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|  | **Faculty of Science and Technology** |
| Application for Admission to the PhD degree in Science at the Faculty of Science and Technology, UiT - The Arctic University of Norway | |
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Once your application is approved at your department, send the application to: [postmottak@uit.no](mailto:postmottak@uit.no)

Please attach your Bachelor and Master Diploma and transcript of records.

The deadline is no later than 2 months after the starting date of your PhD position.

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| Personal information | | | | | | | | |
| Last name | All first and middle names | | | | | | | Date of Birth DDMMYYYY |
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| Home address | Postal code | | | Place | | | Country | |
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| Citizenship | Gender | | | | | E-mail | | |
|  | Female |  | Male | |  |  | | |

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| PhD programme | | | | | |
| PhD in Science | | | | | |
| Department | | | | | |
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| Project title | | | | | |
|  | | | | | |
| Project duration | | | | | |
| Start: |  | End: |  | Revised end: |  |

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| Employment/plan for financing (if UiT is your employer, we already have this information) | | | | |
| Employer | Type of employment | | From | To |
|  |  | |  |  |
| Source of funding | Main (M) | Type | From | To |
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Introduction to the project description

A project description has to be submitted in order to be admitted to the PhD program in Science at The Faculty of Science and Technology.

The plan is expected to be detailed at a level where possible bottlenecks and risks of not being able to accomplish tasks can be identified. Where such risks are present, the plan must outline alternative plans to secure completion of the PhD degree within the timeframe.

The project description serves multiple purposes.

* It ensures that the project is well planned and that the proposed research is manageable within the project period. Hence, planning ahead and submitting a well written project description increases the prospect of completing the PhD studies on time.
* For some PhD students, the topic of the project may not be well known. Reading and writing the background, establishing the scientific objectives and investigating which methods to use, is a good way of getting started with the project.
* Writing project proposals is an important activity for researchers and scientists in order to fund their research. Therefore the project description can be considered an integral part of the PhD training, i.e. it is kind of an introduction on how to write a project proposal.

The project description shall be written by the PhD student and supervisors together and it must be signed by the PhD student, all supervisors and the head of the department where the student will have his/her main affiliation.

The thesis can be written as a collection of articles/manuscripts or as a monograph. It should be clear from the project description what the plan is.

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| Project title: |
|  |

1 Short popular scientific summary

*(The summary should outline the main ideas, purposes and tasks of the project in a format suitable for publishing on a website)*

2 Background and state of the art

*(Describe the background for the project. Place the research project in a scientific context and how it is related to international research. Explain why the current study is of scientific interest. Refer to important theories that can/will be applied. The purpose of the section is to aid the student to understand his/her project in a context and to be familiarized with the research frontiers and literature of the field. References should be included)*

3 Objectives and hypotheses

*(Describe the main hypotheses of the project and list the primary and secondary objectives of the project)*

4 Implementation and methods

*(The section should provide information about the expected work tasks and methods used for each task. This should include tasks to be carried out by the PhD student and by others if necessary for the implementation of the project. Contributions from the main- and co-supervisors should be identified. The implementation plan is meant to be the main tool for the PhD student and supervisor for accomplishing the PhD project. Tasks should be detailed at a level where time consumed, resources required and risks can be estimated)*

5 Time schedule with milestones

*(Provide a preliminary time schedule for completion of the PhD program. The schedule should indicate when the student plans to complete the education plan, the field and laboratory work (if any), the data analysis, the writing and submission of scientific articles and presentations (lectures, poster presentations, etc.) as well as other tasks relevant for the project. Also include when tentative stays/visits at other institutions will take place. Remove tasks not relevant and/or add tasks that are relevant for your project.*

*You are also expected to provide a risk assessment (RA) for all the activities included in the following plan. Identify if the level of risk associated with each activity is high (H), medium (M) or low (L) in the right-hand column. For each of the activities with a medium or high risk, the project description must include alternative plans with lower risk. For example, if the preliminary plan for going on an expedition to collect data is of high risk due to weather conditions, you are required to propose possible alternative plans for compensating the delay.)*

