NTNU | Faculty of Information Technology and Electrical Engineering

Application for Admission to the PhD programme in:

Application for admission is to be completed in collaboration between the applicant and proposed main supervisor.

It is recommended to prepare the following documentation in parallel with the application for admission:
- PhD project description, i.e. research plan, that shall be attached this application for admission.
- The "Agreement concerning admission to organized doctoral degree education (PhD)."

PART I: PERSONALIA, QUALIFICATION AND FUNDING

1. Personalia

Family name:

First name:

Date of birth:

E-mail:

Phone:

Citizen of:

Home address:

Postal address:

Postal code:

2. Qualifications

Documented Diploma and Diploma supplement (if available), i.e. all certified degrees (e.g. Msc and Bsc) or other certificates of relevance shall be attached this application. Please note that documented education, i.e. formal qualifications e.g, certified diploma and transcripts shall be available in English or Scandinavian languages, all external education shall have been evaluated in written by NTNU.

Education (awarded degree)	Institution, Faculty etc.	Examination (month/year):
Education (awarded degree)	Institution, Faculty etc.	Examination (month/year):
Education (awarded degree)	Institution, Faculty etc.	Examination (month/year:)

3. Funding plan

Documentation of external funding shall be attached. Note that a minimum gross income per month is required, cf. section 6.2 in the PhD Regulations for NTNU with supplementary administrative decisions for the IE-Faculty.

Employment (wage paid by / funding):

Please specify funding, i.e. specify if the salary in gross amount per month is less than the minimum requirement at NTNU, and specify additional needed funding available (if any):

Type (scholarship, employed etc.)	Funding start:	Funding end:	Duty work e.g. research- and teaching assistance (%)

4. Publications

Complete bibliography of publications prior to admission, e.g. author(s), article/book title, journal title/ publisher, date of publication, and page number(s):

5. Work experience

List only research related work or other relevant experience after completed Master degree, list Employer – position – duration:

PART II: ACADEMIC TRAINING AND RESEARCH ENVIRONMENT

6. Working title of the thesis

Working title in English:

Language that the thesis will be written in: (If you wish to write in another language than English or Norwegian this has to be approved by the admission body).

English
Norwegian
Specify:

7. Part of project

Specify if the work of the candidate is part of a larger internal/external project involving other researchers.

Title of project: Project leader: Institution(s) involved in project:

8. Main supervisor, co-supervisor(s) and/or supporting supervisor(s)

At least one of the appointed supervisors must have previous experience in supervision of PhD candidates, normally until completion of the doctoral degree. All main supervisors must have completed a mandatory PhD supervisor seminar either before appointment, or at the first opportunity after the appointment. In order to ensure experience with publishing in the supervisor team, the supervisors should normally have a minimum of 5 publications at level 1 or level 2 (i.e. the Norwegian levels of quality ranking) over the past 5 years. For supervisors who do not meet the requirement for publication, it must be explained (in section 15 - "Statement by main supervisor" in this form) how this person otherwise is active within the field of Research. At least one of the supervisors must fulfil the requirement for publication, cf. section 8.1 in the PhD Regulations for NTNU with supplementary administrative decisions for the IE-Faculty.

Main Supervisor: *Name - Position/Academic degree - Institution/Department/Company*

Check for experience in:
PhD supervision until completion
PhD supervision seminar completed
5 Publications past 5 years

E-post

Co-supervisor(s): *Name - Position/Academic degree - Institution/Department/Company*

Check for experience in:
PhD supervision until completion
5 Publications past 5 years

E-post

Co-supervisor(s): *Name - Position/Academic degree - Institution/Department/Company*

Check for experience in:
PhD supervision until completion
5 Publications past 5 years

E-post

Supportive-supervisor(s): *Name - Position/Academic degree - Institution/Department/Company - Email*

Please list additional co-supervisor(s) and supportive-supervisors below: *Name - Position/Academic degree - Institution/Department/Company - Email*

9. State the required scientific and material resources

Ordinary office equipment and computer does not need to be specified. The following elements shall be specified: (i) students without funding support, e.g. students with homeland grant or own funding, (ii) laboratory facilities, costs of field surveys etc.; (iii) expenses for travel/study abroad. Specify to which extent the specified resources are funded by the partner (s). Needs that are not specified cannot be expected to be covered.

