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FROM PHD TO EMPLOYMENT



**FEDORA
Employment group**

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Foreword

There is one group of university graduates, who ought to be privileged during their entry into employment, both in their own country and abroad – the PhDs.

Young PhDs are not “beginners” because, in practice, the doctoral thesis is, at the same time, a high-level qualification and a first experience of work. In most countries future PhDs are not considered as students during their research but as workers in a research unit, or in the institute where they write their theses. The future PhD is often made to work in an international context (conferences, seminars, publication in foreign journals, work experience in foreign research centres). Furthermore, before applying for a job, whether in the academic world or in the private sector, PhDs often undertake a period of postdoctoral research in a foreign country, which contributes to reinforcing their international professional experience. This context ought, often, to lead them naturally to finding a job outside their country of origin. Despite these advantages, experience shows that, too often, the entry to work of PhDs is no easier than for other university graduates because, like all new graduates at the time of trying to enter the world of work, they lack information about employment opportunities both in their own country and abroad.

This database, put together by the Association Bernard Gregory, FEDORA and the Employment Service of the University Denis Diderot (Paris 7), gives information on matters which young PhDs need to be aware of during their transition from researching their doctoral theses to employment. The database contains information on 14 of the European Community countries, although Luxembourg is omitted because it has no PhD education. Few organisations specialise in the placement of young PhDs so we have had to enquire about possibilities open to all graduates.

In this database will be found:

1. Information about courses of university study leading to a doctorate
2. A list of organisations able to provide information on placement: guidance and placement services (whether university services or not), newspapers and journals publishing job offers or information on the employment market, careers fairs. For the most important organisations, the database contains a detailed fact sheet describing the organisation, its mission and the services that it offers.
3. A summary of the public sector research organisations, including the specialisms of each of them, and where the researchers are employed by the organisation, their methods of recruitment.
4. An analysis of the entry of young PhDs into university teaching posts, including the method of recruitment.
5. Some advice for each country on placement in the private sector: how to write a cv and application letter, preparing for a recruitment interview.

This project has been carried out with the help of

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Presentation

PART 1: PHD STUDIES IN EUROPE

Every country offers, within its universities, a course of education through research leading to the award of the degree of “doctor” after the presentation of a thesis and an oral examination on the work. Comparison of the different educational systems reveals great differences both in the contents of the education, the length of the period of research and the age at which graduates are awarded this degree.

The document presented for each country includes:

- A brief description of all of the university degrees in the country
- A presentation of the requirements for the submission for a doctorate and the examination of the knowledge needed for the award of the PhD degree
- A histogram summarising the whole of the educational process in which we have shaded the courses which include a research component

We have deliberately chosen to limit ourselves to a description of the “sciences”, “arts” and “human and social sciences” which, in general, show similarities in the organisation of the curriculum and the time necessary to obtain degrees. The courses described here are the theoretical ones: they do not take account of possibilities throughout the whole curriculum to re-enter the system from professional education or to leave it either for employment or for professional education. We have always adopted the minimum length of time, that is the time spent by the student who has not had to re-sit exams and/or who has organised his/her studies in the shortest possible time.

Access to the more senior grades in higher education (university professor) is conditional, in certain countries, on obtaining a further qualification. The work required to reach this level is an important contribution to research, usually including directing theses.

PART 2: DOCUMENTARY SOURCES

In each country, organisations exist from which young graduates can obtain information and help in their job search; newspapers are equally able to provide information and, thanks to their vacancies, can often be a means of finding a job. An ever growing number of websites provide information on the employment market, have offers of employment and allow job-seekers to register their CVs on line. We have referred to some of these without, obviously, being exhaustive.

Table 2A describes these organisations; Table 2B lists publications, directories, journals and websites. In Table 2C, information can be found on careers fairs. We have organised the activities of these organisations according to the four following functions:

- **Recruitment intermediary:** in direct contact with recruiters, receives, transmits, publishes and fills job vacancies
- **Information provider:** provides general information on the employment market, the needs of companies and, possibly, the skills of graduates
- **Employment advice:** offers graduates individual advice on how to look for a job and helps organisations to recruit
- **Statistics:** organisations carrying out surveys and publishing statistics on the employment market

Certain organisations play an essential role in the entry into employment of graduates, whether PhDs or not. It seemed useful to give a **detailed fact sheet** for each of them, which sets out, amongst other things, their mission.

PART 3: BECOMING A RESEARCHER IN A PUBLIC SECTOR OR NATIONAL RESEARCH ORGANISATION

After a PhD, many graduates hope to obtain a post in the public sector, either in research or in higher education. The status of public or national research organisations varies significantly from one country to another: in certain cases they are organisations whose only task is to define areas of research, to distribute money for research on this basis and to oversee the development of research centres and teams in their

country. Such organisations are responsible also for international relations. In other countries, by contrast, the research organisations have responsibility for the tasks listed above, and also the management of the staff working in research organisations: researchers, engineers and technical staff. In this case, it is useful to make young graduates aware of the methods of recruitment.

Young graduates wanting it will find in the database information about the organisations and their recruitment methods, which can be supplemented by consulting the websites of the organisations, the press, or the organisations listed in Table 2.

Table 3-1 lists the public sector or national research organisations in the various countries as well as their websites. Rather than give details of the missions of these organisations (available on the web), we have chosen in Table 3-2 to give some information about recruitment methods. The following information is essential for making a well-informed application to one of these organisations:

- The level of education officially required
- Other requirements of the organisation (for example to have undertaken postdoctoral research, to have published already in scientific journals of international repute)
- The organisation of recruitment (annual competition, advertisements in the press or other methods)
- Selection methods (paper selection, written tests, interviews or others)

PART 4: TEACHING IN UNIVERSITIES

As far as teaching posts in universities are concerned, the problem is the same: the methods of recruitment, the status of teachers, the duties of the post, the proportion of time devoted to research, vary considerably from one country to another, even sometimes from one function to another in the same country.

In this section, we have collected information concerning the first appointment or appointments as a teacher for which young PhDs can apply in the first months or years after their thesis. The status of these people, the duties of the post (teaching, administrative tasks, research) can vary significantly from one country to another. It is equally important to know to what extent candidates from other countries of the European Community are recruited.

A second Table (4-2) with the same structure as Table 3-2, gives information on the recruitment methods for these staff. Recruitment procedures vary considerably. Vacancies can either be published in the press as they occur, or can be published in a national list. The organisation of selection is also liable to vary significantly from one country to another (requirements for previous experience, nature of the information needed for the application and tests to which candidates are submitted).

We have given the title for each type of post in the language of the country in order to help candidates apply in an informed way.

PART 5: RECRUITMENT IN THE PRIVATE SECTOR

Recruitment to companies at first sight always seems to be carried out in the same way: *curriculum vitae*, letter of application, interview(s). However, different practices are apparent according to the country, linked to the context of employment in the country, the culture of the country, and that of the companies. It is essential to understand these practices before considering making an application. Information exists on various websites listed in Table 2 and from the various services responsible for placement. Fact sheets for each country set out the information needed before applying. It is clear that, although in many countries English and French are frequently used in companies, the language of the country is often a prerequisite for employment, except, perhaps, in certain multinational companies.

Europe

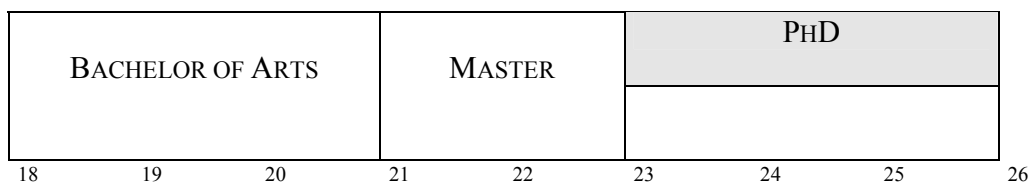
There are a number of organisations, publications and websites which are not specific to any one country but cover all or many of the EU member states. Details of some of the most important are included below. They are a mixture of services, websites and publications covering both employment and grants.

1-PhD studies

There is no European-wide system of PhDs. The Bologna declaration, which lays down a structure of all degrees (see histogram below), and to which most though not necessarily all, countries, are adapting, envisages the PhD as taking three years after a Masters degree which would normally require a total of 5 years study. However, the details of this and the award of the degree are matters for each individual country. The current situation for each country is described in the relevant chapter.

There is one European institution which awards PhDs – the European University Institute in Florence. It is an entirely postgraduate institution with four faculties – Law, History and Civilisation, Economics and Political and Social Sciences. All research topics have a European perspective. The Institute is financed by the EU member states and students must already have a degree which entitles them to start a PhD.

In addition, some countries and universities have bilateral or multilateral arrangements which allow students to study for their PhD in more than one institution. This may be in two universities or it may be partly in a university and partly in industry or some other research organisation. Furthermore, the Framework 6 programme of the European Commission funds many cross-border research topics. Details can be found on the CORDIS website – see Table 2A.



2- Documentary Sources

2A -organisations

ORGANISATIONS	Web address (or if necessary postal address)	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
CORDIS – Community Research and Development Information Service	http://www.cordis.lu	X		X		
Eurodoc	http://www.eurodoc.net	X		X		
PI Net	http://www.postgrad.org	X		X		
Ortelius	http://europa.eu.int/comm/education/ortelius.html			X		X
Other Organisations offering information and services useful for PhDs but not specific to them						
EURES – European Employment Services	http://europa.eu.int/eures/index.jsp	X	X	X	X	X
Council of Europe	http://www.coe.fr/jobs/Jobs_en.htm	X		X		
AIESEC	http://www.aiesec.org			X		

2B PUBLICATIONS

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
Europages – business directory	http://www.europages.com		X		
Europe’s Top Quoted Companies – (business directory)	http://www.kogan-page.co.uk		X		
Newspapers and Magazines					
Challenge Europe ⁽¹⁾	http://www.staufenbiel.de	X	X		
Target Europe IT & Engineering	http://www.doctorjob.com/products	X	X		
Target Europe Business, Management and Finance					
Web only sources					
Science Next Wave	http://nextwave.sciencemag.org		X		
Job Opportunities in Science & Technology – JOST	http://www.infm.it		X		
World Careers Network	http://www.wcn.co.uk		X		
Stepstone	http://www.stepstone.com/	X	X		
Monster	http://www.monster.com	X	X		
Eurograduate	http://www.eurograduate.com	X	X		
Eurojobs	http://www.eurojobs.com	X	X		
Hobson’s Guide	http://www.europe.hobsons.com	X	X	X	

(1) For information on this publication click on “bookshop”

2C Careers fairs

Careers Fairs	Web address (or if necessary postal address)	Placement Service	Information Provider	Careers Advice
Euromanagers – Business – Engineering - ICT	http://www.careergardens.com		X	
AIESEC	http://www.aiesec.org		X	

Factsheet**CORDIS****Country** Europe**Web server** <http://www.cordis.lu>**Brief description of the activity of the organisation**

CORDIS (Community Research and Development Information Service) is a European Commission database which provides central access to all background information related to the European Research Area and developments on the Sixth Framework Programme.

It includes information on the Marie Curie Host Fellowships which provide placements for PhD students (Training Sites), research training in industrial environments (Industry Host Fellowships) or for knowledge transfer to less-favoured regions of the EU (Development Host Fellowships). Positions in all schemes are listed on their database.

It also contains details of the Research Training Networks whose primary objective is to promote training-through-research, especially of young researchers, at both pre- and post-doctoral level, within the framework of high quality international collaborative research projects. They cover a wide range of disciplines. Current opportunities are listed in on their database.

Those entitled to use it

Any member of the public seeking employment in research or development.

Factsheet**EURODOC****Country** Europe**Web server** <http://www.eurodoc.net>**Brief description of the activity of the organisation**

Eurodoc was founded by the PhD student associations and unions of the European states in order:

- to give an official frame for the collaboration of Europe's doctoral/postdoctoral students' unions
- to represent the European doctoral students and young researchers at a European level towards all political and administrative institutions
- to be a discussion platform for doctoral students and young researchers, senior scientists and science policy makers
- to make propositions to achieve the amelioration of the status of PhD students and young researchers.

It includes the national associations of Belgium, France, Germany, Hungary, Ireland, Italy, the Netherlands, Norway, Portugal, Slovakia, Spain, Sweden, and the United Kingdom.

Fact Sheet **Postgraduate International Network (PI-Net)**

Country **Worldwide**

Web Server <http://www.Postgrad.org>

Brief description of the activity of the organisation

The Pi-Net aims to encourage international co-operation between postgraduate student associations and to facilitate communications between the members of the international postgraduate community.

The following **student associations** have formally joined:

- Confédération des Étudiants Chercheurs, France
- Trinity College Graduate Students' Union, Ireland
- Doktoranduszok Országos Szövetsége, Hungary
- National Association of Graduate - Professional Students, USA
- Vereinigung der Assistierenden der ETH Zürich, Switzerland
- Associazione Dottorandi e Dottori di Ricerca Italiani, Italy
- THESIS Doktoranden-Netzwerk e.v., Germany
- DION - Doktorgradskandidatanes interesseorganisasjon ved NTNU, Norway

To date, the following organisations have declared their support for PI-Net, but have not formally joined:

- Victoria University of Wellington PostGraduate Students' Association, New Zealand
- National Postgraduate Committee, United Kingdom
- Joint Postgraduate Association, Hong Kong, China
- Canadian Graduate Council, Canada
- National Research Council, The Netherlands
- Council of Australian Postgraduates Association, Australia

Country **Europe**

Web server <http://europa.eu.int/eures/index.jsp>

Brief description of the activity of the organisation

EURES (European Employment Services) aims to facilitate the free movement of workers within the 17 countries of the European Economic Area. Partners in the network include Public Employment Services, Trade Unions and Employer Organisations. The partnership is coordinated by the European Commission.

EURES objectives are to inform, counsel and provide advice to potentially mobile workers on job opportunities and living and working conditions in the European Economic Area, to assist employers working to recruit workers from other countries and to provide particular advice and guidance to workers and employers in Crossborder regions.

EURES has a network of more than 500 advisers located throughout the EEA to provide EURES services. This human network has at its disposal a database of job vacancies in Europe and a second database containing general information on living and working conditions in the EEA countries. Thus all users of EURES services can receive up to date information in their home countries before taking up, or considering, a job in another country. EURES advisers provide information that can include social legislation and taxation, education and healthcare, training opportunities, comparability of qualifications, cost of living and accommodation as well as useful addresses and contacts for more specialized information.

The website has limited facilities for searching for vacancies and entering cvs in a databank as well as providing labour market information. It gives access to the local sites of the partner Public Employment Services in each country which may contain much more information.

Those entitled to use it

Any member of the public seeking employment.

Factsheet**The Council of Europe****Country** Europe**Address** Palais d'Europe, 67075 Strasbourg- cedex, France**Web server** <http://www.coe.fr/jobs/>**Brief description of the activity of the organisation**

The Council of Europe is an intergovernmental organisation which aims to protect human rights, pluralist democracy and the rule of law; to promote awareness and encourage the development of Europe's cultural identity and diversity; to seek solutions to problems facing European society (discrimination against minorities, xenophobia, intolerance, environmental protection, human cloning, AIDS, drugs, organised crime, etc.); to help consolidate democratic stability in Europe by backing political, legislative and constitutional reform.

The Council of Europe should not be confused with the European Union. The two organisations are quite distinct. The 15 European Union states, however, are all members of the Council of Europe.

The Council of Europe's Secretariat has a permanent staff of about 1300 drawn from its 43 member states. They are working in fields such as human rights, media and democracy, legal co-operation, social and economic questions, health, education, culture and heritage, sport, youth, local and regional government, environment, administration, finance, electronic data processing, documentation, public information, translation and interpreting, etc.

The Council's website has a particularly useful set of links to other international organisations for those interested in employment opportunities in international organisations.

