



John/Jane Doe  
.....@.....

Your ref

Our ref

Date  
25.03.2015

Dear John/Jane Doe

### Postdoctoral Fellow in ..... – Appointment of Evaluation Committee

On the authority of the Dean, the Head of Department has appointed the evaluation committee to assess the applicants for the above position at the University of Bergen (UiB). We highly appreciate your willingness to serve on this committee, which comprises the following members:

- Job title John/Jane Doe, Department of ....., University of Bergen, **chair** .....@uib.no
- Job title John/Jane Doe, Department of ....., University of ..... @.....
- Job title John/Jane Doe, Department of ....., University of ..... @.....

**Alternatively:** Job title John/Jane Doe, Department of ....., University of Bergen, has been appointed as the coordinator of the committee.

#### Applicants

By the closing date ..... there were ..... applicants for the position.

#### Access to job applications, etc.

Job applications, including job advertisement and lists of applicants, can be found on the UiB jobseekers database Jobbnorge. You will shortly receive an e-mail from Jobbnorge with instructions on how to access the database.

#### Applicable regulations

The committee’s remit is set out in clause 6.2.3 of the applicable regulations: “Reglement for ansettelse i vitenskapelige stillinger og faglige/administrative lederstillinger”, available in Norwegian only:

<http://regler.app.uib.no/regler/Del-3-Personal-og-HMS/3.1-Personalforvaltning/3.1.2-Regler-om-tilsetning/Reglement-for-ansettelse-i-vitenskapelige-stillinger-og-faglige-administrative-lederstillinger>

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Bergen

Executive officer  
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**The committee's deadline**

The committee's report should normally be submitted within 3 months of having obtained access to necessary papers etc. If the committee is unable to meet the deadline, it should submit a report to the Faculty, giving a reason for the committee's failure to meet the deadline.

**Fee**

You will be entitled to a fee, which for ..... applicants will amount to **NOK** ..... We therefore require you to complete the enclosed tax deduction card application and banking details forms and return them to us as soon as possible, together with a copy of your passport. The fee will be disbursed after completion of the committee's report.

Yours sincerely

John/Jane Doe  
Head of Department

John/Jane Doe  
Job title

*This document has been electronically approved and therefore has no handwritten signatures*

Attachments:

1. Tax deduction card application form
2. Banking details form