



## INSTRUCTIONS FOR APPLICANTS FOR RESEARCH FELLOWSHIPS

The Faculty of Social Sciences thanks you for your interest in the advertised position for a research fellow.

These instructions are intended to assist you in formulating your application so that your overall qualifications are presented in the most effective manner possible. A good application should be complete and well-organised. The evaluation committee must be able to find answers to all its questions in your application.

### Applications

Applications with all attachments must normally be submitted electronically via [www.jobbnorge.no](http://www.jobbnorge.no):

- CV
- Project description
- Scholarly works with a list of such
- Diplomas/certificates
- Overview of syllabus for "external" degree (if relevant)

Any possible other manners of submission will appear in the text of the advertisement.

The application must contain all information and all material that should be taken into consideration when evaluating your academic qualifications.

### Attachments

Advice and instructions are given below for formulating the following attachments:

▪ CV

You should organise your CV into clearly delineated sections:

Personal data, Education, Work Experience, Teaching Experience, Academic Endeavours, Popular Science Endeavours and Administrative Experience. Your last name should appear at the upper left corner of all pages.

▪ Project description

A plan for the research work in the form of a project description of 5-8 pages must accompany the application. The project description must describe the theme, set of issues being addressed and the choice of theory and method. The description must also specify a progress plan for the various parts of the research project, including any possible stays abroad. Establish a budget with respect to the expenses for conducting the project: software, books, courses, data collection, fieldwork and the like.

The following are some factors that should be considered when preparing the project description:

- You must document good familiarity with the area of research, both nationally and internationally.
- The set of issues being addressed must be presented clearly and be satisfactorily delineated. It must be shown that the project involves expanding existing

knowledge and/or that the knowledge provides a basis for further research in the field.

- It must be shown that the methods and theories that are envisioned being used are suitable for resolving the set of issues to be addressed or that there are good possibilities to develop the requisite method and theory. Analysis methods must be described.
- Evaluations associated with research ethics
- It must be rendered probable that the project can be carried out within the nominal timeframe and within the attendant financial framework conditions.

- Scholarly works with a list of such

If you have published scholarly works beyond degree dissertations, we ask that you draw up a list of such.

Publications that are of special relevance to the project or other scholarly works that you wish to see taken into consideration in evaluating the application should be specially marked on the list.

Sole authorship generally counts for more than co-authorship. You thus need to delineate your own effort in any possible joint work and attach a co-author declaration.

- Diplomas/certificates

Copies of diplomas and academic transcripts must be certified. Certificates and other documentation that you believe to be relevant may also be attached

- Overview of syllabus for "external" degree (if relevant)

If you have a master's degree from a foreign educational institution, or a 5-year discipline-based master's degree (or the equivalent) in a subject area other than the one associated with the application, you must attach an overview of the syllabus for the degree you have completed.

### **Evaluation and weighting of qualifications**

When evaluating the application, an emphasis is placed on basic qualifications, academic qualifications and project quality. The greatest emphasis will be placed on basic qualifications and project quality. For your education at the second degree level, the master's or equivalent thesis and overall marks received for the degree are given the greatest weight.

The three qualification criteria are given the following weights in the evaluation and ranking of applicants:

Basic qualifications	2
Project quality	2
Academic qualifications	1

### **Misc. information**

Supplemental forms: Applicants who ultimately are recommended for the position will be sent a supplemental form for use in evaluating their admission to the doctoral

programme. The form is designed as a PDF document that is possible to fill in on a computer. If a need arises for assistance when filling in the form, applicants are asked to contact the department.

Education: Admission to the doctoral programme at the faculty requires completion of a 5-year master's degree, or the equivalent education, within the subject area in which the applicant desires to be accepted. If you have a master's degree from a foreign educational institution, or a 5-year discipline-based master's degree (or the equivalent) in a different subject area, you must attach an overview of the syllabus for the degree you have completed.

The minimum requirement for applicants who have degrees with letter marks will normally be a B, both on the master's thesis and for the master's diploma on the overall. For applicants with degrees with numerical marks, the requirement is that they be within the highest category of marks, both on the thesis as well as for the diploma on the overall.

Supervisor(s): Admission to the doctoral programme is preconditioned upon the department having sufficient supervisory capacity in relation to your project. It thus would be an advantage to have clarified a potential supervisor in advance.

Current position:

Applicants who have full-time doctoral degree grants (from the Research Council of Norway or equivalent sources), will not normally be considered.

Previous grants:

The employment period for university positions is 4 years, including the obligatory work hours comprising 25 % of the total employment time. A reduction is made for any possible previous employment in recruitment positions. If you are or have been employed in a research fellowship, you must state the precise number of months that the employment relationship has lasted. Student grants and scholarships that are not associated with doctoral programmes are excepted from this.

Doctoral programme:

The successful candidate who is offered the position will be admitted to the faculty's doctoral programme as at the date the employment commences. The candidate will receive a letter concerning this in the post. In general, information about the faculty's doctoral programme can be found at:

<http://link.uib.no/?TnwW>.

Agreement upon admission to organised doctoral programme:

A standard agreement has been prepared for admission to an organised doctoral programme at UiB, which among other things governs the relationship between the individual research fellow and the department, supervisor(s) and possible external employer respectively. The agreement is entered into in connection with admission to the doctoral programme.

Transfer of rights to the University of Bergen: All research fellows must enter into a contract with their employer governing the rights to economic exploitation of their research results.

Working capital:

At present, the candidates have NOK 30,000.00 per year in working capital for purchasing books, software, participating in conferences, fieldwork/data collection, etc. The departments will make office space with a PC, etc. available. The department will cover expenses for fieldwork/data collection beyond the ordinary working capital, provided that the department approves the budget in the application (see the section on "Project description").

After admission to the doctoral programme, it is also possible to apply to the faculty for support for stays abroad at research institutes:

<http://link.uib.no/?16v2t>.

### **Processing flow**

Your application will be evaluated by an evaluation committee consisting of at least 2 academic employees, of which 1 will be external. Both genders must be represented as much as possible.

The expert assessment will be sent in its entirety to the applicant. Applicants will not have the opportunity to appeal the expert assessment, but will be given the right to make a statement concerning the assessment by submitting remarks. page 4 of.

Applicants who do not fulfil the formal qualification requirements will not be evaluated. All qualified applicants will receive a brief unbiased evaluation. The committee will give a more thorough evaluation to the best-qualified applicants and then rank them.

The expert assessment will form the point of departure for further processing by the faculty's recommendation and employment bodies.

The head of department for the department concerned is the authority that makes the recommendations for filling academic positions. The head of department will select one of the applicants who on the basis of an overall assessment is deemed best-qualified for the position, rank all the relevant candidates and submit a proposal for approval to the employment body. The authority making the recommendation is also responsible for procuring references, evaluating the personal suitability of the applicants and determining whether interviews and trial lectures should be conducted.

If the position has been advertised with a moderate gender quota, the recommending authority must assess whether this rule will be applicable.

Applicants should expect that it will take between 3 and 5 months from the deadline for submission of the application until any possible employment is commenced. All applicants will be notified at their specified E-mail addresses of the outcome of the process when the recommended candidate has accepted the position.

*Bergen, June 2011*