



# Application Process

## Master's courses & Clinical Specialisation in Orthodontics 2023-2027, 120 credits

### Application

The admission round is now open for the Master's courses & Clinical Specialisation in Orthodontics 2023-2027, 120 credits. You must apply at <http://www.ki.se/epe>, by **23:59 hrs (Central European Time) 1<sup>st</sup> of November 2022**. Applications received after the deadline will be rejected.

All documents attached in any other language than English or Swedish must be translated by an official translator.

All applications must be complete to be considered. Incomplete applications will be rejected.

**IMPORTANT:** The attached university degree documentation must be scans of the original degree diploma, transcript of record and official translations (if applicable). Karolinska Institutet will not accept scans of copies/certified copies. If your documents have been issued in colour, then you must scan them in colour. Please make sure that you scan all pages (including for example diploma covers, pages which only contain stamps or information on the education system), and make sure that all details are visible.

### Application content

The application comprises eight parts as specified below.

Please number them 1-7 in the same order as below:

1. A detailed EU Curriculum Vitae  
OBLIGATORY: It is obligatory to use the **The Europass Curriculum Vitae (CV) format** that can be downloaded or filled in online at <http://europass.cedefop.europa.eu/en/home>. Applications without the The Europass Curriculum Vitae (CV) will be rejected.
2. A personal Letter of Motivation  
OBLIGATORY: It is obligatory to send a typed letter of motivation (in English). The letter may consist of a maximum of 2 pages. Handwritten letters of motivation or Letters of motivation that are longer than 2 pages will be rejected.
3. Documentation of a university degree diploma in dental surgery and an official transcript of records of completed courses and grades for each semester from a recognised institution. The attached documents must be scans of the original degree diploma, transcript of record and

official translations (if applicable). Karolinska Institutet will not accept scans of copies/certified copies. If your documents have been issued in colour, then you must scan them in colour. Please make sure that you scan all pages (including for example diploma covers, pages which only contain stamps or information on the education system), and make sure that all details are visible.

4. Work Certificates

A document from your present and all previous employers indicating at least your position, type of clinical activity, period of time employed, amount of working hours in relation to a full time job (each day per week equals to 20% of a full time employment). A minimum of 6 months of the clinical activities have to be related to general dentistry for children and adolescents.

5. English Language Certificate

An internationally recognised certificate of English language studies.

The requirements are:

A good command of English, documented by an internationally recognised proficiency test such as: TOEFL, IELTS or the equivalent.

TOEFL iBT, TOEFL iBT Home Edition or TOEFL iBT Paper Edition with a total score of at least 90 and minimum score of 20 on written test. Please upload a scan of the test scores. Please also order the test scores directly to Karolinska Institutet by selecting Karolinska Institutet, code 4917, as the recipient. Karolinska Institutet can verify the TOEFL test results electronically after you have selected Karolinska Institutet as the recipient. The test scores can be verified up to two years after the test date.

IELTS Academic with an overall mark of at least 6.5 and no band less than 5.5. Please upload a scan of the test report form.

Proficiency tests in English are not required if:

If the language of instruction has been English throughout your upper secondary education or during your university studies, please provide a document to certify this.

6. Recommendations – you may include personal recommendations from reputable persons within the field of orthodontics (no more than three recommendations will be considered).

7. National ID/passport

Please note that you will need to include the following information in the online registration form:

Contact information to the prospective company or organisation that is to pay for the education.

- Name of company/organization
- Invoice address
- Name of contact person
- E-mail to contact person

## Important information

Besides the general eligibility for the education (see above) the following must be taken into consideration:

1. Residents working at the clinic must at all times follow the national regulations stipulated by the Swedish Board of Health and Welfare, along with the local regulations set by the Department of Dental Medicine at Karolinska Institutet.
2. Residents from EU, Norway, Iceland, Liechtenstein or Switzerland need to apply for a license to practice in Sweden in order to be eligible to start the Master's courses & Clinical Specialisation in Orthodontics. **This is only mandatory if you are selected as one of the candidates who receive the Letter of Invitation.** Please see the information (down below) regarding residents from EU, Norway, Iceland, Liechtenstein or Switzerland.
3. Residents cannot reject treating patients due to gender or ethnicity.
4. Participants must adhere to the established hygiene routines and dress code.
5. Each aspiring resident will undergo a written test and a personal interview in order to verify her/his knowledge of orthodontics. The level required will be the equivalent of knowledge required of a dentist graduated in a Swedish university.
6. Each aspiring resident will undergo a dexterity test in order to verify that she/he has the sufficient manual skills to be able to work as an orthodontist.
7. The contractor will be notified about possible failures of the aspiring resident in order to fulfil the above requirements.

## Course fees

**An acceptance fee of 70 000 SEK (Swedish Kronor) must be paid in order to be accepted to the education.** Please note that according to Swedish Law (Ordinance on Contract Education at Universities and University Colleges SFS 2002:760 (see appendix 2), **the entity paying the fee for “Master's courses & Clinical Specialisation in Orthodontics” must be a company or a governmental organisation.** Natural persons are by law, **not allowed** to pay for the education.

