*Exempt from public disclosure: offl § 25*

**Appointment from the nominating committee for the position as PhD Research Fellow, 1017, in (field) at the Department of XXXX, the Faculty of Mathematics and Natural Sciences**

**Ref: xxxx/xxxx**

*Text marked in red and italics is indicative text for the committee, and shall be deleted upon completion of the document.*

1. **Introduction**

At the Department of XXX, a vacancy was announced as PhD Research Fellow, 1017, in (field) with application deadline (date).

At the application deadline, there was xx number of applicants for the position.

**1.1 Appointed nominating committee:**

* Title name, place (leader)
* Title name, place
* Title name, place

*Alt.* (Title Name) was included as a resource person.

Impartiality

*Short description of impartiality, if any of the members of the committee have any close scientific or personal ties to the applicants. If none of the members has any ties, then the statement below can be used or expanded on.*

None of the committee members has any form of close scientific ties/personal connections or relationship to the applicant.

**2.0 About the position**

*A short description/summary, copy from the advertisement. For more details, please see the attached advertisement.*

**3.0 Basis for the assessment**

The assessment is made based on the guidelines and regulations as shown below:

* Qualification requirements in the announcement text
* [Guidelines concerning appointment to post doctoral and research posts at UiO](https://www.uio.no/english/about/regulations/personnel/academic/guidelines-appointment-postdoc-researcher.html) point 5
* [Regulations concerning terms and conditions of employment for the posts of post-doctoral research fellow, research fellow, research assistant and resident.](https://www.uio.no/english/about/regulations/personnel/academic/regulations-employment-conditions-postdoc.html)

**Applicants with an immigrant background, gaps in CV and disability**

At least one qualified applicant with an immigrant background, gap in CV and disability must be invited for an interview. *Comment if no applicants with an immigrant background, gap in CV or disability are considered qualified. Please note that this only applies for applicants currently living in Norway.*

**3.1 Candidates who are considered not qualified**

*All applicants must be assessed*

**Name (ID: xx)** *- Reference must be made to justify the basis for disqualification. For example, not submitted academic transcripts, does not satisfies the grade requirements for admission to the PhD program, education in the wrong field etc.*

**3.2 Candidates who are considered qualified - not invited for an interview**

*Give a brief justification of why other qualified candidates were not invited for interviews.*

**Name (ID: xx) -** *Reference must be made to justify why the candidate in question was not invited for an interview. For example, satisfies the grade requirements for admission to the PhD program,* ***but the research profile not aligned with the project.***

**4.0 Candidates who are considered qualified - invited for interview**

*Evaluation of each candidate with an account of the interview and references. It is especially important to present the candidate's account of research plans, suitability for the position, motivation and other things that emerge in the interview. It is also important to connect the applicants scientific background to the qualification requirements in the announcement text.*

**Name (ID: xx), master in xx, year, institution**

I. Assessment of scientific qualifications  
  
II. Assessment of professional experience and other qualifying activities

III. Impressions from the interview   
  
IV. Feedback from the reference interview *(short summary from the interview, 2-3 lines)*

V. Conclusion *(short statement whether they are qualified for the position and ranked or not)*  
  
  
**5.0 Conclusion and ranking**

*Comparative assessment of qualified candidates and justification for the ranking. Generally, three applicants or more will be nominated and ranked when there are several qualified applicants for a position. A justification for the order in which the nominated applicants are ranked must be given. If only one candidate is suitable for nomination, this must be justified separately.*

*If there is disagreement among the nominating committee, the various opinions must be stated in writing.*

Place /date:

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Name Name Name