

**1.1 Application for admission to a PhD programme at NMBU**

This form is to be filled in by persons not employed by NMBU, and who apply for admission to one of the PhD programmes at NMBU.

The PhD regulations and any admission requirements specific for the relevant faculty apply:
<https://www.nmbu.no/en/research/phd/regulations_guidelines>

The NMBU Faculties are the admission authorities for their own PhD programme(s) (cf. Section 5-1). The application and supporting documents are to be sent by digital means no later than 2 months after the start-up date for the funding of the position and/ or the project that is expected to lead to the PhD degree (described in part 15 of this form).

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## Personal information

The applicant must provide full name. All other personal information (and a passport copy for all other than Norwegian citizens) will be collected from you in a digital form to ensure secure handling of personal data requested by NMBU. Ref. list in part 15 of this form.

|  |  |  |  |
| --- | --- | --- | --- |
|  Surname: |  | First and middle name(s): |  |

## Affiliation at NMBU, and planned duration of PhD education

|  |  |
| --- | --- |
| Faculty | Select a Faculty |
| PhD programme: | Select a programme |
| Study option: | Select a Study option |
| Start date : | **date** | End date: | **date** |
| Planned affiliation to research group/ academic environment at NMBU: | [ ]  Yes [ ]  No [ ]  Don’t know |
| If yes, state which: |  |

## The research work/ PhD project and the thesis

|  |  |
| --- | --- |
| **Name of the PhD project**: |  |
| Is the PhD project part of an overriding research project?  | [ ]  Yes [ ]  No | If yes: | Fill in name of large project |
| **Preliminary title of the thesis:** |  |
| Language to be used in the title:  |  [ ]  English [ ]  Norwegian [ ]  Other (specific application required) |

## Academic background, basis for admission

Add rows to the table if necessary.

|  |  |
| --- | --- |
| Institution: |  |
| Academic degree: |  |
| Study programme/ study option: |  |
| Graduation (semester and year): | Autumn/Spring 20xx |
| Total number of credits (ECTS): |  |

|  |  |
| --- | --- |
| Institution: |  |
| Academic degree: |  |
| Study programme/ study option: |  |
| Graduation (semester and year): | Autumn/Spring 20xx |
| Total number of credits (ECTS): |  |

## English language requirements

Select by ticking a box below and attach the documentation when sending this form.

|  |
| --- |
| **I fulfil the requirement «proficiency in written and oral English» in one of the following:** |
| [ ]  | a. English at upper secondary level 1 from a Norwegian upper secondary school (140 hours) with a grade of 4 or above, or in-depth English from upper secondary level 2 or 3 with a pass grade, or an International Baccalaureate (IB) Diploma. |
| [ ]  | b. English language test: i. Test of English as a Foreign Language (TOEFL) with a result of at least 580 points for the paperbased test (PBT) or 92 points for the internet-based test (IBT), or ii. IELTS Academic Test with a score of at least 7.0, or iii. Cambridge Certificate, C1 Advanced or C2 Proficiency, with a grade of C or above, or iv. Pearson Test of English (PTE Academic) with a score of min. 65 points |
| [ ]  | c. Completion of at least one year of university studies in the United Kingdom, Ireland, the USA, Canada, New Zealand or Australia. A completed bachelor's degree, or minimum one completed year of a master’s degree programme, with English as the language of instruction, in a Nordic country. |
| [ ]  | English skills at a level corresponding to that described in a.–c. that are documented in other ways, may in special cases be approved by the Faculty based on an individual assessment of the applicant’s documentation. |
| Comments: |  |

## The applicant’s present employment

|  |  |
| --- | --- |
| My employment is with: | [ ]  Employer in Norway [ ]  Employer outside of Norway [ ]  No employer |
| My employer is: | Provide name of company, institution or other |
| My position is: | [ ]  Scholarship fellow [ ]  «Private sector PhD » [ ]  «Public sector PhD»  | [ ]  Other: Provide job title |

Select one of the following if your employer is a higher education institution (a university or college):

|  |  |
| --- | --- |
| I apply for admission to PhD education: | [ ]  At NMBU only [ ]  At both institutions |

## Funding

Enter names for *all* parties (public or private establishments, institutions, organisations, or other) that will in some way or other provide an economic allowance to conduct the PhD project and the PhD education can be completed (i.e. source of funding).

Add rows to the table if necessary.

|  |
| --- |
| **Plan of funding for the whole potential period of the PhD contract:** |
| Source of funding: | The source will cover the following: | Time period: |
| From | To |
|  | Salary  | **date** | **date** |
|  | Operating funds  | **date** | **date** |
|  | Other expenses:Describe | **date** | **date** |

## Supervision

|  |  |  |
| --- | --- | --- |
| **The following supervisors are proposed:** | Position, academic degree and name in full: | Employer/place of work: |
| Main supervisor: |  |  |
| Co-supervisor (1): |  |  |
| Co-supervisor (2): |  |  |

## Infrastructure

|  |
| --- |
| **The following items are deemed necessary to carry out the PhD education, and will be at disposal during the Phd contract period:** |
|  | **Description:** | **To be made available by:** |
| Office/standard workspace: |  | Name of contracting party/ unit |
| Advanced scientific equipment:  | Explain  | Name of contracting party/ unit |
| Other research facilities: | Provide further details here | Name of contracting party/ unit |