Fees shall be paid as follows;

- 8<sup>th</sup> of February 2023, 70 000 SEK (Acceptance fee)
- 2<sup>nd</sup> of September 2023, 700 000 SEK (Fee for first year)
- 2<sup>nd</sup> of September 2024, 700 000 SEK (Fee for second year)
- 2<sup>nd</sup> of September 2025, 700 000 SEK (Fee for third year)
- 2<sup>nd</sup> of September 2026, 280 000 SEK (Fee for the last semester)

**All prices are expressed in Swedish Kronor (SEK). No VAT included; no VAT will be added.**

## The fee covers

- Master's courses & Clinical Specialisation in Orthodontics given in-house at the Department of Dental Medicine or any other Department at Karolinska Institutet.
- Extramural course- and congress fees (for residents registered as postgraduate members of Swedish Orthodontic Association and European Orthodontic Society).
- Travel expenses (in economy class) associated with obligatory congresses and similar.

- Accommodation (in budget class) associated with obligatory congresses and similar (for residents registered as postgraduate members of Swedish Orthodontic Association and European Orthodontic Society).
- Congress fees and related travel expenses and accommodation are covered only if the resident has an active participation in the congress (oral or poster presentation).

### The fee does not cover

- Costs for study material
- Course literature
- Membership fees
- Medical consultation
- Dental treatment
- Emergency care
- Insurances covering health, housing, travelling outside Sweden.
- No transports, personal computers, interpretation are included.
- Housing during the study period

## Selection process schedule

### First Round

The Selection Committee at the Department of Dental Medicine reviews application documents of all the candidates for basic eligibility according to the advert. Eligible candidate's application documents are then ranked and graded. A letter of invitation for a face-to-face interview in Stockholm will be sent to the **selected** candidates by email on the 28<sup>th</sup> of November 2022. An official invitation for **visa permit** purposes will be sent to the selected candidates.

A notification of **rejection** will be sent by email to the non-selected candidates.

### Second Round

The selected candidates must send their notification of acceptance for a face-to-face interview in Stockholm by email to Susanna Sjunnerud, epe@ki.se latest 23:59 hrs (CET) the 5<sup>th</sup> of December 2022. Susanna will reply to each acceptance email in order to confirm that each email has been received. The journey to and stay in Stockholm will **not** be paid for by Karolinska Institutet.

### Third Round

The face-to-face interviews will be conducted at the Department of Dental Medicine, Karolinska Institutet in Campus Huddinge, Stockholm during the following dates: 24<sup>th</sup> and 25<sup>th</sup> January 2023. The Selection Committee will review and rank the interviewees and then select a ranked list of those who will be invited to attend the programme. A letter of invitation and contract will be sent to the selected candidates by email during the week of January 2023. An official invitation for **visa permit** purposes will be sent to the selected candidates.

A notification of rejection will be sent to the non-selected candidates by email. The candidates that have attended the face-to-face interviews in Stockholm, but have been rejected, will be added to the **Reserve List** (see "Reserve List").

### Fourth Round

The selected candidate **accepts his/her position by providing the payment of the "Acceptance Fee"** of 70 000 Swedish Kronor (no VAT included, no VAT will be added) and **sending the signed contract** by email (scanned copy) and regular mail to Karolinska Institutet by 23:59 CET

8<sup>th</sup> of February 2023. A scanned copy of the **bank's receipt of payment** should also be **emailed** (epe.admissions@ki.se) as a proof of payment no later than 23:59 CET 8<sup>th</sup> of February 2023.

If the acceptance fee is not paid by 23:59 CET 8<sup>th</sup> of February 2023, the selected candidate will **automatically forfeit** his/her position. Note that the entity paying the acceptance fee for "Master's courses & Clinical Specialisation in Orthodontics 2023-2027" must be a company or a governmental organisation.

## Reserve List

If a position is not filled by the candidates that were selected, the position will be offered to the first candidate from the **Reserve List**. A letter of invitation and contract will be sent by email to the first candidate on the Reserve List on the 9<sup>th</sup> of February 2023. **The candidate from the Reserve List that has been selected accepts his/her position by providing the payment of the "Acceptance Fee" of 70 000 Swedish Kronor (no VAT included, no VAT will be added) and sending the signed contract** by email (scanned copy) and regular mail **to Karolinska Institutet** by 23:59 CET 16<sup>th</sup> of February 2023. A copy of the **bank's receipt of payment** should also be **emailed** (epe.admissions@ki.se) as a proof of payment no later than 23:59 CET 16<sup>th</sup> of February 2023.

If the acceptance fee is not paid by 23:59 CET 16<sup>th</sup> of February 2023, the selected candidate will **automatically forfeit** his/her position and the next candidate from the Reserve List will be invited to join the specialist training instead.

