### **APPLICATION FOR ADMISSION TO A PHD PROGRAMME**



**The application should be submitted to the Faculty of Medicine and Health Sciences through the Department or unit where the applicant’s main supervisor is employed.**

# **Faculty of Medicine and Health Sciences**

# Shaded boxes are not to be completed.

**1. Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Student no. | Date of birthDay Mnth Yr | Norw. ID no. | Department |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Citizen of |  |
| Family name – First given name – Second given name |
| Home address | Postcode | Postal address | Private phone |
| Office address during PhD study (Department) | Work phone |
| E-mail  | Admission date |
| Present employer’s name and address |

**Enclose the following with the application:**

|  |
| --- |
| 1. Certified copy of master’s degree certificate (or equivalent education)
2. Transcript of grades with Diploma Supplement or other formal explanation of grading scale and GPA
3. Certified copies of other relevant degree certificates or diplomas
4. Project description with timeline (3-5 pages)
5. Confirmation of funding/contract of employment
6. Copy of necessary ethical considerations and approvals (REC)
7. Course descriptions, and transcript of results, for external courses that will be part of the organized academic training

8. CV from main supervisor and, if applicable, from supervisors not employed by NTNU  |

**2. PhD Programme that you are applying for**

|  |
| --- |
|  |

**3. Doctoral period**

|  |  |
| --- | --- |
| Start date:   | End date: |
| Planned defence of thesis/completion of degree: Semester: Year:  |
| Are you employed as a PhD research fellow at NTNU? (Yes/No) |

**4. Education (certified copies of degrees and other certificates must be enclosed)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education/degree | Institution | Faculty etc.  | Examination year/term | Final grade(GPA) |
|   |  |  |  |  |

**5. Work experience after master’s degree etc.**

|  |  |  |
| --- | --- | --- |
| Employer:  | Position | Duration |
|  |  |  |

**6. Publications (prior to admission)**

|  |  |  |
| --- | --- | --- |
| Year | Title | Published as monograph, paper, journal etc.  |
|  |  |  |

**7. Working title of the thesis** (The project description is to be enclosed)

|  |
| --- |
| Title in Norwegian  |
| Title in English |

|  |
| --- |
| Will research within the PhD programme be a continuation of your master thesis? If yes, please elaborate. |

**8. Language that the thesis will be written in**

|  |
| --- |
| State the language. If you want to write in another language than English, this must be approved by the admission body.  |

9**. Plan for organized academic training** (add separate sheets, if necessary)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course number | Course title | Examperiod1) | Coursetype 2) | Assessment form3) | Credits | Grade 4) |
| SMED8004 | Research, ethics, and society |  | PhD | E | 5,0 |  |
| SMED8007 | Scientific publishing and research communications |  | PhD | E | 5,0 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| External courses (list course title and institution). Course descriptions must be attached. |
| Institution: | Norwegian:  |  |  |  |  |  |
| English:  |  |  |  |  |  |
| Institution: | Norwegian:  |  |  |  |  |  |
| English:  |  |  |  |  |  |
| Institution: | Norwegian: |  |  |  |  |  |
| English:  |  |  |  |  |  |
| Poster/presentation of your own PhD research in international conference or congress (maximum 2 credits) |
| Arranged by | Name of conference/congress | Date fromDate to | Place |
| Title of poster/presentation: | Credits |
| **Stay abroad (maximum 6 credits)** |
| Institution | Date fromDato to | Credits |
| Place |
|  |
|  |
| Sum |
| **Total number of credits in organized academic training**:(minimum 30 credits) |  |
| **Total credits PhD courses in organized academic training:** (minimum 20 credits of the total amount) |  |

1. Exam period means academic year + V for spring exam, and academic year + H for autumn exam.
2. Use the following codes: DR for courses at PhD level, ORD for courses at master’s level
3. Assessment form: E= exam, Ø=exercise, E = essay

4) When exams outside NTNU have been completed, the results s must be documented.

