

Application form and agreement for admission as a guest PhD



Application deadline:

The application must be filled in electronically and signed by the student and all listed parties, before submitted by email to the Dept. of Academic Affairs/the Student Administration at UNIS, study@unis.no. Earliest arrival is 1,5 months after the application deadline. Application deadlines are: 1 March, 1 June, 1 September, 1 December

Part I: Application

UNIS Department: Biology Geology Geophysics Technology

1. Personal information

Surname (all)		
First and middle name (all)		
Date of Birth/ Norwegian ID no.(11 digits)		
Nationality		Female <input type="checkbox"/> Male <input type="checkbox"/>
E-mail		
Study address (street, number, postal code, city)		
Home address (street, number, postal code, city)		
Phone number(s)	Private:	Mobile:
Your home institution		
Invoice address		

2. Next of kin

Name:	
Address:	
Phone number:	
E-mail	

3. Admission as a PhD candidate

<input type="checkbox"/> I have been accepted as a PhD student at my home institution (enclose copy of acceptance letter) OR
<input type="checkbox"/> I have applied to be a PhD student at my home institution (enclose copy of acceptance letter within 3 months). DATE OF APPLICATION:

4. Duration of your PhD agreement with your home institution:

The agreement is valid from (dd.mm.yyyy)	To (dd.mm.yyyy)
---	------------------------

5. Supervisors

Main supervisor	
Name	
Position	
Place of work	
E-mail	

Co-supervisor/UNIS scientific contact person	
Name	
Position	
Place of work	
E-mail	

5b. Student Affairs/Study Coordinator, home institution

Name:	
Position:	
Place of work:	
E-mail:	

6. Stay in Svalbard:

From (dd.mm.yyyy):	To (dd.mm.yyyy):
From (dd.mm.yyyy):	To (dd.mm.yyyy):
From (dd.mm.yyyy):	To (dd.mm.yyyy):

7. Plan for period(s) you are present in Svalbard/UNIS (fieldwork, laboratory work, courses, etc.)

--

8. Thesis

Working title:

9. PhD thesis defence

When will exam/defence take place?	
Where will exam/defence take place	

10. Resources needed during stay at UNIS:

UNIS can assign you to a workplace if needed, provided your stay has been approved. UNIS has common campus licenses for ArcGis, Clue, Endnote, Matlab etc., and this software can be installed also on private computers. Please see UNIS IT policy and solutions at: <http://www.unis.no/resources/it-services/>

Office/workplace	<input type="checkbox"/> Yes, I need a workplace <input type="checkbox"/> No, I don't need a workplace	<i>For the Student Administration:</i> Office/desk_____
------------------	---	--

How to book your field activity/-equipment and/or lab at UNIS

- Safety course, and all other logistical and safety issues, needs to be arranged with our coordinator of logistical services and in coordination with your supervisor before arrival.
- Laboratory facilities must be arranged with our laboratory leader and in coordination with your supervisor before arrival.

11. Any other information

12. The following documents must be enclosed for the application to be considered complete:

1. A description of your PhD project
2. Copy of acceptance letter, showing duration of your PhD agreement with your home institution
3. Acknowledgement of reading and understanding the “Safety instructions for fieldwork and excursions at UNIS and instructions for Use of Field Equipment”, found at: [Operations and field work - UNIS](#)
The invitation to sign this document in “Nettskjema” will be sent in a separate mail when received the application.
4. Copies of relevant pages of your international passport (not needed for applicants with an 11-digit Norwegian identification number)

Part II: Rights and obligations

Your status as a guest PhD student at UNIS

A guest PhD student at UNIS is doing all or parts of his/her PhD thesis/project at UNIS but is formally enrolled in a PhD program at a Norwegian university or an international higher educational institution. The student has a supervisor/scientific contact person at UNIS. The student can stay at UNIS for a shorter or longer period of time doing field- or laboratory work, writing, attending courses (separate application needed) or meeting with his/her UNIS supervisor. All periods of stay must be approved by UNIS.

Rights

UNIS can provide you with a workplace when your stay at UNIS is approved. UNIS will provide you with an e-mail account, access card, office key and a library card (a deposit is required for some of these items). Your user account at UNIS will be deleted two weeks after your planned graduation stated in this document.

As a guest PhD student at UNIS, you can apply for accommodation in the student hostels through The Arctic Student Welfare Organisation (Samskipnaden). Please see their website at <https://samskipnaden.no/svalbard> for further information. Please note that students attending courses and guest master students at UNIS are given priority ahead of guest PhD students at UNIS (in listed order). Depending on availability in the time period in question, UNIS may also provide housing at UNIS Guest House. Please contact booking@unis.no regarding this.

Obligations:

You are obliged to inform UNIS in writing in cases of:

- changes in your planned period(s) of presence at UNIS
- prolongation of your PhD agreement period
- changes in permanent address
- any other changes that concern your thesis or your thesis work

The research project conducted at UNIS will be included in the annual report of UNIS. The project may also be included in statistical surveys.

The UNIS logo must be placed on the thesis cover and/or on the title page. UNIS must be specified as one of the author's institutional addresses in any publication or presentation of research results where UNIS has contributed to the results. This also applies for registrations in CRISTIN. The UNIS logo is found here: <https://www.unis.no/about-unis/unis-logo-design-guidelines/>.

UNIS requires one .pdf version of the thesis. The .pdf version will be stored in a digital archive at UNIS, it will also be accessible for search and downloading in databases such as BIBSYS, NORA etc.

Address for the .pdf version: post@unis.no

Please make sure your home institution accepts our publishing methods.

Health – Safety - Environment (HSE) at UNIS

All UNIS personnel, students and guests commit to our Health, Safety and Environmental (HSE) regulations. As a guest PhD student, you are insured during UNIS activities and fieldwork conducted at Svalbard, if you are registered in the appropriate form for field- /lab activities. Apart from this, you will need to have your own private insurance.

You are obliged to get familiar with the “Safety instructions for fieldwork and excursions & instructions for use of field equipment”, to sign the acknowledgement, and to enclose this along with your application. See section 12 regarding where to find these documents/forms.

Contact:

For any enquiries, please contact the Student Administration at UNIS: study@unis.no.

Part III: Signatures

This document is to be considered as an agreement between the student, the student's home institution and UNIS, after it is signed by all parties. The agreement is an addendum to any agreement or contract that the student has entered with his or her home institution.

Date and signature, student

Date and signature, home institution, main supervisor

Date and signature, home institution, dean/head of department

Date and signature, home institution, student administration/study coordinator

Date and signature, UNIS supervisor

Date and signature, UNIS department

Date and signature, UNIS Study Administration

This agreement is valid from: _____ **until** _____ (to be filled out by UNIS)