Those entitled to use it

Any member of the public seeking employment with the Council of Europe or other international organisations.

3-Becoming a researcher in a public sector or European research organisation

Country: Europe

Table 3-1: Main public sector research organisations (List of specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
CORDIS – Community Research and Development Information Service	http://www.cordis.lu	X	X	X		
Joint Research Centre	http://www.jrc.org	X	X	X		
CERN <i>Centre Européen de recherche Nucléaire</i> European Center for Nuclear Research	http://www.cern.ch	X				
ESA European Space Agency	http://www.esa.net	X				
ESF European Science Foundation	http://www.esf.org	X	X	X	X	X
European Molecular Biology Laboratory	http://www-db.embl.heidelberg.de		X			

Table 3-2: Recruitment Methods

For information on recruitment methods please consult the websites of the individual organisations

4-Recruitment methods in the private sector

Although the European Commission, through CEDEFOP (the European Centre for the Development of Vocational Training <http://www.cedefop.eu.int>), has produced a model CV and notes of guidance on completing it, there is no standardised system at EU level.

Details of recruitment methods in each country are given in the relevant chapters.

Austria

1- PhD studies

The first stage in higher education takes two to three years and is completed by oral and written examinations (*diplomprüfung*). The second stage takes two to four (three) further years and is completed with a *master's thesis*. In some disciplines the *magister* is awarded after a minimum of 4 to 5 years studies and prior to that of doctor. A *doctorate* requires another two years of specialised studies, a written dissertation and oral examination. About 30% of the *diplom* students go on to doctoral studies, but not only to become a researcher. The study of medicine is an exception: the first degree awarded is a *doctorate*.

Diplom: Qualification awarded after between eight and ten semesters of studies (ten semesters for Arts and also for exact and natural sciences). It is divided into two phases: one general and one specialised. To receive the *diplom* a student must pass the examination at the end of each stage and submit a *diplomarbeit* (thesis or other work of diploma level). This latter, depending on the subject matter, may be theoretical, experimental or technical in nature. It is intended to demonstrate the student's capacity for original work in one aspect of their subject. Subjects studied for the diploma are of three kinds: obligatory, optional or freely chosen. The full degree title *Magister(Mag.)* includes a description of the field in which it was obtained, for example *Magister philosophiae*.

Doktor: The highest degree awarded generally after 4 semesters of studies following those leading to the *diplom*. A dissertation (normally a piece of written work of a thesis type) must be submitted on a subject of the student's choice. If it is approved, students may take the *rigorosum* examination which includes the defence of the thesis. The *rigorosum* is now limited to the particular field forming the subject of the dissertation, and one or two other subjects *ad libitum*. More general knowledge has been tested in the *diplom* examination. The doctorate mainly requires the ability to conduct independent and original research.

DIPLOMPRÜFUNG	DIPLOM (MAG /DIPL. ING)	DOKTOR (DR)						
18	19	20	21	22	23	24	25	26

2-Documentary sources

2A organisations

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
<i>Zentrum für Berufsplanung</i> (Career Centre Vienna University)	http://www.zbp.at	X	X	X	X	X
Jobnet Austria	http://jobnet.uibk.ac.at	X	X		X	
<i>Oesterreichische Akad.d.Wissenschaften</i> (Austrian Academy of Sciences)	http://www.oeaw.ac.at	X		X		
Other organisations offering information and services useful for PhDs but not specific to them						
<i>ÖAD Österreichischer Akademischer Austauschdienst</i> (Austrian Academic Exchange Service)	http://www.oead.ac.at	X		X		
<i>Bundesministerium für Bildung, Wissenschaft und Kultur</i> (Ministry for Education, Science and Culture)	http://www.bmbwk.gv.at					X
<i>IHS Institut für Höhere Studien</i> (Institute for Advanced Studies))	http://www.ihs.ac.at	X			X	
<i>AMS</i> (Austrian Employment Service)	http://www.ams.or.at				X	
<i>FWF Fonds zur Förderung der wissenschaftlichen Forschung,</i> (Austrian Science Fund)	http://www.fwf.ac.at	X				X
<i>ARC</i> (Austrian Research Centers)	http://www.arcs.ac.at			X		
<i>WIFO Oesterreichisches Institut für Wirtschaftsforschung,</i> (Austrian Institute of Economic Research)	http://www.wifo.ac.at	X				
Research & Development Information Service	http://www.cordis.lu/austria			X		
<i>IWM Institut für die wissenschaften vom Menschen</i> (Institute for Human Sciences)	http://www.iwm.ac.at			X		
<i>BIT Büro für Internationale Forschungs und Technologiekooperation</i> (Bureau for International Research and Technology Cooperation)	http://www.bit.ac.at			X		
<i>Industriewissenschaftliches Institut</i> (Institute for Industrial Research)	http://www.iwi.ac.at			X		
Career	http://www.career.at		X		X	

2B Publications

PUBLICATIONS	Web address (or if necessary postal address)	Placement Service	Information provider	Careers advice	Statistics
Directories					
Newspapers and Magazines					
<i>Wiener Zeitung</i>	http://www.wienerzeitung.at		X		
<i>Die Presse</i>	http://www.Diepresse.com		X		
<i>Der Standard</i>	http://www.DerStandard.at		X		
Other specific servers					
ac.at.universitäten	http://www.ac-info.ac.at		X		
job direct	http://www.job-direct.co.at	X			

2C Careers fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice
Job and Education Fair (BeSt)	http://www.bestinfo.at	X	X	X
<i>zbp-Wirtschaftsmesse</i>	http://www.zbp.at	X	X	X
Students and Employment (BFS)	http://jobservice.uni-klu.ac.at	X	X	X

Fact sheet

Österreichischer Akademischer Austauschdienst (ÖAD)
(Austrian Academic Exchange Service)

Country Austria

Address A-1090 Wien, Alserstr.4/1/15/7

Telephone +43 (0)1 4277 28180 **Fax** +43 (0)1 4277 28195

Web Server <http://www.oead.ac.at>

Brief description of the activity of the organisation

The ÖAD is the largest, not-for-profit service organisation in Austria in the field of international academic mobility and exchange programmes. ÖAD advises and supports students, scholars and scientists from all over the world, who plan on studying or pursuing research in Austria as well as Austrian students and academics interested in study or research abroad. The ÖAD branch offices provide for researchers e.g. academic counselling, disburse scholarships, grants and related support payments, providing housing.

Those entitled to use it

Students, scholars and scientists.

Publications

a) Directories

b) Vacancy Bulletins

c) Statistics

d) Other useful publications

- Journal "*Kooperation – Culture, Science, Education*"
- Virtual Newsletter by e-mail "*Virtuelle I.A.M.*", also as leaflet
- The Office of International Relations serves for Ortelius: <http://ortelius.unifi.it/>

Organisation of Careers Fairs

Other Activities/Information

Participation at the EAIE – European Association for International Education Conference

Fact sheet

**Fonds zur Förderung der wissenschaftlichen Forschung, (FWF)
(Austrian Science Fund)**

Country Austria

Address A-1040 Wien, Weyringerg. 35

Telephone +43 (0)1 50567400 **Fax** +43(0)1 5056739

Web Server <http://www.fwf.ac.at>

e-mail office@fwf.ac.at

Brief description of the activity of the organisation

Funding of precisely described research projects by individual applicants from all scientific areas. The grant holder can use its funding, as he likes.

Those entitled to use it

Austrian scientific community

Publications

a) Directories

b) Vacancy Bulletins

c) Statistics

d) Other useful publications

Organisation of Careers Fairs

Other Activities/Information

Fact sheet

Zentrum für Berufsplanung, zbp (Career Centre, WU-Wien)

Country Austria

Address A-1090 Wien, Augasse 2-6

Telephone +43 (0)1 31336 4945

Fax +43 (0)1 3100588

Web Server <http://www.zbp.at>

e-mail office@zbp.at

Brief description of the activity of the organisation

The Career Centre is a link between university and business, a communication center for (national and international) concerns/companies and students/graduates

Those entitled to use it

Only for students and graduates of economic and business studies

Publications

a) Directories

b) Vacancy Bulletins

“Job news”, a weekly published joblist on the website

c) Statistics

d) Other useful publications

“zbp aktuell”

Organisation of Careers fairs

Once a year a *zbp-business* fair with national and international concerns/companies

Other Activities/Information

- “Sponsionscocktail”
- presentations and excursions to concerns/companies
- recruiting forums
- training courses

Fact sheet

Jobnet Austria

Country	Austria
Address	A-6020 Innsbruck, Universitätsstr. 15
Telephone	+43 (0)512 507 7037 Fax +43 (0)512/ 507 2690
Web Server	http://jobnet.uibk.ac.at (also for Graz: http://www.jas-graz.at and Klagenfurt: http:// www.uni-klu.ac.at./bfs)
e-mail	jobnet@uibk.ac.at

Brief description of the activity of the organisation

The Placement Center of the University of Innsbruck was founded in October 1998. The Placement Center aims to provide career guidance to students and graduates. The heart of the organisation is the "JOBNET AUSTRIA", a virtual jobmarket on the internet.

Those entitled to use it

Mainly all graduates of the Social Sciences and Business Economic Faculty of the University of Innsbruck. The JOBNET AUSTRIA has a much broader target market: it aims at all Austrian graduates, beginning with those students of social and business economic studies and graduates of technological studies. Step by step the JOBNET will be further developed for other faculties (law, medicine...)

Publications

The only publication so far is an information-booklet on the AUSTRIAN JOBNET. Publications are not the main objective of the Placement Center. Job vacancy information is published in the JOBNET Homepage and read by everyone.

a) Directories

b) Vacancy Bulletins

see JOBNET Homepage

c) Statistics

d) Other useful publications

Organisation of Careers fairs

Once a year a career fair is organised by the Placement Center of the University of Innsbruck. The fair is for students and graduates.

Other Activities/Information

Since 1999 there is an extra room, equipped with the newest technology (CD-Roms, video machines, internet, book-corner...)

Placement Center offers a varying number of seminars, to help to improve the different skills and help to add qualifications for the resume.

Fact sheet

Institut für Höhere Studie (IHS) (Institute for Advanced Studies)

Country	Austria
Address	A-1060 Wien, Stumperg. 56
Telephone	+43 (0)1 59991 0 Fax +43 (0)1 59991 162
Web Server	http://www.ihs.ac.at
e-mail	communication@ihs.ac.at

Brief description of the activity of the organisation

The Institute for Advanced Studies (IHS) was established as a private non-profit society in 1963 on the initiative of Paul F. Lazarsfeld and Oskar Morgenstern with the help of the Ford Foundation, the Austrian Ministry of Education and the Council of Vienna. The Institute's highest authority is the Board of Trustees, composed of leading figures in politics, science and economy. It is financed by subsidies from the Federal Ministry of Science and Transport, the Austrian Central Bank, the Council of Vienna and other institutions. About one third of the Institute's budget is gained from research contracts.

The Institute for Advanced Studies combines theoretical and empirical research in economics and the social sciences. Innovative solutions to problems in business and politics are provided by IHS through the interlocking of scientific theory and practice. Activities include 1. Basic research; 2. Applied research; 3. Post-graduate education at the highest international level. The Institute for Advanced Studies is divided into four departments: 1) Department of Economics and Finance; 2) Department of Transition Economics; 3) Department of Political Science and 4) Department of Sociology.

Those entitled to use it

The Institute for Advanced Studies offers two-year training courses for university graduates that lead to a diploma. Students have to pass an entrance examination in their chosen field of study and in mathematics and statistics. Lectures are held by internationally renowned visiting professors from abroad. Training courses are held in small seminar groups. The library of the IHS and the lectures of visiting professors, which are announced in Austrian newspapers, are open to the general public. Some publications of the IHS are available to the general public. Postgraduate study information is distributed worldwide by the IHS Newsletter and the website provides abstracts of all publications.

Publications

a) Directories

Reihe Ökonomie / Economics Series
Reihe Politikwissenschaft / Political Science Series
Reihe Soziologie / Sociological Series
Reihe Transformationsökonomie/Transition Economics Series
Sonderdrucke / Reprints (free of charge)
Projektberichte/Project Reports (please contact the Library)
Wirtschaftsprognose / Economic Forecast
Workshop-Proceedings
Journal – Empirical Economics
Health System Watch (free of charge)

b) Vacancy Bulletins

The Institute for Advanced Studies announces vacancies for the posts as assistant professors or as research assistants in the internet and in newspapers such as *The Economist*, *The Frankfurter Allgemeine Zeitung*, *Der Standard*, *Die Presse*, *Die Süddeutsche Zeitung*.

c) Statistics

d) Other useful publications

Organisation of Careers Fairs

Other Activities/Information

Quarterly forecast of the Austrian and international economy and a medium-term forecast at the end of the year (Austrian LINK Model).

Fact sheet

**Oesterreichisches Institut für Wirtschaftsforschung, (WIFO)
(Austrian Institute of Economic Research)**

Country Austria

Address A-1103 Wien, Postfach 91

Telephone +43 (0)1 7982601 0

Fax +43 (0)1 7989386

Web Server <http://www.wifo.ac.at>

e-mail office@wifo.ac.at

Brief description of the activity of the organisation

WIFO analyzes national and international economic trends and supplies short- to medium-term economic forecasts. The activities increasingly include commissioned research and consulting for domestic and international decision-making bodies. WIFO is organized as an association, with membership open to organizations and individuals, with a resource of a pool of about 100 highly qualified staff.

Those entitled to use it

Publications

a) Directories

b) Vacancy Bulletins

c) Statistics

d) Other useful publications

see the website

Organisation of Careers Fairs

Other Activities/Information

Fact sheet

Oesterreichische Akademie der Wissenschaften (OeAW)
(Austrian Academy of Sciences)

Country: Austria

Address A-1010 Wien, Dr. Ignaz Seipel-Platz 2
Telephone +43 1 51581 0 **Fax** +43 1 51581 211
Web Server <http://www.oeaw.ac.at>
e-mail webmaster@oeaw.ac.at

Brief description of the activity of the organisation

The academy is a public institution, funding all sciences in cooperation mainly with universities, organizing 56 research institutes, cooperating with institutes in 32 countries, managing national and international research programmes (e.g. CERN), exchange of researchers, different fellowships and project supports.

Those entitled to use it

Publications

An in-house publisher for the results of their own new research (especially for humanities)

- a) **Directories**
- b) **Vacancy Bulletins**
- c) **Statistics**
- d) **Other useful publications**

Organisation of Careers Fairs

Other Activities/Information

Special service for young PhDs. Applications normally directly to the institutes

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Austria

Table 3-1: Main public sector research organisations (List of specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>FWF</i> (Austrian Science Fund) ⁽¹⁾	http://www.fwf.ac.at	X	X	X	X	X
<i>IHS</i> (Institute for Advanced Studies) ⁽¹⁾	http://www.ihs.ac.at	X				X
<i>OeAW</i> (Austrian Academy of Sciences) ⁽¹⁾	http://www.oeaw.ac.at	X	X	X	X	X

(1) See fact sheets

Table 3-2: Recruitment Methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>FWF</i> Austrian Science Fund				X		X		X	
<i>IHS</i> Institute for Advanced Studies	University degree	A good command of the English language		X ⁽¹⁾	Internet			X	
<i>OeAW</i> Austrian Academy of Sciences	University degree or highly qualified dissertations	Own specialist publications		X ⁽²⁾		Proposal of own project		yes	<ul style="list-style-type: none"> Inquire by telephone. Applications normally at the institutes directly.