10. Explain how you will participate with active research groups in Norway and internationally (by using the following subquestions):

(i) Academics at NTNU: state the name of the research group associated with your project work and project (if applicable), and in which internal fora the work will be presented and discussed. Specify whether the work is part of a strategic initiative and/or center formation.

(ii) National/international cooperation: indicate any Norwegian/international cooperation related to your doctoral work

(iii) Study abroad: indicate plans for studying abroad as precisely as possible. If a stay abroad is not planned for, please explain why. Specify whether there is funding available for the additional costs related to a study abroad.

11. Plan for organised academic training

Enclose complete documentation if you have External courses and/or individual study syllabus. Complete documentation includes: named person professionally in charge of the course, scope, course level, learning objectives, curriculum and form of assessment. Include code for the course, complete title of the course, and the name of the institution arranging the course.

If preliminary academic training is proposed (i.e. courses without complete documentation as described above) the candidate is responsible for, as soon as possible, to documenting the missing final course description. All courses are to be approved by the main supervisor and the Head of the PhD Programme Board. The documented course description shall be in accordance with the requirements given by the National Qualifications Framework. It requires that the academic training is structured so that the content (learning activities) supports the expected learning outcomes, and that the forms of assessment/ examination are submitted so that the expected learning outcomes can be verified.

Please note that: (1) Exam period shall be defined by academic year and include the semester for exam, i.e. S for Spring or Summer and A for autumn; (2) Course level is indicated by PHD for courses on doctoral degree level, and MSC for courses on master level; (3) Form of assessment: E=exam, EX=exercise, ES=essay

Qualification courses (if any) are to be marked with the letter Q in front of code for course, cf. section 6.1 and section 9.1 in the PhD Regulations for NTNU with supplementary administrative decisions for the IE-Faculty.

Code for course:	Course title: [and Institutional name if external course(s)]	Exam period:	Course level:	Form of assessment:	ECTS (credits)

TOTAL - Organised Academic training

Total number of ECTS in organised academic training (minimum 30 ECTS – maximium 60 ECTS)

Total number of ECTS on PhD level in organised academic training (minimum 20 ECTS and shall include minimum 7,5 ECTS from own PhD programme courses)

Total number of ECTS within Transferable Skills (min. 5 ECTS and max. 15 ECTS (exception for ITN). It shall include min. 2,5 ECTS of Research Ethics at PhD level)

Additional comments to the academic training (if any): e.g. ad preliminary courses that is to be part of the academic training, please attach complete documentation or indicate when the documentation will be available):

12. Progress plan including plan for scientific dissemination

Set your progress plan for the organised academic training, research work (including milestones), and state your plans for scientific and academic publication, presentations, lectures, participation at conferences and seminars etc. Additional research and teaching assistance during your PhD-study (if applicable), and date for completion, i.e. submission of the thesis. (You may only use plain text).

Progress plan

Scientific dissemination: include the scheduled date (month/semester) for submission of first publication

List targeted journal and conferences for dissemination of the research:

13. Plan for meeting residency requirements

Describe how you will meet the residency requirements. Candidates with an external workplace must specify period(s) to reside at NTNU, cf. section 6.3 in the PhD Regulations for NTNU with supplementary administrative decisions for the IE-Faculty.

14. List of attachments and signture

List of attachments

      Documented education, formal qualifications i.e. certified diploma and transcripts.

      Documentation of external funding, cf. section 3 in this Form.

