

## Steps for Hiring a PhD at the Department of Geological Sciences

### **Financing**

PhD positions at IGV can be internally or externally financed. We do not allow students to be financed by stipends. A supervisor with three years of externally financed PhD salary can apply to the department for funds to finance the final year of PhD salary. This is decided by the departmental board. You must have funding for both salary and research costs.

### **Making an Advertisement**

Contact the head of administration to discuss the advertising process. You will get help with the formulation of the advertisement, as there is standard text that must be included and cannot be changed.

Upon your final approval of the advertisement the administrative staff will then enter this into ReachMee and you will be provided access to all applications submitted through the central system at Stockholm University. All applications must go through ReachMee.

### **Selection and Administrative Process**

Supervisors are free to make their candidate selection but are advised to invite 2-3 colleagues to help in the interview stage (e.g., potential co-supervisors, Head of Subject, head of administration, director of studies) and clearly document the process (rankings and motivation).

Once the top candidate is selected the supervisor should provide the motivation for their selection, the advertisement, the entire application package from the candidate (cover letter, CV, transcripts, references, etc.), a project description, a timetable of yearly activities and major milestones and a details of financing to the Head of Subject and the Director of PhD Studies. This is to ensure that the student meets the entry requirements, the research plan is realistic and there is a clear indication of how both salary and research activities are funded.

The Head of Subject and Director of PhD Studies then vet the selected candidate and their merits. With their approval the supervisor may then offer the candidate the position with a clear statement that the offer is contingent on approval by the departmental board.

Once the candidate accepts the position the supervisor should send an email to the prefect with the Head of Subject and the director of studies cc:ed that includes an information package\* for the departmental board comprised of:

1. A cover letter to the board motivating the selection of the candidate
2. A project description
3. A timetable of yearly activities and major milestones
4. Financing plan for both salary and research costs
5. The advertisement

*\*\*Do not include personal information such as transcripts, contact information, etc due to GDPR*

The departmental board also has the responsibility of ensuring that there is a realistic plan for the entire research education and that there is financing for both salary and research activities. A decision is then made by the departmental board as to whether the student should be accepted to the program or not.

The Director of PhD Studies is responsible for archiving of the selected candidate's application material as well as the protocol from the departmental board meeting.