1. In the following newspapers: *Frankfurter Allgemeine Zeitung*, *Economist*, *Der Standard*, *Die Presse*, *Süddeutsche Zeitung*

2. In the following newspapers: *Wiener Zeitung*, *Der Standard*, *Kurier*

4-Teaching in universities

Country: Austria

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Title	Status ⁽¹⁾				Content of the job				Recruitment of foreigners	
	Civil servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Lehrbeauftragter</i>				X	X ⁽²⁾				X	
<i>Vertragsassistent</i>				X	X ⁽²⁾	X	X	(6)	X	
<i>Universitätsassistent</i>	X	X			X ⁽²⁾	X	X	(6)	X	

(1) Status of permanent (Perm) or temporary employee (Temp)

(2) The number of hours of teaching per week is left to the discretion of the university authorities according to the needs of the department.

(3) The amount of time for research is not known.

(4) Involvement in examinations: setting examinations, marking, oral examinations.

(5) Administrative tasks: registration of students, book purchasing policy, laboratory management.

(6) No information available

Table 4-2: Recruitment Methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>Lehrbeauftragter</i>	X ⁽⁵⁾	X ⁽⁵⁾		X ⁽⁴⁾		X			X ⁽⁴⁾
<i>Vertragsassistent</i>	X ⁽²⁾			X ⁽¹⁾	X ⁽¹⁾	X			
<i>Universitätsassistent</i>	X ⁽²⁾			X ⁽¹⁾		X ⁽³⁾			

Publication in the university paper and in some newspapers. Applications in the *Amtsblatt zur Wiener Zeitung*

University qualification / Doctorate.

The Director of the Department ranks the three best candidates and presents them to the Committee.

It is not obligatory to advertise the post. Recruitment is carried out by the University and therefore the procedure for recruitment differs considerably from one university to another.

University degree in the specialisation of the vacant post: candidates must present an academic application appropriate for the academic level of the post.

5- Recruitment methods in the private sector

Country: Austria

1-Various possibilities

Job advertisement in newspapers
Sometimes, speculative applications
Career fairs

Strong point

Speculative applications and job offers
Career fairs play also an important role

2- Curriculum vitae

Typed. A hand-written text can sometimes be asked for.
2 pages maximum
The CV must include a colour photo
Activities must be described in chronological order
Dated and signed at the bottom left hand corner of the final page.
It is normal to be asked for information such as profession and employers of the parents
It must comprise a complete description of schooling (primary and secondary school included)
The CV must not include any chronological gap.
Give a detailed description of your work experience. It is recommended to give references.
Give also a detailed description of your extra CV activities.

3- Application letter

Typed
1 page maximum
Concrete and professional style
It should mention the desired salary
It must describe the motivation for an application for a certain position in the company

Interview

Two or three interviews: the first one with the personnel department, often followed by intelligence or aptitude tests. Then a second one (sometimes two) with the departmental staff

When speaking about salaries, don't forget the value of fringe benefits.

Other requirements

Psychometric tests are often used

Belgium

1-PhD studies

Wallonia

The first stage (or *cycle*) of university education usually consists of the preparation in two years of the *candidature* (three years for medicine and veterinary medicine) followed by a second cycle, usually lasting for two years, (three years for engineering, pharmacy and psychology, four years for medicine).

Diplômes complémentaires de deuxième cycle (DEC 2) allow those who hold a qualification from the second cycle to obtain, usually in one year, the basic vocabulary of a different discipline with the idea of widening the base of their general education.

The *agrégation de l'enseignement secondaire* trains for teaching in secondary schools.

At postgraduate level, there are various possibilities:

The *diplôme d'études spécialisées de 3^{ème} cycle* (*DES*) aims to lead to immediate entry to a profession after one year of study.

The *diplôme d'études approfondies* (*DEA*) lasts one year and is a training in research methodology and consists of a theoretical part and an initiation into scientific research. This training is in preparation for a *doctorat*.

The *doctorat* involves the submission of an original thesis.

The *agrégation de l'enseignement supérieur*.

Licence: university degree granted after two or three years' study following the acquisition of the *candidature*. The student must usually present a dissertation.

Diplôme d'études approfondies (DEA): a one-year specialisation degree taken after the *licence* involving theoretical studies and initiation to scientific research.

Doctorat: university qualification awarded after the submission and public defence of a dissertation based on original research and one or more secondary theses which have been accepted by the jury, and after passing an examination. This diploma is awarded at least one year (more often five or six years) following the *licence*.

Agrégation de l'enseignement supérieur: the highest university qualification conferring legal status which may be obtained in Belgium. It is required for teaching in universities. The examination consists of the successive submission of a major thesis, of three minor ones and of a lecture given in public. The qualification may only be obtained a minimum of two years after the *doctorat* (more often 4 years).

CANDIDATURE	LICENCE	DOCTORAT		AGRÉGATION DE L'ENSEIGNEMENT SUPÉRIEUR							
		DEA									
		DES/ DEC2									
18	19	20	21	23	24	25	26	27	28	29	30

Flanders

After four or five years study at university, students hold the *Kandidaat* (first cycle - two years or three for medicine) and, then, the *Licentiaat* (second cycle - two or three years depending on the subject studied, four years for medicine).

At postgraduate level (third cycle), there are several possibilities:

Gediplomeerde in de aanvullende studies (complementary studies)

Gediplomeerde in de gespecialiseerde studies (specialised studies)

Doctoraat

Licentiaat: Four to five years after enrolling in university, students are awarded the *licentiaat*. The student enrolls in a programme of specialised studies and must usually present a dissertation.

Doctoraat: University qualification awarded after the submission and public defence of a dissertation based on original research and one or more theses which have been accepted by the doctoral committee.

KANDIDAAT	LICENTIAAT	DOCTORAAT						
		AANVULLENDE OPLEIDING / SPECIALISATIE OPLEIDING						
18	19	20	21	22	23	24	25	26

2-Documentary sources

2A –organisations

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
Belgian Partner Services of the Association Bernard Gregory : Brussels, Louvain-la-Neuve, Liège, Mons, Namur	http://www.abg.asso.fr	X	X	X	X	
Other Organisations offering information and services useful for PhDs but not specific to them						
Ministries and public institutions by sector						
Education, training and research						
<i>Ministère de la Communauté française de Belgique</i> (Ministry of the French-speaking Community of Belgium)	http://www.agers.cfwb.be			X		
<i>Onderwijs Vlaanderen</i> (Education in the Flemish Community of Belgium)	http://www.ond.vlaanderen.be			X		
Federal and Community Public Institutions						
<i>Gouvernement Fédéral</i> (Federal Government)	http://www.fgov.be			X		
<i>Bureau de Sélection de l'Administration Fédérale / Selectie bureau van de Federale Overheid</i> (Selection Bureau for the Federal Administration)	http://www.selor.be		X			
<i>Jobpunt Vlaanderen</i> (Employment in the public sector in Flanders)	http://www.jobpunt.be		X			
The Communities						
French Community	http://www.cfwb.be			X		
Flemish Community	http://www.vlaanderen.be			X		
German Community	http://www.dglive.be			X		

2A –organisations (Continued)

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Information Services on study and careers						
<i>Centre de Documentation et d'Information sur les Etudes et les Professions (CEDIEP) (Only in French)</i>	http://www.cediep.be			X		
Public institutions responsible for employment						
<i>Ministère fédéral de l'emploi et du travail (Federal Ministry for Employment and Labour)</i>	http://www.meta.fgov.be			X		X
<i>FOREM (public employment service for Wallonie)</i>	http://www.hotjob.be	X	X	X	X	
<i>VDAB) Vlaamse dienst voor arbeidsbemiddeling (public employment service for Flanders)</i>	http://www.vdab.be	X	X	X	X	X
<i>ORBEM / BGDA (public employment service for Brussels)</i>	http://www.orbem-bgda.be	X	X	X	X	
University Establishments						
Careers Services in the French-speaking universities^(1,2):		X	X	X	X	X
<i>Université Catholique de Louvain (UCL) (CIO)</i>	http://www.cio.ucl.ac.be					
<i>Université Libre de Bruxelles (ULB) (CEREP)</i>	http://www.cerep.ulb.ac.be					
<i>Université de Liège (ULG) (CEM)</i>	http://www.ulg.ac.be					
<i>Université de Mons Hainaut (UMH) (CICO)</i>	http://www.umh.ac.be					
<i>Faculté Universitaire de Gembloux (FUSAGX)</i>	http://www.fsagx.ac.be					
<i>Facultés Universitaires de Namur (FUNDP)</i>	http://www.fundp.ac.be					
<i>Faculté Polytechnique de Mons (FPMs)</i>	http://www.fpms.ac.be					
<i>Facultés Universitaires Catholiques de Mons (FUCAM)</i>	http://www.fucam.ac.be					
<i>Facultés Universitaires Saint-Louis-Bruxelles (FUSL)</i>	http://www.fusl.ac.be					
Careers Services in the Flemish-speaking universities^(1,2):		X	X	X	X	X
<i>Vrije Universiteit Brussel (VUB)</i>	http://www.vub.ac.be					
<i>Katholieke Universiteit Leuven (KUL)</i>	http://www.kul.ac.be					
<i>Rijksuniversiteit Gent (RUG)</i>	http://www.rug.ac.be					
<i>Universiteit Antwerpen (UA)</i>	http://www.ua.ac.be					

2A –organisations (Continued)

Employers' Organisations						
<i>Verbond van belgische ondernemingen / Fédération d'entreprises en Belgique</i> (federation of Belgian businesses)	http://www.vbo.be			X	X	
<i>Vlaams economisch verbond</i> (association of Flemish businesses)	http://www.vev.be			X	X	
<i>L'Union Wallonne des Entreprises</i> (organisation of businesses in Wallonie)	http://uwe.be			X	X	
<i>FEDICHEM : Fédération des industries chimiques de Belgique</i> (Federation of the Belgian chemical industry)	http://www.fedichem.be		X	X		

University websites on which all the information can be found.

These services deal with all students but, in general, are targeted more to *candidats, licenciés/kandidaat, licentiaat*

2B -Publications

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
<i>Le monde du recrutement en Belgique et Luxembourg</i>	http://www.hrm.net/	X	X	X	
<i>Annuaire administratif et judiciaire de la Belgique</i>	http://www.moniteur.be		X		
<i>Top 30.000, édition Trends-Tendances</i> ⁽¹⁾	http://www.trends.be		X		
<i>Kompass Belgium</i>	http://www.kompass.be		X		
<i>Move up</i> (annual) ⁽²⁾	http://www.moveup.be		X	X	
Newspapers and Magazines					
<i>Le Soir</i> (week-end supplement)	http://www.lesoir.be		X	X	
<i>La Libre Belgique</i> (week-end supplement)	http://www.lalibre.be		X		
<i>Trends</i>	http://www.trends.be	X	X		
<i>Financieel-economische Tijd</i>	http://www.demorgen.be	X	X		
<i>De Morgen</i>	http://www.hetlastnieuws.be	X	X		
<i>Gazet van Antwerpen</i>	http://www.knack.be	X	X		
<i>Het Laatste Nieuws</i>	(Supplement with job offers:				
<i>Knack</i>	http://www.vacature.com)	X	X		
<i>De Standaard</i>	http://www.destandaard.be	X			
<i>Het Nieuwsblad</i>	(Supplement with job offers:				
	http://www.jobat.be)	X	X		
Other specific Servers					
Jobat	http://www.jobat.be	X	X		
Jobpilot	http://www.jobpilot.be		X		
Monster	http://www.jobmonster.be		X		
Jobs career	http://www.jobs-career.be		X		
Vacature	http://www.vacature.be	X	X		
Companies' own websites also publish vacancies.					
			X		

1 The 30,000 most important by turnover in Belgium, number of employees, field of activity

2 Move Up contains a selection of companies with the names of the people to contact, the degrees sought and the required level of competence in languages.

2C -Careers fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice
The <i>Salon de l'Etudiant (ORIENTA)</i>	http://www.cpexpo.com		X	
Faculties of Belgian Universities Consult their lists of vacancies Company contact days organised by faculties	Universities' web sites	X	X	
Many Belgian communes organise their own forums.		X	X	

Fact sheet

FOREM

Country	Belgium	
Address	Regional centres	for the addresses see the website
Telephone		Fax
Web Server	http://www.forem.be	

Brief description of the activity of the organisation

FOREM has a double mission: to help people develop a career plan and to help businesses manage their human resources. To do this, it produces documentation on occupations and professions, offers job-seekers help in preparing for employment (CV, writing letters of application, preparation for interviews), organises continuing training, publishes job offers by sector of activity, makes available to businesses a database of CVs and carries out preselection of candidates.

Those entitled to use it

Anyone resident in Belgium, and with permission to work there who is seeking employment in Wallonie.

Publications none

a) Directories

b) Vacancy Bulletins

c) Statistics

d) Other useful publications

Organisation of Careers Fairs

FOREM organises careers fairs for different employment sectors.

Other Activities/Information

FOREM organises language training and also sessions on seeking employment.

Fact Sheet

Association Bernard Gregory (ABG)

**Belgium ABG partner services.
Addresses on the ABG website**

Address 239 rue Saint Martin 75003 Paris
Tel +33 1 42 74 27 40 **Fax** +33 1 42 74 18 03
Web Server <http://www.abg.asso.fr>

Brief description of the activity of the organisation

Created in 1980, the mission of the Association Bernard Gregory is to promote training through research to the non-academic world and to help young PhDs of all disciplines to find jobs in companies.

In order to advise and help young PhDs looking for employment, the ABG is supported by a network of about a hundred local partner services, principally in France, but also in the United Kingdom, Belgium, the USA and Japan.

Databases of CVs and job offers and useful information for young PhDs are available on the ABG's website.

The ABG is currently extending its network to other European countries.

Those entitled to use it:

Young PhDs or post docs looking for a first permanent job who have registered their CV after contacting a local ABG partner service within six years of completing their PhD.

Publications: *Formation par la recherche* (quarterly)

(a) Directories

(b) Vacancy Bulletins

A weekly vacancy bulletin is available on line on the website. Information about the timetable for competitions for posts in the public sector in France is also published regularly during the season for competitions.

(c) Statistics

Each year, the ABG publishes statistics about the career destination of young PhD registered with the ABG

(d) Other Useful information

"De la Thèse à l'Emploi" (From PhD to employment)

Organisation of Careers Fairs

The ABG organises information sessions and sessions on awareness about employment in universities and research centres.

The ABG takes part in many forums and conferences organised for or by PhD students or graduates.

Other Activities/Information

In France, the ABG has initiated the "*Doctoriales*[®]", seminars preparing for employment aimed at PhD students and it also pilots the project entitled "*Nouveau Chapitre de la thèse*" which aims to help PhD students to add value to the skills which they have gained through their research.

A project entitled "AMEDEE" has as its aim helping the mobility of young PhDs in Europe through the creation of a platform to bring together PhDs and employers.

Country Belgium

List of universities' Web Servers:

<i>Université Catholique de Louvain (UCL)</i>	http://www.ucl.ac.be/emploi
<i>Université Libre de Bruxelles (ULB)</i>	http://www.ulb.ac.be
<i>Université de Liège (ULG)</i>	http://www.ulg.ac.be
<i>Université de Mons Hainaut (UMH)</i>	http://www.umh.ac.be
<i>Faculté Universitaire de Gembloux (FUSAGX)</i>	http://www.fusagx.ac.be
<i>Facultés Universitaires de Namur (FUNDP)</i>	http://www.fundp.ac.be
<i>Faculté Polytechnique de Mons (FPMS)</i>	http://www.fpms.ac.be
<i>Facultés Universitaires Catholiques de Mons (FUCAM)</i>	http://www.fucam.ac.be
<i>Facultés Universitaires Saint-Louis-Bruxelles (FUSL)</i>	http://www.fusl.ac.be
<i>Vrije Universiteit Brussel (VUB)</i>	http://www.vub.ac.be
<i>Katholieke Universiteit Leuven (KUL)</i>	http://www.kul.ac.be
<i>Rijksuniversiteit Gent (RUG)</i>	http://www.rug.ac.be
<i>Universiteit Antwerpen (UA)</i>	http://www.ua.ac.be

Brief description of the activity of the organisation

Young graduates can use the Information Rooms of the Services. At the end of their course, help is offered with preparation for entry to working life (writing a CV and application letter and preparation for recruitment interviews). The Services collect offers of employment and match the required profiles to the candidates. Documentation on professions and companies is available for job-seekers.