**Example of a time schedule: (add or remove according to your plan)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | 2019 | | 2020 | | 2021 | | 2022 | | 2023 | | RA |
| Semester | S | F | S | F | S | F | S | F | S | F |
| **Courses** | | | | | | | | | | |
| SVF-8600 (recommended) |  |  |  |  |  |  |  |  |  |  |  |
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| **Duty work 25% (only for students on 4-year PhD fellowships)** | | | | | | | | | | |  |
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| **Field work and data collection** | | | | | | | | |  |  |  |
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| **Laboratory work** | | | | | | | | | | |  |
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| **Data analysis** | | | | | | | | | | |  |
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| **Writing and submission of articles** | | | | | | | | | | |  |
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| **Mid-term evaluation and thesis** | | | | | | | | | | |  |
| Mid-term evaluation |  |  |  |  |  |  |  |  |  |  |  |
| Writing up thesis |  |  |  |  |  |  |  |  |  |  |  |
| **Other dissemination activities** | | | | | | | | | | |  |
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| **Stays/visits at other institutions** | | | | | | | | | | |  |
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6 education plan

*(List the courses that are to be included in the education plan of your PhD. Include course code, course name, how many ECTS/credits the course provides and which semester it will be taken. If the course is given outside of UiT, you must include a link/point of contact to the course description. All the courses must be on PhD level, and be given at or in collaboration with an accredited higher education institution. If it is not clear from the course description (or summer school information etc), that the course is on PhD level or how many credits the course gives, documentation from the relevant institution regarding this is necessary.*

*Special curriculums can also be added.*

*The education plan must be exactly 30 credits (courses can be downscaled so the plan amounts to exactly 30 credits). The plan must include 20-27 credits in the field of mathematics and natural science, 3-6 credits in philosophy of science and ethics and, if desired, 4-7 credits of courses in transferable skills. The maximum amount of credits allowed for philosophy of science and ethics, and transferable skills, is thus 10 credits*

*The main supervisor verifies that external courses are relevant for your PhD by signing the project description.*

*Update the education plan whenever you complete a course or make a change regarding courses)*

|  |  |  |  |
| --- | --- | --- | --- |
| Course code | Course title, Institution, link to course description | ECTS/credits | Semester |
| SVF-8600 | Philosophy of science and ethics\* | 6 |  |
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| **TOTAL** |  | **30** |  |

\**We recommend this course in philosophy of science and ethics, but other courses will also be approved, for example HEL-8040. Students should complete training in Philosophy of Science and Ethics within the first year of their PhD education.*

7 Safety training

*All PhD-student at the Faculty of Science and Technology are obligated to attend safety course/-s if the project requires this. You should discuss whether your project requires safety training with your supervisors.*

8 Supervision

*(All PhD students must have at least two supervisors)*

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| --- | --- | --- | --- | --- |
|  | Title | Name | Institution | Number of previously supervised students\* |
| Main supervisor |  |  |  |  |
| Co-supervisor |  |  |  |  |
| Co-supervisor |  |  |  |  |

\**That has completed their PhD*

* **Role of the supervisors:**

*(The role of the main supervisor and co-supervisor(s) is not regulated, and may be different from project to project. It is therefore important to clarify this in the project description. The PhD student needs to know what to expect from each member of the team, and the supervisors should know what their responsibilities are. Supervision at UiT should be done in accordance with the* [*Ethical guidelines for supervision at UiT*](https://uit.no/om/enhet/artikkel?p_document_id=200332&p_dimension_id=88199)*.*

*List the role each of the supervisors will have in the PhD project, and what their contribution most likely will be. Also specify why the co-supervisors were included on the project.)*

* **Frequency and type of supervision**

*(Supervision can successfully be carried out in many ways and formats. The guidelines for PhD supervision at UiT state that supervision should take place at a regular basis. The supervisors and PhD student should agree on a plan for how the supervision will be implemented. If the supervisors and the PhD student clarify mutual expectations at an early stage, there should be less grounds for conflict later.*

