# Template for the assessment panel’s statement on admission to a doctoral studentship

*För att antagningen ska ske på ett så rättssäkert och samstämmigt sätt som möjligt är det önskvärt att bedömargruppen använder denna mall.*

*För mer information om bedömargruppernas uppdrag, vänligen se dokumentet* [***Riktlinjer för bedömargrupper vid antagning till utbildning på forskarnivå***](https://medarbetarwebben.sh.se/appresource/4.4b3fc919182e91646e773d8/12.4b3fc919182e91646e774e6/download?documentId=01UQV6L7SZKVWNEHH52RH2RQU5NHBJH6SU&documentLibrary=b!Sd1kcrT5VEWkwO4W9o1_Vwa-wTMWsXxGqWL6EvVaM-IRsW6nL0-eS5xYwYWzfQwT&name=Riktlinjer%20f%C3%B6r%20bed%C3%B6margrupper%20vid%20antagning%20till%20utbildning%20p%C3%A5%20forskarniv%C3%A5.pdf) *(2922-1.1.2-2022) samt övriga dokument gällande behörighetsgranskning.*

## Doctoral studentship referred to in the statement (incl. reg. no.)

## Members of the assessment panel *For admissions to BEEGS, the CBEES representative must be identifiable*.

## Total number of applicants

## Number of interviewed applicants

Specific entry requirements for the third-cycle subject area  
*In addition to the general entry requirements for doctoral education, the specific entry requirements stated in the subject’s general syllabus apply.*

*Add the specific entry requirements from the general syllabus.*

Grounds for assessment and other circumstances used in selection and assessment  
*Grounds for assessment and other circumstances are stated in the general syllabus for the third-cycle subject area.*

*Copy the grounds for assessment and other circumstances from the general syllabus.*

Any other requirements and qualifications stated in the advertisement for the doctoral studentship:

*For example, for admission to a graduate school or research project.*

## Any comments about the work of the assessment panel

Ranked shortlist  
*If possible, the number of shortlisted applicants should be at least twice as many as the number of advertised positions.*

Name(s) of applicant(s) proposed for admission.

Name(s) of applicant(s) proposed as reserves, ranked.

Statements on shortlisted applicants

*The statements must comment on all the assessment criteria for all applicants. If an applicant lacks experience or documentation for a criterion, this must be stated. The statement should be divided into two sections: 1. a descriptive section that presents each applicant’s merits in relation to the assessment criteria, and 2. an evaluative section in which the applicant’s academic, educational and administrative merits are systematically discussed. Justify how the applicants relate to each other using the grounds for assessment and other circumstances.*  *Applicants should be listed in the proposed ranking. Write no more than one A4 page per applicant.*

*If the doctoral studentship is at BEEGS, the relevance to the Baltic Sea region or Eastern Europe must be clearly stated. The assessment by the CBEES’ representative must be documented below a specific heading in the statement and have 5-10 sentences for every shortlisted applicant.*

Statements on qualified applicants not on the shortlist

*List the applicants in alphabetical order. Justify why the applicant is not on the shortlist. In exceptional cases, applicants may be regrouped if several applicants have received the same evaluation. Write no more than half an A4 page per applicant.*

Unqualified applicants

*A short explanation stating why they are not qualified. List the applicants in alphabetical order. Applicants may be regrouped if the several applicants have received the same evaluation.*

## Signature of the contact person and convenor for the assessment panel

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date and signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name in capitals

*(The statement may also be signed electronically, see* [*EduSign - e-signaturer - Medarbetarwebben (sh.se)*](https://medarbetarwebben.sh.se/sidor/verktyg/edusign---e-signaturer.html?query=edusign#app_mount_12_21a2aa941784b0229b7299b3_12_70c3d424173b4900fc550e1c) *for instructions.)*

## Instructions

* One member of the assessment group is appointed as contact person and convenor (calls members to meetings).
* Statements may be written in Swedish or English. This template is available in both languages on the employee web.
* The assessment panel conduct interviews and contact referees for all shortlisted applicants.
* The statement is sent to applicants on request. Any requests received are forwarded to the subject’s HR generalist (or other specified person at the academic school) who is responsible for sending out the statement.
* The subject’s HR generalist (or other specified person at the academic school) is responsible for statements that need translating being sent to the university’s translator/proofreader. The sections to be translated are the assessment panel’s statement about the applicant, the grounds for assessment and the circumstances considered by the assessment panel in their evaluation, and any comments on the work of the assessment panel.
* After approval by the steering committee, a signed original statement is submitted to the relevant HR generalist for archiving.

## Process

1. The assessment group sends the statement to the supervisory collegium, or the equivalent collegial body, for approval or processing.
2. The convenor forwards the case to the relevant steering committee for continued processing.
3. The steering committee decides to approve the statement.
4. The secretary of the steering committee sends the statement and extract of the minutes to the officer at University Support Services.
5. The Committee for Research and Doctoral Education decides on admission.

For a detailed description of the process and routines for admissions, please refer to the employee web.