Those entitled to use it

All graduates of the university.

Publications

Publications vary between the universities. Information sheets are produced by each Service as well as lists of job-seekers and vacancies, sometimes as a database.

a) Directories

b) Vacancy Bulletins

c) Statistics

d) Other useful publications

Organisation of Careers Fairs

Organisation of career fairs (consult the universities)

Other Activities/Information

Organisation of careers days on particular themes, information seminars on the professions, application and recruitment procedures, initiatives for job creation. (Consult the Universities).

Fact sheet

BGDA (Flemish-speaking) / ORBEM (French-speaking)

Country Belgium

Address Boulevard Anspach 65 1000 Brussels

Telephone + 32 2 505 14 11 **Fax** + 32 2 511 30 52

Web Server <http://www.orbem-bgda.be/>

Brief description of the activity of the organisation

BGDA / ORBEM (The brussels region employment office) is a public organisation for the Brussels-Capital region. Its objective is to help job-seekers and organisations with the management of human resources.

Those entitled to use it

All job-seekers

Publications

a) Directories

CV NET allows employers to carry out selection from the CV database of the BGDA/ORBEM.

b) Vacancy Bulletins

WORKNET allows users to select for themselves job offers from the database of the BGDA/ORBEM.

c) Statistics

d) Other useful publications

See website for list of publications

Organisation of Careers Fairs

Other Activities/Information

Orbem/BGDA gives all the information necessary about work and offers courses.

Country **Belgium**

Address

Telephone

Fax

Web Server

<http://www.vdab.be>

Brief description of the activity of the organisation

VDAB is a public service. Its mission is as a social service and consists of bringing together job seekers and employers. This organisation allows employers to put their job offers on-line, and also to search a CV database of candidates. It runs a temporary employment service, organises training and supports companies in their recruitment activities. For job seekers, it offers various useful tools for seeking employment, help in defining a career plan and support during their search for a job.

Those entitled to use it

Any one looking for a job

a) Publications

b) Directories

c) Vacancy Bulletins

d) Statistics

“*Chiffres clé 2001*” (Key figures for 2001)
see: <http://www.vdab.be/trend>

Other useful publications

Various web publications

Organisation of Careers Fairs

Other Activities/Information's

The WIS (*Werk informatie system*), Internet and Radio allow maximum diffusion of information about vacancies. In order to offer a rapid service to employers and job-seekers, it offers services completely electronically - databank of vacancies (WIS) and of CVs of candidates (KISS).

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Belgium

Table 3-1: Main public research organisations (list of specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>FNRS Fonds National de la Recherche Scientifique (Wallonie)</i> (National Fund for Scientific Research (Wallonie))	http://www.fnrs.be	X	X	X	X	X
<i>FWO Fonds voor Wetenschappelijk Onderzoek-Vlaanderen</i> (Fund for Scientific Research in Flanders)	http://www.fwo.be	X	X	X	X	X
<i>Centre d'Etudes et de Recherches vétérinaires & agrochimiques</i> (Veterinary and Agrochemical Research Centre)	http://www.var.fgov.be		X	X		
Centres de Recherches agronomiques Ghent et Gembloux (Agronomic Research Centres Ghent and Gembloux)	http://www.clo.fgov.be http://www.cragx.fgov.be		X			
<i>IPH Institut National de Santé Publique</i> (Scientific Institute of Public Health)	http://www.iph.fgov.be		X	X		
<i>IWT Vlaams Instituut voor de bevordering van het Wetenschappelijk Technologisch onderzoek in de industrie</i> (Flemish institute for technology transfer)	http://www.iwt.be	X		X ⁽¹⁾		

(1) Only biomedical sciences

Table 3-2: Recruitment Methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>FNRS</i>	Doctorate		X			X ⁽¹⁾			X ⁽²⁾
<i>FWO</i>	Licenciaat/ PhD	At least “ distinction ”	X ⁽³⁾			X		X	
<i>IPH</i>					Offers on web site	X		X	
Agronomic Research Centres					Offers on web site	X		X	
<i>Centre d'études Vétérinaire et Agronomique.</i>					Offers on web site	X		X	
<i>IWT</i>	Licenciaat/ PhD	At least “ distinction ”	X ⁽³⁾			X		X	

1 Deadline for applications: 1st February.

2 Applications are examined by committees of national specialists.

3 By written application.

4-Teaching in universities

Country: **Belgium**

Table 4-1: Positions open to PhDs in higher education (all specialisms)

Title	Status ⁽¹⁾				Content of the job				Recruitment of foreigners ⁽⁶⁾	
	Civil servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Chargé de Cours</i>			X		Variable ⁽²⁾	X	X	X	X ⁽⁶⁾	
<i>Docent</i>			X		Variable ⁽²⁾	X	X	X	X ⁽⁶⁾	

1. Status of Permanent Member (Perm) or Temporary Employee (temp).
2. The Council of each university fixes each year the teaching load of each teacher.
3. Fraction of time devoted to research.
4. Involvement in examinations: setting examinations, marking, oral examinations.
5. Administrative tasks: registration of students, running the library, running teaching laboratories etc.
6. Sometimes foreigners educated in Belgium: rarely foreigners educated in their own country.

Table 4-2: Recruitment methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert ⁽¹⁾	Other	Written Application	Written Tests	Interview	Other
<i>Chargé de Cours</i>	Doctorat	X ⁽¹⁾			X ^(2,3)	X			X ⁽⁴⁾
<i>Docent</i>	Doctorat	X ⁽¹⁾			X ^(2,3)	X			X ⁽⁴⁾

1. All activities, apart from the thesis and which appear on the candidate's CV (research activities, teaching, postdoctoral experience abroad) are taken into account in the examination of applications and the selection of the successful candidate.

Vacancies are published in the *Moniteur Belge*.

Posts are advertised internally in the University. Candidates must contact the Rectorate. Speculative applications can be sent to the Rectorate.

The application must be addressed to the Rector. A technical committee of experts (from the Faculty or Department) examines the applications of the candidates and makes a proposal which will be examined by different authorities: faculty council, education committee, executive committee.

5- Recruitment methods in the private sector

Country: Belgium

1-Various possibilities

Job advertisement

Speculative applications

Personal contacts

Student associations / Job advertisements on university web sites and vacancy bulletins from Careers Services

Strong points

Informal recruitment channels such as word of mouth, internal advertisement

Internships

Students associations

2-Curriculum vitae

2 - 3 pages

It must be very precise

Dates and results of academic degrees must be given with precision

Linguistic abilities should be listed with reference to the level

Career objectives should appear at the beginning of the CV

Experience is considered more important than academic degree. Describe the skills gained

All work experience (including summer jobs) should be noted

It is important to give the names of people able to give information about the candidate. The references given in the CV are usually checked by telephone

3-Application letter

Typed

The career objectives and the motivations for a position in the company must appear.

It must be written in the regional language. For international positions, it is a good idea to write this letter in English

Formal letter.

4-Interview

Generally two interviews

Sometimes, meetings with future colleagues

It is normal to be asked for information such as the parents' profession and employers.

5-Other requirements

Psychological, intelligence and aptitude tests are used by about 50% of all companies.

Czech Republic 1- PhD studies

Country: Czech Republic

After obtaining the *Maturitní zkouška*, the qualification awarded on completion of secondary education, students enter higher education. Each institution has its own admissions criteria and determines the content of the entrance examination. At the end of university studies students must pass a state examination. Higher Education in the Czech Republic is organised according to the 3 5 8 programme. In the basic disciplines, the first level of Higher Education is the *Bakalář*, abbreviated to Bc, awarded at the end of 3 – 4 years of study after the *Maturitní zkouška*.

The second level corresponds to the *Magistr* obtained 1-3 ans after the *Bakalář* or 4-5 years after the *Maturitní zkouška* in the case of programmes without the *Bakalář*. The degree of those with a *Magistr*, abbreviated Mgr, is in the same field as their first degree.

The third level of Higher Education is the Doctorate. The titre of *Doktor*, abbreviated Ph.D., is awarded on the basis of a state examination and the defence of a thesis showing evidence of original research. The doctorate is obtained at the end of 3 or 4 years of research if the candidate prepares the thesis whilst working at a university, 5 or 6 years if the student is working.

***Bakalář*.** This degree marks the acquisition of a good knowledge of the theoretical basis in the chosen field; it leads either to immediate entry to work, or to further studies. The time needed to prepare for the degree is 3 – 4 years. The programme consists of a state examination which normally includes the defence of a *Bakalář* "dissertation".

***Magistr*.** This programme is intended to permit the acquisition of new knowledge in the subject selected, as well as a good mastery of the fields of application of this discipline. It aims equally to develop an aptitude for creative activity in the chosen subject. The time needed to prepare for the degree is 2-3 years after the *Bakalář* or 4-5 years after the *Maturitní zkouška* in the case of programmes without the *Bakalář*. The programme consists of a state examination which normally includes the defence of a *Magistr* "dissertation".

Doctorate. Doctoral studies are intended to mark the successful acquisition of an aptitude to undertake academic research and to undertake creative activity in the selected field. Doctoral studies are organised on the basis of an individual programme under the direction of a supervisor. The doctorate is awarded on the basis of a state examination and the defence of a thesis (PhD). These attest to the ability to carry out the activities of a researcher in the field covered by the thesis. The thesis must contain original results, and publications (published or accepted for publication). The study programme is validated by a commission of specialists.

Bakalar			Magistr			Doktor		
19	20	21	22	23	24	25	26	27

2- Documentary Sources

2A -organisations

ORGANISATIONS	Web address (or if necessary postal address)	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
Other Organisations offering information and services useful for PhDs but not specific to them						
Studijní poradenská centra ⁽¹⁾ (University Careers Services)		X	X	X	X	X
Ministerstvo školství, mládeže a tělovýchovy (Ministry of Education, Youth and Sports)	http://www.msmt.cz/			X		X
<i>Centrum pro studium vysokého školství</i> (Centre for Higher Education Studies)	http://www.csvs.cz/	X		X		
<i>Akademie věd České republiky</i> (Academy of Sciences of the Czech Republic)	http://www.cas.cz/	X	X	X		
<i>Ministerstvo práce a sociálních věcí</i> (Ministry of Labour and Social Affairs)	http://www.mpsv.cz http://portal.mpsv.cz/sz/politikaza_mest	X		X		X
<i>Úřadů práce</i> (Public Employment Service)	http://portal.mpsv.cz/sz/local	X	X	X	X	X
<i>Agentury práce</i> (Employment Agencies)	http://portal.mpsv.cz/sz/obcane/zpr_prace		X	X	X	
<i>Ministerstvo průmyslu a obchodu</i> (Ministry of Industry and Trade)	http://www.mpo.cz/			X		
<i>Asociace malých a středních podniků a živnostníků</i> (Association of SMEs and Crafts)	http://www.amsp.cz/			X		
<i>Asociace výzkumných organizací</i> (Association of Research Organisations)	http://www.avo.cz/			X		

<i>Svaz průmyslu a dopravy České republiky</i> (Confederation of Industry of the Czech Republic) ²	http://www.spcr.cz/			X		
Web servers						
<i>Výzkum a vývoj</i> (Research and Development in Czech Republic)	http://www.vyzkum.cz/			X		

(1) See Fact Sheet for a list of the universities which have such a service

(2), List of companies in the Czech Republic on this site.

2B PUBLICATIONS

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
Newspapers					
Hospodářské noviny	http://hn.ihned.cz/	X	X		
Lidové Noviny	http://www.lidovsky.centrum.cz	X	X		
Ekonom	http://www.ekonom.cz	X	X		
Prague Post	http://www.praguepost.cz	X	X		
Medea	http://www.medeia.cz		X		
MF Dnes	http://www.idnes.cz	X	X		
Web Servers					
	http://www.jobs.cz	X	X		
	http://www.jobdnes.cz	X	X		
	http://www.kariera.ihned.cz	X	X		
	http://www.prace.cz	X	X		
	http://www.monster.cz	X	X		
	http://www.absolventi.idnes.cz		X	X	
	http://www.cvut.iaeste.cz	X	X	X	
	http://www.uiv.cz				X
	http://www.nuov.cz				X
	http://www.csu.cz				X
	http://www.mpsv.cz				X

2C CAREERS FAIRS

Careers Fairs for example:	Web Address	Placement Service	Information Provider	Careers Advice
<i>Vysoká škola ekonomická v Praze</i> (Economics University, Prague)	http://www.vse.cz	X	X	X
<i>Vysoká škola báňská - Technická univerzita Ostrava</i> (Technical University of Ostrava)	www.vsb.cz	X	X	X

Fact Sheet

Studyjní poradenská centra (University Careers Services)

Country: Czech Republic

Present in almost all the universities

Address

See below for addresses of the universities having this service

Telephone

Fax

Web Server

Brief description of the activity of the services:

The role of these services is to provide help, including psychological support, during the period of study and on entry to the young graduates' first job. For this purpose they collect job offers and pass them on to young graduates and help them with their applications.

Those entitled to use it

University students and young graduates

Publications

No national publications. Local information sheets about the activities of the service.

a) Directories

b) Vacancy Bulletins

c) Statistics

Publication of statistical data at regional level

d) Other useful publications

Organisation of Careers Fairs

Participation in local forums

Other Activities/Information

The services organise information sessions on different professions

Careers Services are found in the following universities:

Univerzita Karlova v Praze (Charles University, Prague)

<http://www.cuni.cz>

Ovocný trh 3-5, 116 36 Praha 1

Tel: 224 491 111,

fax: 224 210 695

České vysoké učení technické v Praze (Czech Technical University in Prague) <http://www.cvut.cz>

Zikova 4, 166 35 Praha 6

Tel: 224 35 1 111,

fax: 233 337 361

České vysoké učení technické v Praze (University of Economics, Prague) <http://www.vse.cz>
nám. W. Churchilla 4, 130 67 Praha 3-Žižkov
Tel: 224 095 111, fax: 224 095 817

Masarykova univerzita v Brně (Masaryk University in Brno) <http://www.muni.cz>
Žerotínovo nám. 9, 601 77 Brno
Tel: 549 491 111, fax: 542 128 300

Vysoké učení technické v Brně (Brno University of Technology) <http://www.vutbr.cz>
Antonínská 1, 601 90 Brno
Tel: 541 14 1 111, fax: 541 211 309

Univerzita Palackého v Olomouci (Palacký University Olomouc) <http://www.upol.cz>
Křížkovského 8, 771 47 Olomouc
tel: 585 631 111 fax: 585 232 035 – 585 222 731

Univerzita Ostrava (University of Ostrava) <http://www.osu.cz>
Dvořákova 7, 701 03 Ostrava
Tel: 596 160 111, fax: 596 118 219

Univerzita Jana Evangelisty Purkyně v Ústí nad Labem
(J.E.Purkyne University) <http://www.ujep.cz>
Hoření 13, 400 96 Ústí nad Labem
Tel: 475 282 111, fax: 472 772 982

Technická Univerzita Ostrava (Technical University of Ostrava) <http://www.vsb.cz>
tř. 17. listopadu 15, 708 33 Ostrava-Poruba
Tel: 596 991 111, fax: 596 918 507

Západočeská Univerzita v Plzni (University of West Bohemia) <http://www.zcu.cz>
Univerzitní 8, 306 14 Plzeň
Tel: 377 631 111, fax: 377 631002

Careers Information on the web:

Vysoká škola chemicko-technologická
(Institute of Chemical Technology, Prague) <http://www.vscht.cz>
Technická 5, 166 28 Praha 6
Tel: 224 351 111, fax: 224 311 082

Centrum pro studium vysokého školství (Centre for Higher Education Studies)

Country Czech Republic

Address U Lužického semináře 13/90, 118 00 Prague 1
Telephone +420 257011311 **Fax** +420 257011323
Web Server <http://www.csvs.cz>

Brief description of the activity of the services:

Created in 1991 by the Ministry of Education, Youth and Sport with the responsibility for obtaining and analysing information on higher education and research policy. It is particularly interested in the policy of the European Union on education and training, as well as in research about the development of higher education in the Czech Republic; it is also interested in comparisons with foreign educational systems and in cooperation with foreign institutions and international organisations. It participates in international and European projects. It is responsible for piloting distance education nationally and for the national centre for the recognition of higher education qualifications.

