



## Guidelines for applicants for PhD position

VID Specialized University, Centre of Diakonia and Professional Practice (SDP) and Centre of Mission and Global Studies (SMG) thank you for your interest in the announced position as PhD Candidate.

We hope these guidelines will assist you in writing an application that illustrates the full total of your competence. A good application should be complete and well organized.

The assessment committee should find answers to all their questions in the application.

### Application

Send the application with attachments as described in the announcement text. The application must include all information and material to be taken into account in assessing your academic qualifications.

### Attachments

Guidelines for completing attachments:

- **CV**

You should organize your CV into the following chapters:

Contact information and brief biography, Education, Work experience, Teaching experience, Academic activities, Popular academic activities and Administrative experience. Please sign your last name in the upper left hand corner of each page.

### Project description

A research plan, in the form of a project description (maximum 3000 words, list of references not included), must attached to the application. The project description must account for topic, research questions, choice of theory and method and include a roughcast of a possible progress plan, including suggestions of any studies abroad. Make a budget of operation expenses: Software, books, courses, collection of data, fieldwork etc.

Take these points into consideration when writing your project description:

- You need to document comprehensive knowledge of the research area, both nationally and internationally
- Your research questions must be clearly and precisely presented. It must be evident that the project implies an extension of existing knowledge, and/or that the results create a basis for further related research
- It must be evident that the proposed methods and theories are appropriate to answer the research questions, or that it is possible to develop the necessary method and theory. Methods of analysis must be described
- Evaluations related to research ethics

- Feasibility of completing the project within appointed time and within the economic framework provided
  - Proposed cooperation partners or academic supervision relations
  - Stating of relevancy to the PhD programme you are applying for (*either* PhD in Diakonia, Values and Professional Practice *or* PhD in Theology and Religion).
- **Thesis at second degree level/Master's thesis and any experience with research- and development work**

Attach your thesis at second degree level or your Master's thesis.

Attach any publications of your own with specific relevancy to the project, or other academic work that you wish to be taken into account when your application is assessed.

- **Diplomas/certificates**

Copies of diplomas and grade transcripts must be certified. You may also attach certificates and other relevant documentation.

- **Other academic background or education**

If you have a Master's degree from a university abroad, or subject at second degree level/Master's degree (or equivalent) in another professional field than diakonia, health- or social work and/or leadership, you need to attach a summary of the programme description of your degree.

### **Assessment of qualifications**

In the assessment of applicants, importance is attached to basic qualifications (educational background, academic achievements/grade level and relevant practice) and project quality. On the first degree level, most importance is attached to Master's/second degree level thesis and the grade achieved on the total Master's/second degree level exam.

Minimum requirement for applicants with letter grade diplomas is normally a «B» on thesis at second degree level/Master's thesis and subject at second degree level/Master's degree and on the sum of both. For applicants with number grade diplomas, the requirement is «Laude» both for thesis- and subject at second degree level.

### **Miscellaneous information**

#### Education

Admission to the PhD programmes at VID Specialized University, requires a completed subject at second degree level, Master's degree (120 ECTS), with a clear relevance to the project applied for. Normally, study programmes within diakonia, health- and social sciences or theology/religion are required (cf. the PhD programmes' programme areas). Applicants with backgrounds from other professional work- or studies on equivalent level should note that special emphasis will be placed on the project draft.

#### Current position

Applicants with full time PhD positions (with grants from NFR or equivalent sources), are normally not taken into consideration.

#### Previous position

The nominal length of the PhD positions is three years, alternatively four years if the candidate engages in 25 % academic duties and if this is expedient for the University.

If you are, or have been, in a PhD position, you need to state the accurate amount of time for the appointment period. This does not apply to student positions or positions not related to a PhD programme.

#### PhD programme

The candidate who is offered the position, will be admitted to one of the PhD programmes at VID Specialized University from the appointed date. The candidate will receive detailed information by mail.

#### Admission agreement

A standard agreement is applicable for admission to the PhD programme at VID Specialized University. This agreement regulates the relationship between the candidate and centre/faculty, supervisor(s) and any external employer. This agreement must be signed on being admitted to the PhD programme.

#### Transferring of rights to VID Specialized University

All PhD Candidates must sign a contract with their employer which regulates the rights concerning economic exploitation of research results.

#### Operation funds

Currently, PhD Candidates receive 30.000 NOK every year during the project period (3 work years), a total of 90.000 NOK to cover operation expenses such as books, software, conference fees, fieldwork/gathering of data, proofreading etc. Centre of Diakonia and Professional Practice and Centre of Mission and Global Studies provide office space with PC etc.

### **Further process**

Your application will be evaluated by an assessment committee consisting of at least two members from the academic staff, one of whom is external. If possible, both genders should be represented. The expert assessment will be sent to the applicants. Applicants are not allowed to appeal, but are given the right to comment on the expert assessment within two weeks. Applicants who lack formal qualification requirements will not be considered. Every qualified applicant will receive a short, equal report. The committee will provide a more detailed report of, and rank, the best qualified applicants.

The expert assessment creates a basis for further review by the recommendations committee and the appointments board at VID Specialized University.

The R&D-committee at VID Specialized University has recommendation authority in appointing PhD Candidates.

The R&D-committee will select the applicant(s) who, from a total evaluation, is most qualified for the position(s), rank the candidates and provide a proposal for the appointments board.

The recommendations authority is also responsible for interviews, collecting references and assessing the applicants' personal suitability.

If the position is announced with moderate gender quota, the recommendation authorities will decide whether this regulation should apply.

It will take approximately 2-3 months from the application deadline until the appointment is made.

All applicants will be informed by e-mail, when the appointed candidate(s) has/have accepted the position(s).

Stavanger/Oslo/Bergen, 10 March 2016.