*Give a description of the frequency and form of the supervision of the project. Also state how the co-supervisors will be involved.*

*In addition to informal day-to-day supervision, some formal meeting point that needs preparation from both parties, should be included. The involvement of co-supervisors should also be included in the supervision plan.)*

9 Publication plan

*(Although it may be challenging to foresee and plan the publications when starting a PhD study, it is desired that some thoughts have been made at an early stage. The working titles of the manuscripts are likely to change as the research/studies progress. Nevertheless, it is useful to plan ahead and have an idea of where the project is going.*

*UiT follows the EU principles of “Open Science” where the preferred dissemination channel for research results is publishing in compliant Open Access Journals or using institutional repositories to provide access to the results (see for example* [*Munin*](https://munin.uit.no/)*, UiTs open research archive). Provide a justification if you don’t intend to adopt any of the above alternatives for open access publishing.*

*Provide a preliminary plan for the publications. For articles, include the working title of manuscripts, when it is planned to be submitted, and also which potential journal it will be submitted to. Expand tables if needed. The table should be updated annually.*

*If a monograph is to be used rather than a collection of articles, provide an explanation and give a tentative title and a detailed plan for how the work will be undertaken.*

*Results that are created or achieved at the university or produced in full or part with the resources of the university, are the property of the university, as long as this does not or will not come into conflict with the rights of other parties. If the work is confounded with IPR-issues that would cause restrictions regarding the dissemination and use of the results, describe which issues this pertains to and how it will be solved. See the* [*Regulations for securing and management of work results at UiT*](https://uit.no/om/enhet/artikkel?p_document_id=426169&p_dimension_id=88199)*.)*

* **Papers**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Year | Working title | Journal |
| **Paper I** |  |  |  |
| **Paper II** |  |  |  |
| **Paper III** |  |  |  |

* **Contributions to/division of work**

*(It is also recommended to discuss the authorship with your supervisors and potential collaborators in order to prepare a plan for division of work. You may need to consult with* [*Credit*](https://www.casrai.org/credit.html) *or* [*Vancouver Recommendations*](http://www.icmje.org/icmje-recommendations.pdf) *for determining who is considered an author for a scientific work based on different contributions and roles. You should start thinking about this now, but this documentation is not required before the midway evaluation,*

*To fill in the table, begin by listing all contributions/roles, and then allocate them appropriately to the contributors.*

*We only expect you to have a plan for the first paper now, but this table should be updated before the annual updates and the midway evaluation)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Contributions/roles** | **Paper I** | **Paper II** | **Paper III** |
| Concept and idea | AA, BB, CC |  |  |
| Study design and methods |  |  |  |
| Data gathering and interpretation |  |  |  |
| Manuscript preparation |  |  |  |

***AA = Name of first author. Use the initials***

***BB = Name of second author (if any)***

***CC = Name of third author and so on***

*(Expand the table if you have more papers or need additional specifications of the contributions)*

10 Data management plan

*(A data management plan (DMP) is a plan that documents how you are going to manage your research data during and after the project period. On March 9, 2017, the University Board at UiT adopted* [*Principles and guidelines for research data management at UiT*](https://intranett.uit.no/Content/532111/cache=20170109133727/Principles%20and%20guidelines%20for%20research%20management%20at%20UiT_010917.pdf)*, applicable from 1 September 2017. Accordingly, all researchers are required to address the relevant aspects of making their data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved.*

*You are not expected to formulate an extensive data management plan at this stage, but you should describe how the four aspects of data management mentioned above will be addressed in your PhD project. In this regard, you are suggested to build on* [*DMP templates and samples provided by the University Library*](https://en.uit.no/ub/forskningsstotte/art?p_document_id=473665) *and together with your supervisor(s), fill out the most important and relevant points to the PhD project. If you are unfamiliar with possible/relevant data sets at this point, update the plan whenever you start working with the data. The plan should be updated annually)*