Those entitled to use it

The universities, students and young university graduates, the Czech Government and especially the Ministry of Education, Youth and Sport.

Publications

The journal AULA published four times a year in Czech, once in English.

Organisation of Conferences:

The organisation of conferences on questions relating to higher education, distance learning, continuing university education and the policy of the European Union on education and training.

Akademie věd České republiky
(Academy of Sciences of the Czech Republic)

Country Czech Republic

Address Národní 3, 117 20 Prague 1

Telephone +420 221 403 111

Fax +420 224 240 512

Web Server <http://www.cas.cz>

Brief description of the activity of the services:

The Academy of Sciences is a public institution for research in all scientific disciplines; it works principally in collaboration with the universities. The Academy organises the activities of 57 research institutions, collaborates with foreign institutions, and manages programmes of national and international research. In collaboration with the universities the Academy supervises doctoral studies and offers jobs for graduates through its institutes.

Those entitled to use it

The universities, students and young graduates, companies

Publications

Numerous journals and publications published by its own publishing house.

Organisation of Conferences:

The organisation of numerous national and international conferences on all scientific disciplines and on research policy.

Ministerstvo práce a sociálních věcí (Ministry of Labour and Social Affairs)

Country Czech Republic

Address Na Poříčním právu 1/376, 128 01 Prague 2

Telephone +420-221921111

Fax +420-224918391

Web Server <http://www.mpsv.cz>,

<http://portal.mpsv.cz/sz/politikazamest>

Brief description of the activity of the services:

Activities about employment are at two levels:

- At national level the Ministry of Employment and Social Affairs produces statistics and analyses of the labour market in the Czech Republic. These statistics and analyses are published on the Ministry's Web Site.
The Web Site (<http://portal.mpsv.cz/sz/politikazamest>) also has situations wanted and job offers as well as opportunities to requalify.
- At regional level, public agencies (Public Employment Services – *Úřadů práce*) spread throughout the country undertake the same work.

Those entitled to use it

Any member of the public looking for employment, particularly students and university graduates.

Publications

The Ministry publishes specific notes as well as periodicals about the employment market.

Úřadů práce **(Public Employment Service)**

Country **Czech Republic**

Address Local offices throughout the country. To contact the one nearest to you, consult the web site.

Téléphone

Fax

Web Server

<http://www.mpsv.cz>

Brief description of the activity of the services:

The local offices are spread throughout the country. They are the organisms for applying government policy in matters of employment at regional level. They inform job seekers about vacancies and possibilities for requalifying. They also produce regional statistics on the labour market.

Those entitled to use it

Any member of the public looking for employment, particularly students and university graduates.

Publications

Statistics on the labour market. It also publishes job offers and situations wanted.

3-Becoming a researcher in a public sector research organisation

Country: Czech Republic

Table 3-1: Main public sector research organisations (List of specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>Akademie věd České republiky</i> (Academy of Sciences of the Czech Republic)	http://www.cas.cz	X	X	X	X	x
<i>Grantová agentura České republiky</i> (Czech Science Foundation)	http://www.gacr.cz	X	X	X	X	X

Table 3-2 Recruitment Methods

Organisation	Level		Recruitment			Recruitment Methods ⁽¹⁾			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Application	Written Tests	Interview	Other
<i>Akademie věd České republiky</i> ⁽²⁾ (Academy of Sciences of the Czech Republic)	Master required Doctorate advised	Post doc advised	Competitions according to need	Yes	Internet	Yes	Yes	Yes	

(1) Recruitment methods depend on the organism and its director

(2) Recruitment as director of research: « vědecký pracovník » ou « výzkumný pracovník »

Country: **Czech Republic**

Table 4-1: Positions open to PhDs in higher education

Title	Status				Content of the job				Recruitment of foreigners ⁽⁴⁾	
	Civil Servant		University employee		Number of hours	Research ⁽²⁾	Examinations ⁽²⁾	Administrative tasks ⁽³⁾	Yes	No
	Perm	Temp	Perm	Temp						
Lecturer <i>lektor</i>				X	X ⁽²⁾	X ⁽²⁾	X ⁽²⁾	X	X	
Assistant <i>asistent</i> ⁽¹⁾				X	X ⁽²⁾	X ⁽²⁾	X ⁽²⁾	X	X	
Senior assistant odborný asistent		X	X		X ⁽²⁾	X ⁽²⁾	X ⁽²⁾	X	X	

(1) *Asistent* most often offered to PhDs; *odborny asistent* quite rarely offered to young PhDs

(2) Depends on the university authorities. Individual decision: the amount of teaching depends on the other research and / or administrative activities proposed.

(3) Very unlikely that administrative responsibilities would be given to foreigners

(4) Easy in theory, more difficult in practice

Table 4-2: Recruitment Methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert ⁽¹⁾	Other	Written Application	Written Tests	Interview	Other
Lecturer <i>lektor</i>	Masters, Doctorate not essential			Yes	Internet	Yes	Yes	Yes	
Assistant <i>asistent</i>	Masters, Doctorate not essential		Occasional competitions	Yes	Internet	Yes	Yes	Yes	
Senior assistant odborný asistent	Doctorate	Publications Research	Occasional competitions	Yes	Internet	Yes	Yes	Yes	

(1) Competitions organised according to needs

5-Recruitment methods in the private sector

Country: Czech Republic

1-Various possibilities

Press

Internet

Public Employment Service

Personal Contacts

Strong Point :

Press advertisements

2- The Curriculum Vitae

- There is no standard model CV
- Chronological order

Give a complete list of qualifications

Give a complete list of degrees (date and where obtained, discipline)

Give details of work experience and the responsibilities undertaken

Give details of research experience, and participation in projects

Give a complete list of *stages*, especially abroad

- Give details of language skills

No referees in the CV

3- Application letter

- Typed
- Short (10 to 20 lines)

4- The Interview

- 2 to 4 interviews
- No questions about religion or politics

5- Other requirements

Psychometric tests

Simulation exercises

Denmark

1-PhD studies

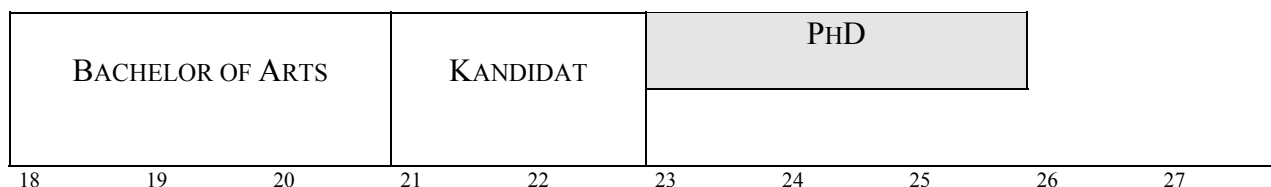
After three years of studies, the student may acquire the *Bachelor of Arts/Science degree*. However most of the students continue their studies for an additional two or three years to get the *Kandidat* (Masters) degree. The PhD degree is awarded after three years' study subsequent to the award of the *kandidat* and involves supervised research work at postgraduate level. There are some differences between disciplines. In natural and technical sciences, students usually continue for a PhD as soon as they have finished their *kandidat* degree: in medicine, arts and humanities, students often have a number of years working before they return to the university to start a PhD.

The *doktor* grade is a senior (research) grade awarded after the submission of (and an oral examination on) a thesis that reflects a high level of specialisation.

Kandidat: degree awarded after a period of studies lasting between five and six years. When ready the student sits the final examination (and typically writes a thesis). Some faculties (sciences) prescribe a detailed syllabus.

PhD degree (*Licentiatus*) granted after that of *kandidat* to students who have undertaken three years' guided research at postgraduate level. The PhD student should typically be integrated in two or more active research groups or networks, preferably spend time abroad, participate in courses corresponding to 6 months study, and carry out an independent research project ending with a PhD thesis. All in all about 13% of those who graduate with a Danish Master degree continue their studies for a PhD. There are some differences between disciplines: within Natural Sciences, Health Sciences, Technology and Agricultural/Veterinary Sciences about 25% of those who graduate with a Masters degree continue for a PhD while only 5% do so in Humanities/Arts and Social Sciences. The number is increasing in general, as a PhD is often a necessity for obtaining a permanent job at universities and other institutions of higher education.

Doktorgrad: highest degree conferred after a variable number of years of study after submission of a thesis. It is rarely awarded outside medicine.



N B

There are important differences between disciplines in the final age for a PhD. In Sciences it is often about 25 (as written in the histogram) while in arts, humanities, medicine people start their PhD after many years of work and get their PhD at a somewhat higher age.

2- Documentary Sources

2A organisations

Country: Denmark

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
<i>Forskerakademiet</i> (Danish Research Academy)	http://www.forsk.dk	X		X		X
Other Organisations offering information and services useful for PhDs but not specific to them						
<i>Arbejdsformidlingen</i> (Public Employment Service)	http://www.af.dk		X	X		
<i>Analyseinstitut for forskning</i> (The Danish Institute for Studies in Research and Research Policy)	http://www.afsk.au.dk	X		X		X
<i>AC Akademikernes Centralorganisation</i> (the Danish Confederation of Professional Associations)	http://www.ac.dk	X		X	X	
<i>Akademikernes Jobservice</i> (Job service for graduates)	http://www.aak-ajs.dk		X	X		
The Danish Association of Masters and PhDs	http://www.magister.dk			X		
<i>DJØF</i> The Association of Danish Lawyers and Economists -	http://www.djoef.dk			X		
The Danish Medical Association	http://www.danish-medical-assoc.org			X		
The Society of Danish Engineers	http://www.ida.dk			X		
<i>Ansatte Arkitekters Råd</i> (Association of architects)	http://www.arch.dk			X		
The Danish Association of Graduates in Economics and Business Administration	http://www.fdcweb.dk			X		
The Danish Veterinary Association	http://www.ddd.dk			X		
<i>Jordbrugsakademikernes Forbund</i> (Danish association of graduates in agricultural sciences)	http://www.jordbrugsakademikerne.dk			X		
<i>Dansk Tandlægeforening</i> (Association of Danish dentists)	http://www.dtf-dk.dk			X		
<i>Rektorkollegiet</i> Danish Rectors Conference	http://www.rks.dk/engindek.htm			X		
<i>RUE</i> National Council for Educational and Vocational Guidance	http://www.r-u-e.dk			X		

1. There are no special career organisations or institutions in Denmark which service Ph.D.s exclusively. At least two points about the job situation for Ph.D.'s in Denmark should be kept in mind. Firstly, a Ph.D is now required by law in order to be able to seek permanent employment at a University or a Danish Government Research Institution. Secondly Ph.D.'s who are looking for employment outside Universities or Government Research Institutions may seek advice from their respective professional associations At present unemployment among PhDs in Denmark is almost non-existent.

2B Publications

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
<i>Move-on: Karrierevejviseren</i>	http://www.move-on.dk/kv	X	X	X	
<i>Studie og Erhverv</i>	http://www.se.dk		X		
Newspapers					
<i>Jyllandsposten</i> (Sunday)	http://www.jp.dk/jobtotal/		X		
<i>Berlingske Tidende</i> (Sunday)	http://www.jobzonen.dk		X		
<i>4 Regional Newspapers</i> (Sunday)	http://www.jobdanmark.dk		X		
<i>Politiken</i> (Wednesday and Sunday)	http://www.poljob.dk		X		
<i>Børsen</i> (Friday)	http://www.borsen.dk/job		X		
Magazines					
<i>Magisterbladet</i>	http://www.magisterbladet.dk/stillinger/stilling.htm		X		
<i>DJØF Bladet</i>	http://djoef.dk/job/index.html		X		
<i>Ingeniøren</i>	http://www.ida.dk/job/default.htm		X		
<i>Ugeskrift for Læger</i>	http://www.dadl.dk/ugeskrift/default.html		X		
<i>Jord og Viden</i>	http://www.jordbrugsakademikerne.dk/artikler.html		X		
<i>Farmaceuten</i>	http://www.pharmaceuten.dk/farmaceuten		X		
<i>Tandlægebladet</i>	http://tandlaegebladet.dk		X		
<i>Psykolog Nyt</i>	http://www.dp.dk		X		
Web only sources					
	http://www.jobbank.dk/scripts/jobbank/index.asp		X		
	http://www.jobmatch.dk		X		
	http://jobworld.dk		X		
	http://www.jobshop.dk		X		
	http://www.jobline.dk		X		
	http://www.jobfinder.dk/netjob/owa/search.form		X		
	http://www.jobindex.dk		X		
	http://www.job.tv2.dk		X		
	http://www.jobavisen.dk		X		

2C Careers fairs

Careers Fairs	Web address (or if necessary postal address)	Placement Service	Information Provider	Careers Advice

Fact sheet

**Forskerakademiet
(Danish Research Academy)**

Country

Denmark

Address

Observatorievejen 3,

DK-8000 Aarhus C

Telephone

+45 87 34 44 54

Fax

+45 87 34 44 53

Web Server

<http://www.forsk.dk>

Brief description of the activity of the organisation

The Danish Research Academy is an institution under the Ministry of Science, Technology and Innovation. The aim and goal is to ensure the highest quality of Danish research training in all disciplines through financial support for a variety of research training activities.

Those entitled to use it

1. To obtain information about research training: anyone.

To apply for funding: researchers and scientists employed at Danish universities and other research institutions (on behalf of foreign scientists).

Publications

Visit the website: <http://www.forsk.dk> , for an up-to-date list.

a) Directories

b) Vacancy Bulletins

c) Statistics

Visit the website <http://www.forsk.dk>

d) Other useful publications

Organisation of Careers Fairs

Other Activities/Information

Fact sheet **Akademikernes Centralorganisation (AC)**
(The Danish Confederation of Professional Associations)

Country **Denmark**

Address **Noerre Voldgade 29, DK-1358 Copenhagen K**
Telephone **+45 33 69 40 40** **Fax** **+45 33 93 85 40**
Web Server **http://www.ac.dk** **E-mail:** **ac@ac.dk**

Brief description of the activity of the organisation

The AC is an umbrella organisation for its member organisations. All professional associations (22 in all) are represented in AC. These organisations supply services to professional and managerial staff who have graduated from universities and other higher education establishments. According to AC's statutes its purpose are to "safeguard the common interests of its member organisations within economic, social, cultural, scientific and educational areas as well as within other areas influencing the conditions of its members".

The AC negotiates collective agreements and other agreements with public and private sector employers, but it functions on the explicit authority of its individual member organisations. Educational qualifications determine which of the 22 AC member organisations a graduate can join. In the individual place of work, employees representing different AC member organisations often cooperate on trade union issues, and they may elect one shop steward to represent all AC members.

Those entitled to use it

Professional and managerial staff graduated from universities and other higher educational establishments.

