mail address: (Required) <input type="text" value="kalle.kamel@post.com"/></p> <p>Should be entered as YYYYMMDD:XXXX. Please note: If you do not have a Swedish registration number, fill in your date of birth as YYYYMMDD. Preferably Uppsala University email, if not applicable, use private email.</p> <p>Department of: (Required) <input type="text" value="The Metaphysical department"/></p> <p>Previous tab Save and continue later Print form as PDF Next tab</p> | <p>It will take you and your supervisor substantial amount of time to fill in all details and fix all attachments. You don't need to complete it all at the same time.</p> <p>Use the function Save and continue later to save all provided information in the form. The application can be loaded and continued at a later time.</p> |

4

Home **My page**

Saved applications

These are your saved forms that have yet to be submitted as applications to Uppsala University.

- To continue to edit a saved application, please click on the name of the application in the list.
- To remove/delete a saved form, please press X next to the form.

| Form name | Last modified | Action |
|--|---------------------|--------|
| Demo - Application for doctoral studies at the Disciplinary Domain of Medicine and Pharmacy - 2024-02-20 17:10:18-43 | 2024-02-20 17:10:18 | X |

Sent applications

Here you will see the forms that you have submitted as applications to Uppsala University. Click on an entry to see the information in the application.

| Form name | Sent Date | DNO |
|----------------------------|-----------|-----|
| No data available in table | | |

When logged in, click **My page** for an overview of **Saved applications** and **Sent applications**.

Click your saved application to open it and continue to fill it in. If you want to start all over your ongoing application can be deleted from the list by clicking the X (delete).

5

Research tracks

Select at least one of the research tracks listed below. You can find more information about research tracks here <https://www.uu.se/en/staff/disciplinary-domain/medicine-and-pharmacy/education-and-teaching/doctoral-studies/research-tracks>

Available research tracks (select at least one): (Optional)

- Cancer
- Cardiovascular diseases
- Drug development
- Global health, e-health and migration
- Inference
- Inflammation
- Lung function, ventilation and airway disease
- Metabolism
- Microbiological systems
- Neuroscience
- Reproduction and development

Research plan

Research plan (Required)

Upload a PDF file (pdf). To be enclosed as a separate pdf file appendix of 2-3 A4 pages (Swedish or English) description of the research project and planned work steps from the doctoral student.

File Research plan is obligatory.

Previous tab Save and continue later **Print form as PDF** Next tab

2 of 8 Automatic Zoom

2. Personal information

First name: Kalle Last name: Karmel

Swedish national registration number: 20020101 E-mail address: kalle.karmel@epost.com

Should be entered as YYYYMMDD-XXXX. Please note: If you do not have a Swedish registration number, fill in your date of birth as YYYYMMDD.

Department of: The Metaphysical department

Dear supervisor, is my department real or unreal? Best wishes, your future student

3. Information about the research project

Subject: Pharmacofitofical science

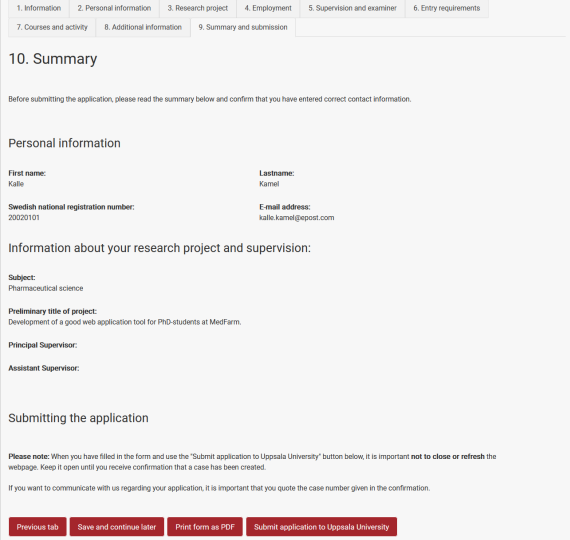
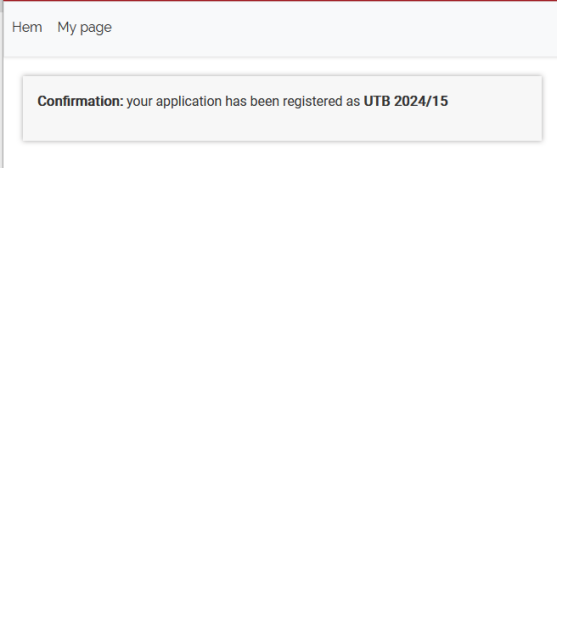
Preliminary title of project:

We **strongly recommend** that you use the function **Print to pdf**. This will provide the form as a pdf-file which you can save on your computer.

Write your questions and comments to your supervisor directly in the pdf and send via email (outside of this system). Preferably use a strong colour like red.

Your supervisor will be able to comment/answer in the pdf in a similar way.

1.3 How to send your application

| | | |
|----------|--|--|
| <p>1</p> |  | <p>When all required (mandatory and non-mandatory) fields are filled in, in collaboration with your supervisor, the form is ready to be submitted.</p> <p>If you have missed to fill in mandatory fields you will not be able to submit your application, and an error window will pop-up indicating the information required to complete the application.</p> |
| |  | <p>After clicking the Submit button it will take a little while to upload all the appendix and compile a PDF of your application. Be patient and do NOT close or refresh the web browser.</p> <p>The compiled PDF will be automatically viewed. We strongly recommend that you save your own copy of it. Name the file with a date.</p> <p>After successfully submitting the application you will get a confirmation window with a Diarium number, for example: MEDFARM 2024/15. This is your personal diarium number where all communication regarding your application will be stored. Always refer to this number if you have questions regarding your application.</p> |

1.4 The process application flow. What will happen after your application has been sent?

1. Your application will first be sent to your department administrator who will ask your supervisor via email to formally approve it. If there are things missing, you will be asked to supplement your application with that information.
2. The next stage is the person responsible for the doctoral education at the department who also needs to approve your application. If some information is missing you will be asked to add additional information as a supplement via email.
3. The next stage is faculty officers who will prepare your application for a meeting in the Research Training Committee where your application will be scrutinized by all members of

the committee. An approval will be communicated to you, or if things are unclear or more information is required the issue will be postponed. An administrator officer will keep in touch with you on how to solve unclarity until a future meeting in the Research Training Committee.

2 Instructions for principal supervisors

The principal supervisor has two main tasks in the process of application for doctoral studies or application leading to public defense of doctoral thesis/licentiate degree.

- You are the first line support for the doctoral student when filling in the web form. A lot of formal information is required, sometimes not entirely easy to know what information is expected. The process will be much smoother to process if **ALL** required information is provided already from start. If questions arise, seek advice and discuss with your department administrator and the person responsible for doctoral education at the department. We encourage doctoral students to save their ongoing uncompleted application as a PDF and email to you as supervisor for advice outside of DDB. If you have comments we suggest that you make notations directly in the PDF-documents sent to you (see print screen below). When the application is completed the doctoral student will finally submit.
- After submission you will get an e-mail from the department administrator to review and approve the application as a formal step in the application process.

The screenshot shows a PDF form titled "2. Personal information" with fields for first name, last name, Swedish national registration number, and department. A red comment box is overlaid on the form, containing the text: "Hi Kalle Kamel. If you have a Swedish personal number you need to fill in the last 4 digits. I would also prefer if you fill in the correct Department. /Professor x". The comment box is positioned over the "First name" and "Last name" fields. The form also includes a "Department of:" dropdown menu set to "The Metaphysical department".

In Adobe reader (free) you can very easy add comment to a PDF.