

Process for recruiting university doctoral students to WASP

(Revised process 2023-08-24)

General assessment criteria: The results including grades from bachelor and master studies are important as well as the ability to complete courses and activities within the WASP's graduate school: <https://wasp-sweden.org/graduate-school/>

1. The announcement of the PhD position should be done in accordance with the ordinary routines at each university. Also, the position should be advertised on the WASP website and through relevant channels according to the guide: Procedure for announcing WASP positions <https://internal.wasp-sweden.org/networks-and-resources/documents-and-templates/>
2. During the interview process, ensure that the PhD student candidates are aware of the commitments to the WASP Graduate School both regarding course credits and expectations to travel: <https://internal.wasp-sweden.org/wasp-handbook/how-to-for-phd-students/>
3. When a candidate has been employed, information about the candidate and a description of the employment process including the number of applicants and gender distribution should be sent to the WASP's Program Office: calls@wasp-sweden.org for registration and statistical purposes.
4. When the process is finalized, the WASP Program Office prepares a signed decision letter for the candidate to be recruited and sends it to the university supervisor, the PhD student, the financial officer, the university representative, and the chair of the Research Management Group. To prepare the Decision letter, the WASP Program Office will ask for information from the supervisor regarding the PhD student. The WASP Decision letter is a requirement for the financial requisition process.
5. In the final step the WASP Program Office prepares a Welcome letter to the PhD student that includes practical information and link to a form that needs to be filled out by the PhD student.