## Information for applicants who are citizens of a country in EU, EEA or Switzerland

Residents coming from EU, EEA or Switzerland need to apply for a license to practice in Sweden in order to be eligible to start the Master's courses & Clinical Specialisation in Orthodontics. **This is only mandatory if you are selected as one of the candidates who receive the letter of invitation.** The Swedish dental practitioner's licence is issued by the Swedish Board of Health and Welfare. You need to manage the application by yourself, for more information about this, please see Appendix 4) "Application for licence to practise for EU Member State, Norway, Iceland, Liechtenstein" visit <http://www.socialstyrelsen.se/english>. One of the requirements is that you need to have language skills in Swedish, Danish or Norwegian. Karolinska Institutet does not provide language courses in order to meet the language skill requirements issued by the Swedish Board of Health and Welfare.

Selected candidates from a country in EU, EEA or Switzerland must therefore start the application process immediately once they have received the Letter of Invitation from Karolinska Institutet. It is mandatory to notify Karolinska Institutet by email (epe.admissions@ki.se) that you have started the application process to get a license to practice in Sweden. **Please note that the application processing time at Swedish Board of Health and Welfare is about 3 months from the date that your application is complete.**

When the Swedish Board of Health and Welfare has approved your application and issued a license to practice in Sweden, it is mandatory that you submit a copy of their decision to Karolinska Institutet by email (epe.admissions@ki.se). We need the decision from the Swedish Board of Health and Welfare no later than 23:59 CET 1<sup>st</sup> of June 2023.

## Important dates

Activity	Date
Deadline for application	1 November 2022
Invitations to the audition/interview	28 November 2022

Deadline for accepting invitation for the audition/interview	5 December 2022
Audition/interview in Stockholm	24/25 January 2023
Invitation and Contract	30 January 2023
Deadline for payment of acceptance fee/contract	8 February 2023
Deadline for sending bank's receipt of payment	8 February 2023
Invitation and Contract (Reserve list)	9 February 2023
Deadline for payment of acceptance fee (Reserve list)	16 February 2023
Deadline for sending bank's receipt of payment (Reserve list)	16 February 2023
Deadline for residents from EU, Norway, Iceland, Liechtenstein or Switzerland to submit approved decisions from Swedish Board of Health and Welfare regarding License to practice in Sweden.	1 June 2023
Deadline for payment of 1 <sup>st</sup> year fee	2 September 2023
Deadline for payment of 2 <sup>nd</sup> year fee	2 September 2023
Deadline for payment of 3 <sup>rd</sup> year fee	2 September 2023
Deadline for payment of Fee for the last semester	2 September 2023
Specialist training starts	September 2023
Specialist training ends	End February 2027

\* An official invitation for visa permit purposes will be sent to the selected candidates. Make sure to contact the embassy immediately in order to get the visa in time for the travel day.

## Place and time

The Clinical Specialist training will be conducted at the Department of Dental Medicine, Karolinska Institutet, Campus Flemingsberg (Southern Stockholm), Sweden.

## Education length and special regulations

The Master's courses & Clinical Specialisation in Orthodontics starts in September 2023, and comprises three and half years of full time studies. It is offered as Contract Education. The National Agency for Higher Education stipulates; The Ordinance on Contract Education at Universities and University Colleges Educational programme, Section 3; A higher education institution may provide contract education only if it is associated with undergraduate and graduate education in which the higher education institution has the right to award degrees.

## Migration and work permits

Since the education lasts for three and half years, a **residence permit** is required. For students outside the EU/EES countries, the permit must be entered in the passport before arrival in Sweden. Please contact the Swedish embassy or consulate in your country for more information and read more at The Swedish Migration Board's homepage <http://www.migrationsverket.se>.

**An official invitation for visa permit purposes will be sent to the selected candidates.**

A “**residence permit**” allows the student to work without having a special “**work permit**” during their stay in Sweden as a student or a postgraduate student. Work is not permitted to interfere with the full time studies (40 hours per week).

Foreign students are not permitted to practice dentistry outside the education clinic. Read more about working in the health care sector in Sweden at The National Board of Health and Welfare's homepage <http://www.socialstyrelsen.se>.

## Insurances

Once in Sweden you must arrange with insurance for housing. Insurance is also necessary if the resident is travelling outside Sweden for non-private purposes (e.g. to congresses or conferences). Note that the company/organisation paying for the education is responsible for reviewing your overall insurance situation, such as health insurance.

## Assistance

- Karolinska Institutet will provide information to help facilitate in the process of getting settled in the Stockholm area (e.g. guidance on the relevant authorities).
- Karolinska Institutet cannot guarantee housing, any permits, day-care or school placing for children.
- Course fee does not cover medical consultation, dental treatment or emergency care.

## Appendices

- Appendix 1) Basic hygiene routines and "dress code" at the Department of Dental Medicine
- Appendix 2) Ordinance of Contract Education at Universities and University Colleges SFS 2002:760
- Appendix 3) Course information