**Assessment of applicants for the position as PhD Research Fellow at the Department of xxx, reference number yyyy/xxxx**

At the Department of *(name of unit),* a position as PhD Research Fellow was announced with *DD.MM.YYYY* as the closing date for applications. The position is within *the area of/affiliated with the research group (…).* A total of *xx* applicants submitted their application before the application deadline.

Department of (*name of unit*) appointed the following nominating committee for the position:

Title, name,Department/Centre

Title, name, Department/Centre

Title, name, Department/Centre

*Title, NN* was appointed as the administrative leader of the committee.

**About the position and the qualification requirements.**

*Insert information about the research field, qualification requirements, personal skills etc. as described in the announcement. Highlight the committees’ priorities and how the qualification requirements have been weighted by the committee.*

**Assessment of applicants**

The basis for the nominating committees’ assessment has been the qualification requirements for the position as stated in the announcement. Guidelines concerning appointment to post-doctoral and research posts at UiO forms the further base of the evaluation made by the nominating committee, as well as the criteria for admission to the PhD programme at the Faculty of Educational Sciences. The criteria at the faculty states that applicants normally must document:

* A Master’s degree (2 years) or equivalent with a grade of A or B (ECTS)
* A Master’s degree must normally include a thesis of at least 30 credits with a minimum grade B (ECTS grading scale) or equivalent.

*[If needed, please see this web page.](https://www.uv.uio.no/forskning/phd/soknad-opptak/stipendiatstilling/index.html)*

**Applicants that are not qualified for the position**

*It is possible to disqualify a group of applicants by giving a short argumentation that explains why the committee has not assessed these applications**. E.g., due to lack of documentation, educational background etc.*

*Note that each applicant must be mentioned in the assessment. E.g.: applicant no 2, 6 and 12 does not document a master’s degree (2 years) or equivalent with the grade of A or B (ECTS) as stated in the announcement.*

*Please note: It is not possible to hold a position as PhD Research Fellow more than once at UiO or within the same subject area. If this is the case, please highlight this matter when sorting the applicants and state whether this is disqualifying the applicant. For questions, please contact the HR section.*

**Applicants that seem to satisfy the qualification requirements**

Based on the qualification requirements for the position, the committee sorted and selected the following applicants for further assessment: (in alphabetical order).

….

…

….

**Assessment of applicants:**

*Describe the background and competence of each candidate and according to the qualification requirements. It must be clearly stated why and if the candidate is qualified for the position or not.*

**Name, age.**

**Educational qualifications**

NN has…(short summary)

*Please include information about when the applicant completed the master`s degree and if the applicant has a master’s degree (2 years) or equivalent with a grade of A or B (ECTS). Also, include information about whether the applicant has a master’s degree that includes a thesis of a least 30 credits with a minimum grade B (ECTS grading scale) or equivalent.*

*Note: As a main rule and according to the criteria for admission to the Ph.D. programme at the faculty, the applicant must also document an average grade C or better at the bachelor’s degree.*

**Summary:**

**Completion of master’s degree:** *month/year*

**Grade achieved on the master’s degree (2 years):** *A/B*

**Grade achieved on the master thesis (30 ECTS):** A/B

**Grade achieved on the bachelor’s degree:** A/B/C

**Employment history**

*Short summary.*

**Outline and comments on the research proposal**

*Note: The quality of the project description is a key criterion in the assessment if applications. The project description must be 5-7 pages to fulfill the criteria.*

*The committee shall comment on the applicants’ outline of the following areas in the project plan: topic, research question, choice of methods, project progress plan, resource needs and bibliography. For reference, [please see the faculty’s guidelines for the project description.](https://www.uv.uio.no/english/research/phd/application/guidelines-for-the-project-description.html)*

**Other qualifications**

*If it is listed other necessary qualifications for the position in the announcement, please highlight the applicants’ qualifications according to the criteria.*

**Conclusion:** NN is *qualified/not qualified* for the position and for admission to the PhD programme at the Faculty of Educational Sciences.

*Use the same structure as above for the following candidates.*

**Applicants with immigrant background or functional impairment**

*According to the regulations to the Civil Service Act § 4, at least one applicant who have stated an [immigrant background](https://www.uio.no/for-ansatte/arbeidsstotte/personal/intern-personalhandbok/del-01-ansettelse/) (see point 1.4.6 on the website) or functional impairment should be invited for an interview, if qualified. Please insert the necessary information below.*

A total of *xx* applicants have stated an immigrant background.

According to the regulations to the Civil Service Act § 4, *xx* applicants were invited for an interview.

*Alternatively*

None of the applicants that had stated an immigrant background was found to be formally qualified for the position/No applicants had stated immigrant background.

A total of *xx* applicants have stated functional impairment.

According to the regulations to the Civil Service Act § 4, *xx* applicants were invited for an interview

*Alternatively*

None of the applicants that had stated functional impairment was found to be formally qualified for the position/No applicants had stated functional impairment.

**Personal suitability**

The committee invited the *(best)* qualified applicants for an interview. Interviews were conducted *dd.mm.yyyy.*

*Include a summary after each interview, including discussion about the research proposal, personal suitability, the overall impression of the candidate etc.*

*Please note that the committee must assess each applicant on the same personal qualities.*

*The committee shall also conduct reference interviews and include a short summary. Note that none of the references should me mentioned by name.*

**Ranking of applicants**

*The committee must compare the qualified candidates and suggest the strongest candidate for the position based on the assessment above. Please include a brief argumentation that supports the committee’s final ranking, based on both academic and personal skills – and according to the criteria in the announcement.*

*Normally, the committee should rank at least three candidates. If the committee find to rank less than three candidates, please insert a brief justification.*

The committee unanimously recommend the following ranking of candidates:

1.

2.

3.

Place, date: xx, xx.xx.xxxx

Signature Signature Signature

(Name, title) (Name, title) (Name, title)