Instructions for recommendation letters

References are a vital part of the admission process to the PhD program at the Department of Business Studies.

In short, the admissions process is as follows. Processing of applications takes place in an admissions panel consisting of professors and associate professors and the decision for admission is taken by the Head of Department. As a basis for assessments we use, apart from recommendation letters, grades with a special emphasis on the master and bachelor thesis, interviews, and finally to selected applicants among those interviewed a specific written assignment. The assessment is intended to clarify the applicant’s capacity to follow the graduate program in business studies. The criteria we consider are: methodological rigor, theoretical awareness, critical thinking, independence and originality as well as communication skills.

The recommendation letter must state in which capacity the referent has known the applicant. We are particularly interested in an assessment of the applicant in terms of our admission criteria (see above).

The letter should be uploaded in the application by the applicant. Note that the applicant shall note the referent’s email address and phone number in his/her application.

The deadline for application is March 31 and the processing of applications begins immediately after that date.

Best regards

Susanne Åberg
Director of PhD studies