

Procedure for Enrolment of PhD Students – The Doctoral School of Social Sciences (DSSS)

The following documentation must be submitted to the DSSS in order to enrol a PhD student:

- The DSSS Application form. The application form must be filled out and signed and include: Master Diploma, project description and all other documents relevant for the application.
- An academic assessment of the project description and the education of the applicant (Master level as a minimum). The assessment must be prepared by a Professor or an Associate Professor at the department.
- A recommendation from the department stating that the applicant is to be enrolled, the enrolment period, proposed supervisor, information about funding and a declaration that the department is financially responsible for the PhD applicant in the period of enrolment.

An estimate of the total expenses of the department for the entire PhD period
- A credit statement in case of any earlier experience of the applicant that may grant credit with a view to a shorter period of enrolment.
- **Enrolment without employment/external student:** Copy of the cooperation agreement between the external applicant and the grant giver.
- Employment without job advert/appointment (minimum 50% co-financed): Copy of the cooperation agreement and enclosures.
- Applicant for an Industrial PhD: Copy of the letter of commitment and enclosures
- Joint degree: Copy of the signed agreements (Framework Agreement for double degree and PhD Study Agreement), ([link to templates](#))

From the above documentation, the PhD Director and the Dean of the Social Sciences decide if the applicant is to be enrolled as PhD student.

Advertisement:

The following documentation must be submitted to the Doctoral School, if the PhD stipend is advertised:

1. Job description including contact person, recommendation of the assessment committee, deadline and expected start date of employment..
2. Information about financing of the entire PhD period

From the above documentation, the PhD Director and the Dean of the Social Sciences decide if an applicant is to be enrolled as PhD student.

The Doctoral School of Social Sciences, 30 November 2015/Translated into English, 4 April 2019