Publications

a) Directories

b) Vacancy Bulletins

c) Statistics

Statistics on employment and wages

d) Other useful publications

"Akademikerne"

Organisation of Careers Fairs

Other Activities/Information

Fact sheet

Analyseinstitut for forskning **The Danish Institute for Studies in Research and Research Policy**

Country **Denmark**

Address **Finlandsgade 4, DK-8200 Aarhus N**
Telephone **+45 89 42 23 94** **Fax** **+45 89 42 23 99**
Web Server <http://www.afsk.au.dk>
E-mail afsk@afsk.au.dk

Brief description of the activity of the organisation

The Danish Institute for Studies in Research and Research Policy is a government research institute under the Danish Ministry of Research. The Institute was set up for the purpose of strengthening, through its own research and analysis, the foundations of the research advisory system and the basis for research policy decisions. The Institute is responsible for carrying out both basic research and long-term competence-building, together with more practical-oriented analyses and investigations.

Those entitled to use it:

Publications

Publications published by The Danish Institute for Studies in Research and Research Policy. You can order a printed copy from the Institute or download the electronic documents from its reference link: <http://www.afsk.au.dk>

Statistics

By arrangement with the Ministry for Research, the Institute also compiles bi-annual statistics on research and development. Research statistics are only published every other year. See the reference link <http://www.afsk.au.dk>

Other useful publications

Organisation of Careers Fairs

Other Activities/Information

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Denmark

Table 3-1: Main public sector research organisations (List of specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Science s
<i>FORSK forskningsstyrelsen</i> (Danish Research Agency)	http://www.forsk.dk	X	X	X	X	X
<i>SHF Statens Humanistiske Forskningsrad</i> (The Danish Research Council for the Humanities)	http://www.forsk.dk/shf				X	
<i>STVF Statens Teknisk-videnskabelige Forskningsrad</i> (The Danish Technical Research Council)	http://www.forsk.dk/stvf	X				
<i>SNF Statens Naturvidenskabelige Forkningsrad</i> (The Danish Natural Science Research Council)	http://www.forsk.dk/snf		X			
<i>SSVF Sundhedsvidenskabelige Forkningsrad</i> (The Danish Medical Research Council Statens)	http://www.forsk.dk/ssvf			X		
<i>SJVF Statens Jordbrugs-og Veterinaer-videnskabelige Forkningsrad</i> (The Danish Agricultural and Veterinary Research Council)	http://www.forsk.dk/sjvf		X			
<i>SSF Statens Samfundsvidenskabelige Forkningsrad</i> (The Danish Social Science Research Council)	http://www.forsk.dk/ssf/					X

Table 3-2: Recruitment Methods

A Ph.D degree is now required by law in order to be able to seek **permanent** employment (as a scientist and/or teacher) at a University or a Danish Government Research Institution. Advertising of vacant positions is decentralised: professional magazines published weekly, bi-weekly or monthly, newspapers, university newspapers, job databases on the Internet etc. are used. The recruitment methods are typically a written application followed by an interview. Some private institutions use written tests for some positions.

4-Teaching in universities

Country: Denmark

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Position	Status ⁽¹⁾				Content of the job			Recruitment of foreigners		
	Civil servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Adjunkt</i>				X	50% of the activity	X	X	X	X ⁽⁶⁾	
<i>Lektor</i>			X		variable	X	X	X	X ⁽⁶⁾	

(1) Status of permanent (Perm) or temporary employee (Temp)

(2) The number of hours of teaching per week is left to the discretion of the university authorities according to the needs of the department.

(3) The amount of time for research is not known.

(4) Involvement in examinations: setting examinations, marking, oral examinations.

(5) Administrative tasks: registration of students, book purchasing policy, laboratory management.

(6) The recruitment of foreigners is possible, but its frequency depends on the local situation.

Table 4-2: Recruitment methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert ⁽¹⁾	Other	Written Application	Written Tests	Interview	Other
<i>Adjunkt</i>	Doctoraat	X ⁽²⁾		X ⁽¹⁾	Advertisement by the faculty	X			
<i>Lektor</i>	Doctoraat	X ⁽²⁾		X ⁽¹⁾	Advertisement by the faculty	X			

(1) In the *Danish Journal of the Academic Organisation (AC)*

(2) It is essential to have teaching experience and desirable to have published scientific articles and taken part in conferences. A postdoc is not necessary but a period abroad whilst studying for the PhD is essential.

5-Recruitment methods in the private sector

Country: Denmark

1-Various possibilities

Job advertisements
Speculative applications
Personal contacts
Trade unions

Strong point

Important role of trade unions (See table 2 and fact sheet AC and FIRST)

2-Curriculum vitae

Typed (1 to 1½ page)
Short and neat
Chronological order
Marks obtained at examinations must be detailed
Mention of extracurricular activities must be made; this point is very important
Give references at the end of the CV

3- Application letter

Typed
One page and a half maximum
The style must be formal
The letter should be adapted to the company and, in the case of a job advertisement, to the job offered
It must show how the qualification and educational profile is of value to the company.

4- Interview

Two or three interviews.
Questions regarding private life are common, as are questions concerning work experience and results.
Photocopies of CV, diplomas, and certificates may be asked for.

5-Other requirements

Psychological tests for 50 to 60% of the companies

Finland

1-PhD studies

The main stage leads to the higher academic degree *Maisteri*. (*Lisensiaatti* in Medicine). The number of credits required for these degrees varies from 160 to 240 credits (one credit is awarded for 40 hours of work and it is equivalent to 1.5 ECTS credits) It normally takes at least five or six years of full-time study to complete a higher academic degree. The actual study times are often longer. The lower academic degree, *kandidaatti*, is awarded in some degree programmes. It is equivalent to a bachelor's degree (120 credits, 180 ECTS credits). The degree basically consists of compulsory studies for the three first years of each line, which are mostly basic and subject studies. The degree can also include a B.Sc. Thesis.

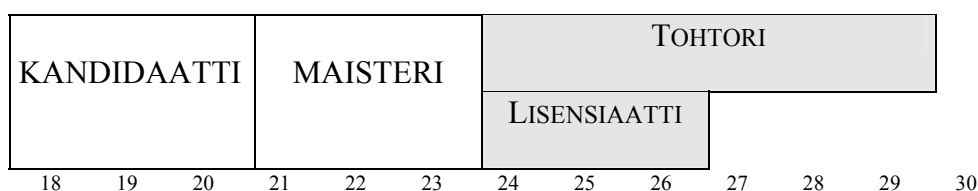
There are two postgraduates degree: the *lisensiaatti* and the *tohtori* degree. The research for and the preparation of a substantial thesis are essential parts of the studies for both degrees. The doctoral thesis is published and must be defended in a public debate.

At present, the *lisensiaatti* is no longer a prerequisite for obtaining the *tohtori*. It is possible for a full time student to complete a *lisensiaatti* in two or three years, and a *tohtori* in four years, but in practice, the time spent is often much longer. No time limit is set.

Maisteri: most common name for the holder of a higher academic degree. It is equivalent to a masters degree. Five to six years are required to complete that degree.

Lisensiaatti: the lower of the two postgraduates degrees. It normally requires a minimum of 40 credits in major and minor subjects and the preparation of a substantial thesis. It is technically possible to take this degree in 2 to 3 years of full-time studies. Recently there has been a suggestion to change the *lisensiaatti* degree to a qualification of a more professional nature.

Tohtori: the higher of the two postgraduates degrees and the highest degree awarded. The requirements for the *tohtori* include submission of a doctoral thesis which is published and must be defended in a public debate. It is technically possible to take this degree in 4 years. The *lisensiaatti* is not required to prepare the *tohtori*.



2- Documentary sources

2A -organisations

Country: Finland

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
Other Organisations offering information and services useful for PhDs but not specific to them						
Academic Career Services in Finland	http://www.aarresaari.net/indexie.htm	X	X	X	X	X
Labour Administration / Employment Offices	http://www.mol.fi		X	X	X	X
<i>Suomen Akatemia</i> (Academy of Finland)	http://www.aka.fi/eng/akatemia.htm			X		
AKAVA-the Confederation of Unions for Academic Professionals in Finland (+ AKAVA's 32 affiliates)	http://www.akava.fi			X		X

2 B Publications

PUBLICATIONS	Web address (or if necessary postal address)	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
Newspapers and Magazines					
<i>Helsingin Sanomat</i>	http://www.helsinginsanomat.fi/oikotie		X		
<i>Kauppalehti</i>	http://www.kauppalehti.fi		X		
<i>Yliopisto</i>	http://www.helsinki.fi/lehdet/yolehti/		X		
<i>Talouselämä</i> (General Business)	http://www.talentum.fi/talouselama		X		
<i>Tekniikka ja talous</i> (Technology Business)	http://www.tekniikkatalous.fi/		X		
Other specific Servers					
Labour Administration/Database of vacancies	http://www.mol.fi/	X	X		

2C Careers fairs

Careers Fairs	Web address (or if necessary postal address)	Placement Service	Information Provider	Careers Advice
Contact Forum Days (in Universities),	http://www.aarresaari.net/indexie.htm	X	X	X
Thematic Fairs / Days (in Universities)	http://www.aarresaari.net/indexie.htm	X	X	X

Country**Finland****Web Server**<http://www.aarresaari.net/indexie.htm>**Brief Description**

Academic career services operate in all Finnish universities and institutions of higher education. Together they form a nation-wide network, offering its services to students, graduates and employers alike. This national co-operation is based on an agreement signed by the Universities. All the units function along similar lines, but they are independent entities and therefore there is variation in the services and activities that the different units offer.

The task of the career services is to act as bridge-builders and to promote interaction between employers and academic graduates seeking employment. The services' main target groups are university students, graduates or graduating academic jobseekers as well as academic departments and different employers.

Publications**(a) Employment Directories.**

Each university produces information on potential employers on the basis of the type and location of the university. This information is available in information rooms and on websites. No published directories.

(b) Vacancy Bulletins

Information concerning open vacancies are mainly distributed in an electronic form; mailing lists for students, career service web pages and newsgroups, national website of Academic Career Services. No published bulletins.

(c) Statistics

Each University produces information on the destinations of recent graduates as well statistical information on academic employment trends. Sometimes the information is published in special reports or in newsletters of the career services unit.

Career Fairs

Universities organize local career fairs or thematic days on their campuses

Other Information/Activities

Career service activities include

- Individual and group guidance
- Training, thematic days, informational sessions
- Information services
- Employer liaison and placement

Career services work in cooperation with government employment offices.

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Finland

Table 3-1: Main public research organisations (list of specialisms)

Organisation	Web	Maths; Physical Sci;Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
Universities	http://www.minedu.fi/minedu/education/universities.html	X	X	X	X	X
<i>SA Suomen Akatemia</i> ⁽¹⁾ (Academy of Finland)	http://www.aka.fi	X	X		X	X
<i>STV Suomen Tiedeakatemia Valtuuskunta</i> ⁽¹⁾ (Delegation of the Finnish Academy-Science and Letters)	http://www.helsinki.fi/science/deleg	X	X	X	X	X
Other Public research organizations ⁽²⁾						
<i>VTT</i> Technical Research Center of Finland	http://www.vtt.fi	X				
<i>ETLA</i> Research Institute of the Finnish Economy	http://www.etla.fi/english					X
<i>METLA</i> Finnish Forest Research Institute	http://www.metla.fi		X			
<i>STAKES</i> National Research and Development Centre for Welfare and Health	http://www.stakes.fi			X		
<i>GTK</i> Geological Survey of Finland	http://www.gsf.fi		X			
Finnish Meteorological Institute	http://www.fmi.fi		X			
<i>FEI</i> Finnish Environment Institute	http://www.vyh.fi/eng/syke/syke.htm		X			
<i>FIMR</i> Finnish Institute of Marine Research	http://www2.fimr.fi/	X	X	X		
Finnish Geodetic Institute	http://www.fgi.fi/	X	X			
<i>VATT</i> Government Institute for Economic Research	http://www.vatt.fi/	X				X
<i>MTT</i> Agrifood Research Finland	http://www.mtt.fi/	X	X			
<i>KTL</i> National Public Health Institute	http://www.ktl.fi/	X		X		X
Finnish Institute of Occupational Health	http://www.occuphealth.fi/e/	X		X	X	X
Finnish Game and Fisheries Research Institute	http://www.rktl.fi/	X				
Radiation and Nuclear Safety Authority of Finland	http://www.stuk.fi	X		X		

The Academy of Finland (*Suomen Akatemia*) and the *Suomen Tiedeakatemia Valtuuskunta* (Delegation of the Finnish Academy-Science and Letters) are listed as public sector research organisations. These however are not actual research organizations and therefore are not continuously recruiting graduates and PhD's. For example the Academy of Finland is an expert organization on research funding. The Academy seeks to enhance the quality and reputation of Finnish basic research by research funding allocated on a competitive basis, by systematic evaluation and by influencing science policy. The Academy operates within the administrative sector of the Ministry of Education. A lot of the research work funded by SA is done in the Universities.

See next page for details on these organisations

Additional information about public sector research organisations in Finland

VTT

<http://www.vtt.fi>

The Technical Research Centre of Finland, is an impartial expert organization that carries out technical and techno-economic research and development work. VTT develops technologies both to improve the competitiveness of companies and the basic infrastructure of society, and to foster the creation of new businesses.

The Research Institute of the Finnish Economy, ETLA,

<http://www.etla.fi/english>

This institute carries out research on economics, business and social policy as well as making economic forecasts. ETLA's activities facilitate financial and economic policy decision making in the organisations sponsoring the Institute, Finnish companies and the entire economy.

The Finnish Forest Research Institute (METLA)

<http://www.metla.fi>

This institute is an independent research organisation under the Ministry of Agriculture and Forestry. It produces research-based information for decision-makers, forest industries and practical forestry, as well as for the public at large.

STAKES

<http://www.stakes.fi>

The National Research and Development Centre for Welfare and Health is committed to safeguarding the future of social welfare and health, to enhancing the health and social well-being of the nation and to promoting social welfare and health services that are of a high quality and cost-effective for all citizens alike.

The Geological Survey of Finland (GTK)

<http://www.gsf.fi>

GTK is a modern research centre that provides consultancy services and basic geological information essential for assessment of raw materials, nature conservation, environmental studies, construction, land use planning and for new applications, such as medical geology. Providing society with relevant and comprehensive geoscientific information and related data services is also an essential part of GTK's operational activities.

The Finnish Meteorological Institute

<http://www.fmi.fi>

This institute is a research and service agency under the Ministry of Transport and Communications. The main objective of the FMI is to provide the Finnish nation with the best possible information about the atmosphere above and around Finland, for ensuring public safety relating to atmospheric and airborne hazards and for satisfying requirements for specialised meteorological products.

The Finnish Environment Institute (FEI)

<http://www.vyh.fi>

FEI is the national environmental research and development centre of the environmental administration. Research and development in the FEI deals with changes in the environment, cause and effect relationships, means of resolving environmental problems and effects of policy measures. It is the national environmental information centre and it provides expert services and takes care of certain national and international statutory tasks.

Finnish Institute of Marine Research (FIMR)

<http://www2.fimr.fi>

The Finnish Institute of Marine Research (FIMR) is a research institute under the Ministry of Transport and Communications Finland. It generates information on the sea sciences for the benefit of decision-makers and practical needs. The Finnish Institute of Marine Research pursues research in marine physics, biology and chemistry. The main research objects are the Baltic Sea and other polar seas.

Finnish Geodetic Institute (FGI)

<http://www.fgi.fi>

The Finnish Geodetic Institute is a mapping research institute functioning under the Ministry of Agriculture and Forestry. Its main task is to take care of geodetic, astronomic and gravimetric basic measurements for the mapping of Finland and the attachment thereof to international coordinate systems, and practice scientific research in the fields of geodesy, geosciences associated with it, photogrammetry, remote sensing, navigation, cartography and geoinformatics.