## Permissions or consents

|  |  |  |  |
| --- | --- | --- | --- |
|  | Notnecessary | Permission/ consent is obtained | Application/ will be obtained |
| NSD notification about processing personal data as part of PhD project | [ ]  | [ ]  | [ ]  |
| DPIA – Data Protection Impact Assessment | [ ]  | [ ]  | [ ]  |
| FOTS – Permission to conduct animal experiments | [ ]  | [ ]  | [ ]  |
| REK – Permission from Regional Committees for Medical and Health Research Ethics | [ ]  | [ ]  | [ ]  |
| Other Permissions/ consents (to be specified) | [ ]  | [ ]  | [ ]  |

## Duty of residency

|  |  |
| --- | --- |
| Will the applicant/ PhD candidate be subject to duty of residency?: | Yes [ ]  No [ ]  Don’t know [ ]  |
| **If yes, the** residence obligation must be complied with as followed: | Yearly period(from-to or approx. duration) | Or: % of working year |
| Fill in spesific NMBU unit/ place of work |  |  |

## Self-declaration and signatures form the applicant

[ ]  I have read and will do my best to comply with the [NMBU PhD Regulations](https://www.nmbu.no/en/research/phd/regulations_guidelines).

[ ]  I have read the «Privacy Declaration for Admission» <https://www.nmbu.no/en/studies/admission/privacy> which explains information about how NMBU handles admission applicants’ personal information.

[ ]  I hereby give my consent to NMBU to handle the information from my application and the attachments thereof in accordance with the «Privacy Declaration for Admission».

|  |
| --- |
| Date: **date**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant |

## Signatures from eksternal party(-ies) and supervisors

The application for admission to a PhD programme must have a signed confirmation from a representative for the «external party» of the PhD education and from the main supervisor. The main supervisor will sign on behalf of the co-supervisors who must have confirmed to be part of the supervisory team.

The «external party» is the applicant’s employer or other party contributing financially, or who will in other manner have co-responsibility during the PhD education, i.e. by providing a supervisor. The person who signs for an external party must have legal authority to sign for the establishment/unit. This cannot be a supervisor.

|  |
| --- |
| **External party** (name of establishment): Date: **date**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ For the external party |
| Name and position:  |

|  |
| --- |
| **Main supervisor** (name in full): Date: **date**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Main supervisor |

## Attachment checklist

|  |
| --- |
| **Compulsory attachments for your application:**[ ]  A scanned version of original diplomas, transcript of records and Diploma Supplement (if any), for all completed bachelor- and master level education that forms the basis for admission. There are two exceptions: Documentation that already exists in the Vitnemålsportalen (<https://www.vitnemalsportalen.no/>) can be sent directly from the portal to the faculty. It is not necessary to attach documentation that has been completed at NMBU.[ ]  The documentation of your English language skills (in hte manner described in part 3 of this application).[ ]  The project ouline (1-3 pages as a minimum) / project description, with academic description of the project and a progress plan.[ ]  Employment agreement for the programme period (compulsory for all who receive salary from en employer) [ ]  Agreement/ commitment of external funding, or other documentation of the funding in full for the entirety of the education period.[ ]  CVs of external co-supervisors must be attached.**The following documents must be attached when necessary:**[ ]  An official description of the credit system and grading should the education have been conducted at a foreign instistution.[ ]  Agreement/ commitment from external part(ies) about the applicant’s access to infrastructure (and any other resources) necessary for the PhD project to be conducted.[ ]  Application to appoint external main supervisor, cf. Section 7-2 (2).[ ]  A reasoned statement of special requirements in relation to duty of residency and/ or main work place.[ ]  Permissions on which conducting the project is dependant. [ ]  Application to write the thesis in another language than English or Norwegian.*The faculty may request the applicant to send additional or missing documentation in order to be able to process the application.* |

## How to send the application and its attachments to NMBU?

**Sending the Application for admission to a PhD programme must be done in three parts:**

1. Prepare the attachments prior to starting the process of sending the application:
* Scan the original documents if necessary (high resolution)
* You may merge single documents of the same type to one document
* Make sure all the attachments are given precise document names. (i.e. «Bachelor degree NN», «Project outline»)
* Gather all attachments into one folder so that they are ready to be sent.
1. Send the application form and its attachments in an e-mail to the faculty to which you are to send the application.

|  |  |  |
| --- | --- | --- |
| **Faculty** | **Abbreviation** | **PhD coordinator e-mail address** |
| Faculty of Biosciences  | (BIOVIT) |  phd-biovit@nmbu.no  |
| Faculty of Chemistry, Biotechnology and Food Sciences | (KBM) |  phd-kbm@nmbu.no  |
| Faculty of Environmental Sciences and Natural Resource Management | (MINA) |  phd-mina@nmbu.no  |
| Faculty of Landscape and Society | (LANDSAM) |  landsam-phd@nmbu.no  |
| Faculty of Sciences and Technology | (REALTEK) |  phd-realtek@nmbu.no  |
| Faculty of Veterinary Medicine | (VET) |  phd.radgiver.vet@nmbu.no  |
| School of Economics and Business | (HH) |  phd-hh@nmbu.no   |

1. Remember to send the personal information (and copy of passport) in the digital form provided for your faculty, Please find form here <https://www.nmbu.no/en/research/phd/forms/applexternalphds>.