11 Tentative plan for teaching and other obligatory work

*(If the PhD student has teaching obligations and other work duties, a preliminary work plan should be included. Mention which duties that will be carried out, e.g. which courses you will teach. Develop the work plan in cooperation with the Head of the Department or person responsible for duty work at your department and update annually.)*

**Tentative plan for teaching**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | 2019 | | 2020 | | 2021 | | 2022 | | 2023 | |
| Semester | S | F | S | F | S | F | S | F | S | F |
| Tentative duties | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
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12 Affiliation to research groups, research schools and cooperation with other institutions

(*Mention the research group(s) you will be affiliated with. If you are enrolled in a PhD school, write the name of the school. If there are plans to visit other research institutions and/or collaborating partners, describe when and where this will be done)*

13 Budget and funding plan

*Below is an example of a preliminary budget and funding plan for a PhD student at the Faculty of Science and Technology. All PhD students at UiT, regardless of the project’s funding are entitled to a certain amount of funding from the research group, department or project to his/her needs related to the project. Students are not required to make a budget or funding plan when submitting the project plan, but this is to inform you of some of the financial aspects of a PhD project. If you have questions regarding your project’s budget, contact your supervisors.*

**Example of a preliminary budget and funding plan:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Sum** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **Costs** |  |  |  |  |  |
| Laboratory consumable | 80.000 | 20.000 | 20.000 | 20.000 | 20.000 |
| Equipment | 20.000 | 20.000 |  |  |  |
| Travel expenses | 40.000 |  | 20.000 | 20.000 |  |
| Other costs | 30.000 | 10.000 |  | 10.000 | 10.000 |
| **Total costs** | **170.000** | **50.000** | **40.000** | **50.000** | **30.000** |
|  |  |  |  |  |  |
| **Funding** |  |  |  |  |  |
| Project funding | 170.000 | 50.000 | 40.000 | 50.000 | 30.000 |
| **Total funding** | **170.000** | 50.000 | 40.000 | 50.000 | 30.000 |

14 Ethical considerations

*(The project description should reflect on relevant ethical issues, a paragraph describing ethical aspects should be included. Also mention if there is a requirement to obtain an approval from an ethical committee and potentially how and when this will be obtained. It is highly recommended that you familiarize yourself with the ethical guidelines pertaining to research activities, including the* [*general*](https://www.etikkom.no/globalassets/documents/publikasjoner-som-pdf/general-guidelines.pdf) *and* [*subject-specific guidelines,*](https://www.etikkom.no/en/ethical-guidelines-for-research/guidelines-for-research-ethics-in-science-and-technology/) *and reflect on them when addressing ethical considerations in the project description.)*

15 Innovation

*(Discuss your project’s potential for innovation and/or ideas that may be commercialised. You will also be asked to do the same in your mid-term evaluation)*

16 Reflection on progress

*(All students admitted to the PhD programme in Science after 22 June 2018 are to complete a midway evaluation. One month before the midway evaluation, the student shall submit the following:*

* *An updated project description*
* *A schedule for the project, including an overview of progress in the instruction component*
* *A brief report in which the student discusses his/her progress, a risk analysis of the project and the potential for innovation and/or ideas that may be commercialised*

*This documentation should be added here when the midway evaluation is up. The midway evaluation will be announced to the student well in advance of when the evaluation will take place. The student shall submit the updated project description with the above-mentioned documents to the evaluators).*

17 Signatures

*(Please obtain the signatures before submitting your application)*

Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ PhD student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Main supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_ Head of department\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*The head of department has a particular responsibility for the quality assurance of the project description, especially the committee of supervisors. Supervisors signing this document confirm they have read the* [*ethical guidelines*](https://uit.no/Content/171816/UiT_S53-16_EtiskRetnRettleiing_English%20161027.pdf) *regarding supervision at UiT.*

18 Revision of the project plan

*(The plan should be revised annually in collaboration with your supervisors, and it is a requirement to hand in an updated project description before the mid-term evaluation.)*

* **If the project plan has been revised, indicate the main changes and why they have proven necessary**
* **If the supervision plan has been revised, indicate the changes and why this has proven necessary**