- **Government Institute for Economic Research (VATT)**

<http://www.vatt.fi>

The Government Institute for Economic Research (VATT) is an applied economic research unit producing research data in support of economic policy decisions and discussion of alternative courses of action.

VATT also studies the impact of planned and agreed policy measures on national economic structures, public finances, households and companies, competitiveness and long-term development.

Agrifood Research Finland (MTT)

<http://www.mtt.fi>

MTT Agrifood Research Finland is an expert body operating under the Finnish Ministry of Agriculture and Forestry. It produces and disseminates scientific research information and develops and promotes the transfer of new technology for the agriculture and food sector as a whole. The research, which covers the fields of biology, technology and agricultural economics, promotes the competitiveness of the food industry, the quality of the production environment and the rural environment in general, the vitality of rural areas and their interaction with urban areas, and the welfare of consumers.

- **National Public Health Institute (KTL)**

<http://www.ktl.fi>

KTL researches, monitors and promotes the health of the Finns. KTL is responsible as a government research body for ensuring that authorities, specialists and citizens have the best achievable new knowledge within their reach.

- **Finnish Institute of Occupational Health (FIOH)**

<http://www.fioh.fi>

The Finnish Institute of Occupational Health is a research and advisory institute whose main tasks are research, training of occupational health and safety professionals, provision of advisory services, and dissemination of information. Altogether 10 disciplines related to occupational health and safety are covered by the Institute. The Institute has a total of 850 employees. The Central Institute and six Regional Institutes provide services for the whole country.

Finnish Game and Fisheries Research Institute (RKTL)

<http://www.rktl.fi>

The Finnish Game and Fisheries Research Institute produces scientific and high-quality data about fisheries, game and reindeer for sustainable use of natural resources, and helps to maintain biodiversity through research and aquaculture.

Radiation and Nuclear Safety Authority of Finland (STUK)

<http://www.stuk.fi>

STUK, Radiation and Nuclear Safety Authority of Finland represents the Finnish safety authority that sets the regulations for the use of radiation and nuclear energy and ensures that they are followed. STUK is also an expert institute that carries out research on radiation and its effects, determines risks caused by radiation and monitors the radiation safety of the Finnish environment.

3-2-Recruitment in those organisations

Recruitment normally follows the procedure in Table 3-2

- Vacancies are advertised (in magazines, newspapers, on the web)
- Written application + interviews.
- Tests are sometimes included.

There are no special routes for PhDs. They are recruited like other graduates and these research organisations recruit PhDs as well those with other academic degrees. It is possible to make a proposal to start your own research project and apply for funding from the research organisations or from the Academy of Finland.

PhDs graduated from Finnish universities work in their own university or in some other universities in Finland, in public research organisations (list above) or in health care (hospitals etc.). A growing number of PhDs are recruited by the private sector organizations.

Table 3-2: Recruitment Methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
All	<i>Maisteri, Lisensiaatti, Tohtori</i>			X		X	X(sometimes)	X	X ⁽¹⁾

⁽¹⁾List of Publications, referee's statement and/or portfolio can be asked for

4-Teaching in Universities

Country: Finland

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Position	Status ⁽¹⁾				Content of the job				Recruitment of foreigners	
	Civil servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Professori</i>			X		140	X	X	X	X ⁽⁸⁾	
<i>Lehtori</i>			X		X ⁽⁷⁾		X		X ⁽⁸⁾	
<i>Assistentti</i>				X	200 à 400	X	X	X	X ⁽⁸⁾	
<i>Yliassistentti</i>				X	200 à 400	X ⁽⁶⁾	X	X	X ⁽⁸⁾	

Status of permanent (Perm) or temporary employee (Temp)

Number of hours of teaching per year

Amount of time for research.

Involvement in examinations: setting examinations, marking, oral examinations

Administrative tasks: registration of students, book purchasing policy, laboratory management.

If the *Yliassistentti* is a doctor, he or she will have to help to supervise PhD students.

Lecturers are only required to teach. There are two categories of lecturers: Lecturers First class have to teach 392 hours a year; Lecturers Second class, for 448 hours

Recruitment is open to all nationalities and no work permit is required for EU citizens. Generally, ability to teach in Finnish and Swedish is required.

Table 4-2: Recruitment Methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>Professori</i>	<i>Tohtori</i>			X		X		X	X ^(1,2)
<i>Lehtori</i>				X		X			X ⁽²⁾
<i>Assistentti</i>	<i>Maisteri</i>	Generally, <i>Tohtori</i>		X		X			
<i>Yliassistentti</i>	<i>Tohtori</i>			X		X			

1. List of publications, referee's statement (a minimum of two referees will be appointed by the Faculty Committee), a possible sample portfolio,

2. Candidates must demonstrate their teaching skills by submitting to the test of a public lecture

5-Recruitment methods in the private sector

Country: Finland

1-Variou possibilities

Job advertisement

Speculative applications

Personal contacts

Student associations

2-Curriculum vitae

Typed

Short (1 to 2 pages)

Concrete

Reverse-chronological order

Precise education and work experience

References and photocopies of certificates are not enclosed if not specifically required.

3-Application letter

Typed, one page max

It must show the strong points of the application with respect to the job offered.

4-Interview

It plays an important role for being employed in the company.

A first interview often takes place with a recruitment consultant

Emphasis is placed on the relationship qualities of the candidate.

5-Other requirements

Psychological tests, when a recruitment consultant is involved

France

1- PhD studies

In France, University Higher Education is organised in years. Each year is completed when the student has achieved 60 ECTS. A student who has completed the first three years obtains the *licence* degree (180 ECTS). Five completed years of study confers the degree of *master* (300 ECTS); the final year of study for the *Master* is a year of specialisation which leads either to immediate entry to work (*Master Professionnel*) or to research careers (*Master Recherche*). These final years of study are the responsibility of the *Ecoles doctorales* which group together several *Masters Recherche* in a single discipline or in a number of disciplines. There are also various intermediate qualifications: the *Diplôme d'études universitaires générales (DEUG)* (two years of university studies – 120 ECTS) and the *Maîtrise* (four years – 240 ECTS).

Master Recherche: Access to the second year of the *Master Recherche* is selective; it is granted by the director of the *Ecole Doctorale* on the advice of the person responsible for the course. Students studying for a *Master Recherche* follow courses in theory, attend research seminars and work for about half the academic year in a research laboratory of the university. Students in the engineering *Grandes Ecoles* who want to continue their studies and to obtain training by research rather than to enter work directly can study for the *Master Recherche* during their last year of engineering studies.

Doctorat: After obtaining the *Master Recherche*, the student can be admitted to study for a *Doctorat* which can be obtained at the end of 3 years (sometimes 4). The candidate must present a thesis based on personal research; this work must be an original contribution to the subject. The candidate must produce a written thesis as well as making an oral presentation.

The holder of a *Doctorat*, engaged in a programme of research (especially if working in public sector research) can apply for the *habilitation à diriger les recherches*, a diploma awarded to PhDs who have demonstrated their capacity to undertake high-level research and to direct young researchers.

Habilitation à diriger les recherches: A diploma awarded to candidates who have shown their ability to undertake high-level research in an important academic field. In general candidates for this diploma have been engaged in research in universities or public sector research institutions for between three and five years. They must submit a thesis and present their research activity in an oral examination. Candidates for a post as a university professor are obliged to have obtained the *habilitation à diriger les recherches*.

LICENCE	MASTER RECHERCHE	DOCTORAT	HABILITATION
18 19 20	21 22	23 24 25	26 27 28

NB:

1-The system described here will progressively replace the former structure: DEUG (2 years), Licence (1 year), maîtrise (1 year), DEA or DESS (1 year).

2- There exist in France a system called « Cotutelle » which allows PhD students to prepare their PhD in two laboratories in turn, one in France, the other abroad and to obtain both qualifications. Information should be obtained from the academic authorities of the university before starting the PhD

2- Documentary sources

2A- Organisations

ORGANISATIONS	Web Address	Detailed fact sheet	Placement Service	Information Provider	Careers advice	Statistics
Organisations offering information and services specifically for PhDs						
<i>ABG Association Bernard Gregory</i>	http://www.abg.asso.fr	X	X	X	X	X
Other Organisations offering information and services useful for PhDs but not specific to them						
<i>MJENR Ministère de la Jeunesse, de l'Education Nationale et de la Recherche</i> (Ministry of Youth, National Education and Research)	http://www.education.gouv.fr		X	X		X
<i>Ministère des Affaires Sociales, du Travail et de la Solidarité</i> (Ministry of Social Affairs, Labour and Solidarity)	http://www.travail.gouv.fr			X		X
<i>Secrétariat d'état chargé des P.M.E. du commerce, de l'artisanat</i> (Ministerial Department responsible for SMEs, Business and Crafts)	http://www.pme-commerce-artisanat.gouv.fr			X		X
<i>ANPE Agence Nationale pour l'Emploi</i> (Public Employment Agency)	http://www.anpe.fr	X	X	X	X	X
<i>APEC Association pour l'Emploi des Cadres</i> (Association for the employment of executives)	http://www.apec.asso.fr	X	X	X	X	X
<i>APECITA Association pour l'emploi des cadres Ingénieurs et Techniciens de l'Agriculture</i> (Association for the employment of Engineers and Technicians in Agriculture)	http://www.apecita.com	X	X	X	X	
<i>CIDJ Centre Information Documentation Jeunesse</i> (Information, Documentation centre for young people)	http://www.cidj.asso.fr			X	X	
<i>ONISEP Office National d'Information sur les Etudes et les Professions</i> (National Office for Information on Studies and Professions)	http://www.onisep.fr			X	X	X
<i>Cité des Métiers</i>	http://www.cite-sciences.fr			X	X	

2A- Organisations (Continued)

ORGANISATIONS	Web Address	Detailed fact sheet	Placement Service	Information Provider	Careers advice	Statistics
<i>CEREQ Centre d'Etudes et de Recherche sur les Qualifications</i> (Centre for study and research into qualifications)	http://www.cereq.fr					X
<i>SCUIO Services Communs Universitaires d'Information et d'Orientation</i> (University information and guidance services)	Available in all the Universities (sometimes include an employment service) Addresses of the universities on the MJENR server	X	X	X	X	
<i>Services "Emploi" des Universités</i> (Employment Services in Universities)	Available in certain Universities Addresses of the universities on the MJENR server	X	X	X	X	
<i>CGPME Confédération Générale des Petites et Moyennes Entreprises</i> (Association for SMEs)	http://www.cgpme.com			X		
<i>SFC Société Française de Chimie</i> (The French Chemical Society)	http://www.sfc.fr		X	X	X	
<i>Société des Neurosciences</i> (Neurosciences Society)	http://www.neurosci.bordeaux.inserm.fr/socneuro			X		

2B- Publications

	Web address	Placement Service	Information Provider	Careers advice	Statistics
Directories					
<i>KOMPASS</i>	http://www.kompass.fr		X		
<i>GO</i> (Guide to career opportunities)	http://www.e-go.fr		X	X	
			X		
Newspapers and Magazines					
<i>Courrier Cadres</i> (Published by APEC)	http://www.apec.asso.fr	X	X	X	X
<i>Formation par la recherche</i> (Published by ABG)	http://www.abg.asso.fr		X	X	X
<i>L'Etudiant</i> (Monthly)	http://www.letudiant.fr		X		
<i>L'Expansion</i> (Weekly)	http://www.expansion.em.fr	X	X		

2B- Publications (Continued)

	Web address	Placement Service	Information Provider	Careers advice	Statistics
Newspapers and Magazines					
<i>L'Express</i> (Weekly)	http://www.lexpress.fr	X	X		
<i>L'Usine Nouvelle</i>	http://www.usinenouvelle.com	X	X		
<i>Le Figaro</i> (Monday, Tuesday)	http://www.lefigaro.fr	X	X		
<i>Le Monde</i> (Monday, Tuesday)	http://www.lemonde.fr	X	X		
<i>Le Nouvel Observateur</i> (Weekly)	http://www.nouvelobs.com	X	X		
<i>La Recherche</i> (Monthly)	http://www.larecherche.fr	X	X		
<i>Tribune Verte</i> (Published by APECITA)	http://www.apecita.com	X	X	X	X
Other specific servers					
ANPE Internationale- OMI	http://www.emploi-international.org	X	X	X	
Cadres on line (gathers offers published in other media)	http://www.cadresonline.com	X	X	X	
Amicale des professionnels du recrutement (apr)	http://www.apr-job.com		X	X	
Cadremploi	http://www.cadremploi.fr	X	X	X	
Jobsesame	http://www.jobsesame.com	X			
Cybersearch	http://www.cybersearch.fr	X	X		
Monster	http://www.monster.fr	X	X	X	
Stepstone	http://www.stepstone.fr	X	X	X	

2C- Careers fairs

	Web address	Placement Service	Information Provider	Careers advice
Salons de l'Etudiant	http://www.letudiant.fr	X	X	X
Salons des Universités et Grandes Ecoles	Programme published every year in l'Usine Nouvelle http://www.usinenouvelle.com	X	X	X
Salons Professionnels	Programme published every year in l'Usine Nouvelle http://www.usinenouvelle.com	X	X	X
Career fairs	Informations on the ABG website: http://www.abg.asso.fr			

Fact Sheet

Association Bernard Gregory (ABG)

Country France

Address 239 rue Saint Martin 75003 Paris

Tel 33 1 42 74 27 40

Fax: 33 1 42 74 18 03

Web Server <http://www.abg.asso.fr>

Email

Brief description of the activity of the organisation

Created in 1980, the mission of the Association Bernard Gregory is to promote training through research to the non-academic world and to help young PhDs of all disciplines to find jobs in companies.

In order to advise and help young PhDs looking for employment, the ABG is supported by a network of about a hundred local partner services, principally in France, but also in the United Kingdom, Belgium, the USA and Japan.

Databases of CVs and job offers and useful information for young PhDs are available on the ABG's website.

The ABG is currently extending its network to other European countries.

Those entitled to use it

Young PhDs or post docs looking for a first permanent job who have registered their CV after contacting a local ABG partner service within six years of completing their PhD.

Publications *Formation par la recherche* (quarterly)

(a) Directories

(b) Vacancy Bulletins

A weekly vacancy bulletin is available on line on the website. Information about the timetable for competitions for posts in the public sector in France is also published regularly during the season for competitions.

(c) Statistics

Each year the ABG publishes statistics about the career destinations of young PhDs registered with the ABG.

(d) Other Useful information

"De la Thèse à l'Emploi" (From PhD to employment)

Organisation of Careers Fairs

The ABG organises information sessions and sessions on awareness about employment in universities and research centres.

The ABG takes part in many forums and conferences organised for or by PhD students or graduates.

Other Activities/Information

In France, the ABG has initiated the "*Doctoriales*[®]", seminars preparing for employment aimed at PhD students and it also pilots the project entitled "*Nouveau Chapitre de la thèse*" which aims to help PhD students to add value to the skills which they have gained through their research. A project entitled "AMEDEE" has as its aim helping the mobility of young PhDs in Europe through the creation of a platform to bring together PhDs and employers.

Fact Sheet

**Service emploi des universités
(University employment service)**

Country France

Address In some universities (information about these services given by the SCUIO)

Telephone Fax

Web server

Email

Brief description of the activity of the organisation.

The employment service, in a university, helps young graduates look for their first employment. For this purpose, it collects job offers, diffuses them to young graduates and follows their applications. In addition, it gathers documentation on professions.

