160210/PJ

**Reesbe routines upon registration of PhD courses in LADOK**

*For doctoral students admitted at HiG, Academy of Technology and Environment (ATM):*

1. The course is given at HiG

*the course coordinator (teacher)* e-mails to the LADOK coordinator at the academy a list of the doctoral students admitted at the academy which have passed the course

*the doctoral student* submits to the LADOK coordinator at the academy the completed form [Rapportering av intern forskarutbildningskurs](http://www.hig.se/download/18.7a0bbb1714aed50f6985b52e/1422363319632/Rapportering%2Bav%2Bf-kurs%2Bvid%2BHiG.pdf) (in Swedish) signed by *the primary supervisor*

NOTE! The form is to be completed on computer (pdf format). The picture below is only for information:



http://www.hig.se/download/18.7a0bbb1714aed50f6985b52e/1422363319632/Rapportering+av+f-kurs+vid+HiG.pdf

1. The course is given at another university

*the course coordinator (teacher)* e-mails to the LADOK coordinator at the academy a list of the doctoral students admitted at the academy which have passed the course and hands out course certificate to the respective *doctoral student*

*the doctoral student* submits to the LADOK coordinator at the academy the completed form [Registrering av forskarutbildningspoäng – Tillgodoräknande](https://www.hig.se/download/18.5f495d1b139d3aaa73b8000157/1353628792603/KursTillgodoBlankett.pdf) (in Swedish) signed by *the supervisor* as well as the course certificate handed out by *the course coordinator (teacher)*

NOTE! The form is to be completed on computer (pdf format). The picture below is only for information:



<https://www.hig.se/download/18.5f495d1b139d3aaa73b8000157/1353628792603/KursTillgodoBlankett.pdf>

*For doctoral students admitted at MDH, The School of Business, Society and Engineering (EST):*

1. The course is given at MDH

*the doctoral student* submits to the LADOK coordinator at the academy the completed form Rapportering av kurs for utbildning på forskarnivå (in Swedish) signed by the *examinator* and *the primary supervisor*

NOTE! The form is to be completed on computer (pdf format). The picture below is only for information:



[https://www.mdh.se/polopoly\_fs/1.44899!/Menu/general/column-content/attachment/Rapport%20av%20kurs%20Final.pdf](https://www.mdh.se/polopoly_fs/1.44899%21/Menu/general/column-content/attachment/Rapport%20av%20kurs%20Final.pdf)

1. The course is given at another university

*the course coordinator (teacher)* submits to the LADOK coordinator at the academy a signed list of the doctoral students admitted at the academy which have passed the course or hands out course certificate to the respective *doctoral student*

*the doctoral student* submits to the LADOK coordinator at the academy the completed form [Ansökan om tillgodoräknande for utbildning på forskarnivå](https://www.mdh.se/polopoly_fs/1.47091%21/Menu/general/column-content/attachment/Ansokan%20om%20tillgodoraknande%20Final.pdf) (in Swedish) signed by *the doctoral student* personally and, when applicable (see above), the course certificate handed out by *the course coordinator (teacher)*

NOTE! The form is to be completed on computer (pdf format). The picture below is only for information:



[https://www.mdh.se/polopoly\_fs/1.47091!/Menu/general/column-content/attachment/Ansokan%20om%20tillgodoraknande%20Final.pdf](https://www.mdh.se/polopoly_fs/1.47091%21/Menu/general/column-content/attachment/Ansokan%20om%20tillgodoraknande%20Final.pdf)