**10. Supervisors**

The requirements as to impartiality of the Public Administration Act apply for candidate and supervisors, as well as for relations between supervisors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type  | Name | Position andAcademic degree | Institution, Department/Unit | E-mail address |
| Mainsuperv |  |  |  |  |
| Co -superv |  |  |  |  |
| Co-superv |  |  |  |  |
| Mentor |  |  |  |  |

**11. Funding plan** (documentation must be enclosed)

|  |  |  |  |
| --- | --- | --- | --- |
| Source of funding/wages paid by | Type of funding (scholarship, employment etc.) If scholarship, is it an individual one or a project scholarship? | Start of funding (date) | End of funding (date) |
|  |  |  |  |

**12. Part time/Full time**

|  |
| --- |
| Give a percentage for the time dedicated to PhD work if you are not working full time (100 %):  %  |

**13. Compulsory duties (work duties) for PhD research fellows**

|  |
| --- |
| Are compulsory work duties (arbeidsplikt) besides research training part of your contract of employment as a research fellow? If yes, to what extent (%), and of what nature are these duties (teaching, administration etc.)?  |

**14. The project** (this applies if the candidate’s work is part of a larger project involving other researchers)

|  |
| --- |
| State the name of the project, institution, the name of the person responsible for the project.  |

**15. Progress plan**

|  |  |  |
| --- | --- | --- |
| **Activities** | Full time | Part time |
| 1st year | 2nd year | 3rd year | 4th year | 5th year | 6th year |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| Get required permissions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data collection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Method training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Data processing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Midterm evaluation  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Write script for paper 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Write script for paper 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Write script for paper 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submit paper 1 for publication |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submit paper 2 for publication |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submit paper 3 for publication |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stay abroad |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Academic training  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Writing thesis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submit thesis  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work duties (if applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**16. State the required scientific and material resources**

|  |
| --- |
|  |

**17. Scientific dissemination plan**

|  |
| --- |
| State your plans for scientific and academic publication, presentations, lectures, participation at conferences and seminars etc. |

**18. Plan for meeting residency requirements** (presence and contribution to the work environment)

|  |
| --- |
| Will the candidate participate actively in the academic community? |

**19. Explain how you will participate with active research groups in Norway and internationally**

|  |
| --- |
| How will this research be done? What are your plans for short-term or long-term periods spent with other research groups? |

**20. List of enclosures:**

|  |
| --- |
| The following documents are enclosed:[ ] Certified copy of master’s degree certificate (or equivalent education)[ ] Transcript of grades with Diploma Supplement or other formal explanation of grading scale and GPA[ ] Certified copies of other relevant degree certificates or diplomas[ ] Project description with timeline (3-5 pages)[ ] Confirmation of funding/contract of employment[ ] CV from main supervisorIf applicable:[ ]  Copy of necessary ethical considerations and approvals (REC)[ ]  Course descriptions for courses outside NTNU, that will be part of the organized academic training[ ]  Copy of exam results from external courses that will be part of the organized academic training[ ]  CV from supervisors not employed by NTNUOther enclosures: |

**Signature:**

|  |  |
| --- | --- |
| Place: | Date: |
|  |  |
| Applicant’s signature |  |
|  |

**21. Statement from main supervisor**

|  |
| --- |
| Assessment of the candidate’s potential, prerequisites, participation in joint efforts, progress plan, available resources etc. |
|  |

**Main supervisor’s research activity**

|  |  |
| --- | --- |
| Number of publications in the last 3 years: |  |

**Main supervisor’s experience with supervision**

|  |  |
| --- | --- |
| Number of PhD candidates still active: |  |
| Number of PhD candidates completed: |  |
| Have completed NTNU’s PhD supervisor seminar (Yes/No) |  |
| Comments (optional): |

|  |  |
| --- | --- |
| Date | Signature of main supervisor |
|  |  |

**22. Assessment and recommendation from the Department**

|  |
| --- |
| Are the conditions for admission met? |
| Is the candidate’s funding adequate to grant admission? |
| Is the project feasible given the available resources within the prescribed time? |
| Recommendation by the Department   [ ]  Admission  [ ]  Not to be admittedReasons (optional): |
| Date | Head of Department’s Signature |
|  |  |