      The PhD Agreement concerning admission to organized doctoral degree education (optional)

      Project description (Research plan),

Additional attachments (if any):

      Documentation of funding (does not apply for NTNU employment), cf. Form section 3.
      Descriptions of course(s) with individual syllabus for PhD. cf. form section 11.
      Documentation of courses in the required coursework (academic training) from other institutions, cf. form section 11.
      Details of any restrictions related to intellectual property rights, to protect the rights of others.
      Description of any legal or ethical issues raised by the project and how these can be resolved. The application must state whether the project is dependent on permission granted by committees on research ethics or other authorities or by individuals (research subjects, patients, parents, etc.). If possible, such permission should be obtained in writing and be attached to the application.

Additional comments (if any):

Applicant's signature:

If the document includes personal sensitive data (e.g. diplomas and certificates) all correspondance need to be <u>encrypted</u> if email is to be used.

15. Statement from main supervisor

Give a brief statement of the candidates' motivation and suitability for the research position. Evaluate the potential starting point for the doctoral work, part of a joint work, progress plan, and resources available for the project, etc. Please consider the candidate's special needs for academic and material resources section 8 in this form), and planned residency requirements (section 13 in this form) in regards to adequate academic training and guidance, and the candidate's contribution to an integrated research activity at the Department. Describe how the applicant is/will be introduced to the department (in accordance to the common standard of quality in doctoral education at NTNU).

Checkpoints:

      I hereby confirm that the candidate is qualified for admission to a PhD programme at NTNU, please find NTNU Evaluation Report attached.

      I hereby confirm that the funding for the candidate meets the requirements given by NTNU

      I hereby support the need for academic and material resources

      I hereby support the planned residency requirements

      I hereby confirm that the supervising team meets the requirements set by the Faculty, cf. PhD Regulation for NTNU section 8.1.

      The project description is recommended.

Statement by Main Supervisor:

Main Supervisor's signature:

Complete the application part I, part II, Part III and all attachments, including the the project description (Research plan), in collaboration with your main supervisor. The main supervisor shall: approve all documentation regarding qualifications and funding; approve the need for resources; and ensure that the requirements in the <u>PhD Regulation</u> for NTNU are met. Forward the digital application and attachment to your PhD programme coordinator by email (<u>encrypted</u>) or by memory stick.

PART IV: ASSESSMENT BY HEAD OF PHD PROGRAMME BOARD AND HEAD OF DEPARTMENT

16. Assessment and recommendation by the PhD Programme Board and the Department

Are the conditions for admission met? Check if the candidate is...

Formally qualified for a PhD study, cf. evaluation report/ statement by NTNU

Adequately funded to grant admission

Recommendation by the PhD Programme Board:

The project is feasible given the available resources within the prescribed time

The project description is recommended by the Head of the PhD Programme Board

Statement regarding recruitment of PhD candidate or Additional Comments (optional):*

*Applicants not fulfilling the grading requirements may be considered if it is documented that the candidate has relevant work experience and / or publishable scientific work. The Department, by the Head of Department and / or Head of the Programme Board, must document that the candidate is particularly suited for the PhD education, and the Faculty by the Vice Dean of Research and/or Committee for Research and Research Education is to take the final decision.

Head of the PhD Programme Board's signature:

Recommendation by the Head of the Department:

Admission

Not to be admitted

Statement regarding recruitment of PhD candidate or Additional Comments (optional):*

*Applicants not fulfilling the grading requirements may be considered if it is documented that the candidate has relevant work experience and / or publishable scientific work. The Department, by the Head of Department and / or Head of the Programme Board, must document that the candidate is particularly suited for the PhD education, and the Faculty by the Vice Dean of Research and/or Committee for Research and Research Education is to take the final decision.

Head of the Department's Signature:

The PhD Programme coordinator is to provide complete document in the folder named "IE Admission" (at latest one week ahead of the scheduled meeting for the Faculty Research Committee). The Faculty administration will handle (and follow-up if needed) the provided documentation and if complete upload all documentation in sharepoint for the Faculty Research Committee.