Those entitled to use it

Young university graduates. Foreign students are welcome

Publications

No national issue. Locally, they publish information sheets about their activities

a) Directories

b) Vacancy Bulletin

c) Statistics

d) Other useful publications

Organisation of careers fairs

They participate in local career fairs and seminars on special topics

Other activities / information

This service organises information meetings concerning professions, offers workshops aiming at helping employment research (CVs, application letters, interviews)

Fact Sheet

Service Commun Universitaire d'Information et d'Oriention (SCUIO) (University information and guidance services)

Country France

Address Such a service exists in every French university. A list of addresses of these services is available on the web site of the Ministry for Youth, National Education and Research: <http://www.education.gouv.fr>

Telephone **Fax**

Web server

Email

Brief description of the activity of the organisation

In each university, the SCUIO receives students, provides them with information concerning studies and careers and help them with their entry to work. In many universities the service is responsible for the university careers service. Moreover, it collects statistics concerning entry to work of students registered at the university. Documentation concerning training, in France and abroad, and professions is available in these services.

Those entitled to use it

Anyone (students, young graduates, foreign students and graduates) are welcome.

Publications

No national issue. Locally, these services publish information papers concerning their activities.

a) Directories

b) Vacancy Bulletin

c) Statistics

d) Other useful publications

Organisation of careers fairs

Participation in many local and regional careers fairs. Information days in universities, " *L'Etudiant* " careers fair.

Other activities / information

In each university, the SCUIO organise information meetings about studies, employment and professions, offers workshops to help to state clearly the students' professional plans and help to look for jobs (CVs, application letters, preparation for the interview).

Fact Sheet

Association pour l'Emploi des Cadres (APEC) (Association for the employment of executives)

Country France

Address 51 Boulevard Brune 75014 PARIS

Telephone Fax

Web server <http://www.apec.asso.fr>

Email

Brief description of the activity of the organisation

APEC is an executive employment agency which helps businesses to recruit young graduates for their first job or staff members for a continuation of their career. For this purpose, this association acts as a counsellor in recruitment. It also monitors executive staff employment in France.

Those entitled to use it

Young graduates having studied in universities for at least four years or qualified executives, French or citizens of another European country.

Publications

“*Courrier Cadres*” (weekly)

a) Directories

“*Fonctions*” sheets, available at APEC. It is possible to consult them on the APEC website.

b) Vacancy Bulletin

Job offers are published every week in “*Courrier Cadres*”. It is possible to consult them on the APEC website.

c) Statistics

Every year, APEC publishes statistics about employment according to French regions and sectors of activity.

d) Other useful publications

Organisation of careers fairs

Other activities / information

Young graduates who wish to use the services offered by APEC must have registered in the year which follows their final graduation.

Fact Sheet

Agence Nationale Pour l'Emploi (ANPE) (Public Employment Agency)

Country France

Address ANPE is organised in regional agencies. Contact the nearest ANPE agency
(Addresses on the website: <http://www.anpe.fr>)

Telephone

Fax

Web server <http://www.anpe.fr>

Email

Brief description of the activity of the organisation

ANPE is the French employment agency concerned with assistance for anyone looking for a job. In its local agencies, ANPE offers documentation, personalised guidance and publishes job offers.

Those entitled to use it

Any job-seeker whatever their education level. No nationality restriction.

Publications:

No national issue. Job offers and addresses of the ANPE regional agencies are published on the website. Young graduates can publish their CVs on that website.

- a) **Directories**
- b) **Vacancy Bulletin**
- c) **Statistics**
- d) **Other useful publications**

Organisation of careers fairs

Other activities / information

Fact Sheet

Association pour l'Emploi des Cadres Ingénieurs et Techniciens en Agriculture (APECITA)

(Association for the Employment of Engineers and Technicians in Agriculture)

Country **France**

Address **1 Rue Cardinal Mercier 75009 Paris**
Telephone +33 1 44 53 20 20 **Fax** +33 1 45 26 20 80
Web server <http://www.apecita.com>

Brief description of the activity of the organisation

- Placement of jobseekers having studied or having work experience (professional training or PhD) in agriculture, agro-food or environment.
- Educational and professional guidance in those fields.
- Information on education and job prospect in those fields.

Those entitled to use it

Anyone having studied or worked in those fields, from the professional certificate to PhD

Publications

a) Directories

“ Orientation et débouchés en agriculture, agroalimentaire et environnement ”
“ Choisir sa formation continue en agriculture, agroalimentaire et environnement ”

b) Vacancy Bulletin

“ Tribune Verte ” (twice a week), subscribe.

c) Statistics

“ Tendances de l'emploi en agriculture, agroalimentaire et environnement ”
“ L'emploi dans les régions en agriculture, agroalimentaire et environnement ”

d) Other useful publications

“ Guide pour trouver un emploi ”
“ 10 étapes pour recruter ”

Organisation of careers fairs

With other professional organisations, APECITA participates in professional fairs (Urbavert, Space, sitevinitech) or in general exhibitions (Salon de l'Agriculture)

Other activities / information

Contract agreement with ANPE for employment (1970) and with ANPE (1981), AFIJ (1998), ABG (1994).

International. Partnerships aimed at diffusing international APECITA offers in the specialised press (*“ fonctions internationales ”* or non-specialised press *“ Rebondir ”*).

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: France

There are many public sector research organisations: in some of them, (National Centre for Scientific Research - CNRS for instance), all specialisms are represented. Some other institutions, like the National Institute for Medical Sciences (INSERM), are more specialised. Research funding for these organisations is mainly governmental. Researchers working in those organisations generally have long term contracts as civil servants or employees of their institution.

Their aims, administrative organisation and recruitment methods differ. They can be classified as:

- The scientific and technical public organisations (EPST), linked to one or several ministries, are state organisations. Some of them cover all specialisms; others specialise in a particular scientific field. Researchers appointed to those organisations are civil servants. Although these organisations have their own research centres and laboratories, many members do their scientific work in other laboratories or institutes (for instance, in other public research organisations or in university laboratories). Recruitment to these organisations is organised every year as a competitive examination. The recruitment method and the number of vacancies are decided each year, by arrangement with the responsible Ministry(ies). The list of vacant posts is available from the Directorate of each organisation and is published on their web sites. Recruitment boards are created in each organisation. Candidates must prove scientific skills above the PhD level. A postdoc, preferably in a foreign country, is almost compulsory. Candidates must also, when they apply, have published in international journals (at least 2 or 3 publications) and have attended international congresses. Applications are examined by admissions boards composed of researchers from the institution. Candidates must provide a written application involving a summary of their thesis research, their subsequent research work and a proposal for a project with a research group of the institution. Consequently, before application, it is advisable to contact at least one laboratory in order to arrange that research project. After examination of the applications, the recruitment board invites the selected candidates to an interview. There they must present their scientific activities and research proposal.
- The industrial and commercial public organisations (EPIC) are also linked to ministries. They are always specialised in a particular scientific field. New vacancies and renewal of the staff are discussed in the executive committee. Then the organisation starts the admission procedure. There is no particular period for recruitment. Vacancies are published in the general and specialised press. Candidates must then apply for the position by sending their cv and application letter. They are then invited to one or more interviews.

The administrative organisations (EPA). Many organisations belong to this group; only the names of the most important in terms of the number of new researchers recruited each year are included here. Those organisations often have their own research centres and researchers working in those laboratories can be paid by the organisation, by an EPST or by some EPIC. Recruitment to these EPA can vary considerably. For some of them, the competitive examination follows the same procedure as for recruitment by a university. For others the procedure is the same as for the EPIC. Candidates must inquire about the recruitment procedure. Because the number of vacancies is smaller in the EPA than in the EPST or EPIC, they have not been included in Table 3-2.

Finally, some non profit organisations or professional organisations sometimes recruit PhD researchers. Because of the limited number of opportunities offered, no details are included in Tables 3-1 and 3-2.

Table 3-1. Main public sector research organisations (all specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
Etablissements Publics Scientifiques et Techniques (EPST)						
<i>CEMAGREF Centre du Machinisme Agricole du Génie Rural des Eaux et Forêts</i> (Agricultural and Environmental Engineering Research Centre)	http://www.cemagref.fr		X			
<i>CNRS Centre National de la Recherche Scientifique</i> (National Centre for Scientific Research)	http://www.cnrs.fr	X	X	X	X	X
<i>INED Institut National d'études Démographiques</i> (National Institute for Demographic Research)	http://www.ined.fr				X	X
<i>INRA Institut National de la Recherche Agronomique</i> (National Institute for Agronomic Research)	http://www.inra.fr		X			
<i>INRETS Institut National de Recherche sur les Transports et leur Sécurité</i> (National Institute for Transport and Safety Research)	http://www.inrets.fr	X				
<i>INRIA Institut National de Recherches en Informatique et Automatique</i> (National Institute for Computer Research and Control)	http://www.inria.fr	X				
<i>INSERM Institut National de la Santé et de la Recherche Médicale</i> (National Institute of Health and Medical Research)	http://www.inserm.fr			X		

Table 3-1. Main public sector research organisations (Continued)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
Etablissements Publics Scientifiques et Techniques (EPST)		X				
<i>IRD Institut de Recherche pour le Développement</i> (Institute for Research into Overseas Development)	http://www.orstom.fr	X	X			
<i>LCPC Laboratoire Central des Ponts et Chaussées</i> (Central Laboratory for Roads and Bridges)	http://www.lcpc.fr	X				
Etablissements Publics à caractère Industriels et Commercial (EPIC) *						
<i>ADEME Agence de l'environnement et de la maîtrise de l'énergie</i> (Agency for Environment and Energy Management)	http://www.ademe.fr	X				X
<i>BRGM Bureau de Recherches Géologiques et Minières</i> (Geoscience Scientific and Technological Centre)	http://www.brgm.fr		X			
<i>CEA Commissariat à l'Energie Atomique</i> (Atomic Energy Authority)	http://www.cea.fr	X	X			
<i>CIRAD Centre International de Recherches Agronomique et de Développement</i> (International Research Centre for Tropical Agronomy)	http://www.cirad.fr		X			
<i>CNES Centre National d'Etudes Spatiales</i> (National Centre for Space Research)	http://www.cnes.fr	X	X			
<i>CNET Centre National d'Etudes des Télécommunications</i> (National Centre for Telecommunications Research)	http://www.cnet.fr	X				

Table 3-1. Main public sector research organisations (Continued)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
Etablissements Publics à caractère Industriels et Commercial (EPIC) *						
<i>IFP Institut Français du Pétrole</i> (French Petroleum Institute)		X				
<i>IFREMER Institut Français de REcherche sur la Mer</i> (French Research Institute for Exploitation of the Sea)	http://www.ifremer.fr		X			
<i>INERIS Institut National de l'Environnement Industriel et des Risques</i> (National Institute for Research in Environmental Safety)	http://www.ineris.fr	X				
<i>ONERA Office National d'études et de Recherches Aérospatiales</i> (French Aeronautic and Space Research Centre)	http://www.onera.fr	X				
Etablissements publics à caractère administratif (EPA) *						
<i>Collège de France</i>	http://www.college-de-France.fr	X	X	X	X	X
<i>Institut Curie</i>	http://www.curie.fr		X	X		
<i>Institut Gustave Roussy</i>	http://www.igr.fr		X	X		
<i>Institut National de Recherches Pédagogiques (INRP)</i> (National Institute for Educational Research)	http://www.inrp.fr				X	X
<i>Institut Pasteur</i>	http://www.pasteur.fr		X	X		
<i>Museum National d'Histoire Naturelle (MNHN)</i> (National Museum of Natural History)	http://www.mnhn.fr		X			
<i>Maison des Sciences de l'Homme (MSH)</i> (Foundation for Human and Social Sciences)	http://www.msh-paris.fr				X	X

* Non exhaustive list

Table 3-2 Recruitment methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
EPST									
<i>CEMAGREF</i>	PhD	Postdoctoral experience/ publications/ attending Congresses	List of vacancies published by the head of each organisation			Written application including abstract of the thesis, abstracts of further work and of research plans		Oral presentation of the thesis work and of further scientific work and of research plans	Contact with laboratories and research institutes
<i>CNRS</i>									
<i>INED</i>									
<i>INRA</i>									
<i>INRETS</i>									
<i>INRIA</i>									
<i>INSERM</i>									
<i>IRD</i>									
<i>LCPC</i>									
EPIC									
<i>ADEME</i>	PhD (sometimes Engineer)		Recruitment according to need	Advertisement in press and specialised press		Application: cv and application letter		Interview	Before application, contact the organisation
<i>BRGM</i>									
<i>CEA</i>									
<i>CIRAD</i>									
<i>CNES</i>									
<i>CNET</i>									
<i>IFP</i>									
<i>IFREMER</i>									
<i>INERIS</i>									
<i>ONERA</i>									

The EPST

These organisations have, in the context of their specialism, the following tasks:

- To contribute to training for and through research
- To contribute to applying and exploiting their research
- To publish and spread the results of research, developing scientific information and propagating scientific knowledge, preferably using the French language
- To analyse the situation of scientific research in a national and international context

CEMAGREF Centre National du Machinisme Agricole, du Génie Rural, des Eaux et Forêts (Agricultural and Environmental Engineering Research Centre)

CEMAGREF is a public agricultural and engineering research institute whose work focuses on sustainable development in non-urban areas. It contributes to the conservation and acceptable management of land and water systems, the growth of economic activity on a sustainable basis, and the prevention of associated risks.

Besides advancing fundamental knowledge, CEMAGREF makes its diagnostic and control methods available, designs negotiation and management tools, develops innovative technology and supports public and private enterprise with its skills and experience.

CNRS Centre National de la Recherche Scientifique (National Centre for Scientific Research)

The CNRS is a public basic-research organisation that defines its mission as producing knowledge and making it available to society. The 1300 CNRS service and research units, organised in seven departments, are spread throughout the country and cover all fields of research in all major disciplines.

The CNRS strives to develop collaboration between specialists from different fields of expertise. These interdisciplinary programmes and actions offer a gateway into new domains of scientific investigation and enable the CNRS to address the needs of society and industry.

INED. Institut National d'Etudes Démographique (National Institute for Demographic Research)

INED, on its own initiative or when asked by the authorities, studies populations from all point of view in France and abroad. It contributes to the development of demographic science and take part in training in the field of its expertise.

INRA Institut National de la Recherche Agronomique (National Institute for Agronomic Research)

INRA is a national public scientific and technological establishment under the joint authority of the Ministries of Research and Agriculture.

INRA has a threefold mission to:

- Guarantee consumers high-quality food
- Ensure that agricultural and agro-food companies are competitive
- Contribute to the development of farming and crops and sustainable management of natural resources.

INRETS. Institut National de Recherche sur les Transports et leur Sécurité (National Institute for Transport and Safety research)

INRETS has the following tasks:

- To organise, execute and assess technological research and development concerned with the improvement of the means and systems of transport and of traffic from technical, economic and social viewpoints.
- To carry out evaluative and advisory studies within these domains.

- To promote the results of these research and study programmes, to contribute to the dissemination of scientific knowledge, and participate in training by and for transport research both in France and abroad.

INRIA. Institut National de Recherche en Informatique et en Automatique
(National Institute for Computer Research and Control)

The main missions of INRIA are

- To produce experimental systems
- To organise international scientific exchange
- To ensure the transfer and dissemination of knowledge and expertise
- To contribute to the effective implementation of research findings, to co-operative development and training programmes
- To carry out scientific evaluations.

INSERM Institut National de la Santé et de la Recherche Médicale
(National Institute of Health and Medical Research)

INSERM contributes to a better knowledge of human health. Its field of activity ranges from basic biology to health science; INSERM is thus concerned with all medical, clinical and applied medical science issues. In each of its spheres of activity, INSERM maintains high level ethical requirements. Its mission is to improve medical knowledge and to shorten the time allowed between the results of researches and their transmission to national and international partners so that the patients profit by them.

IRD Institut de Recherches pour le Développement
(Institute for Research into Overseas Development)

This organisation undertakes research intended to contribute to the sustainable development of southern countries, in particular in the intertropical zone. Its research, undertaken in partnership with French higher education and scientific institutions and partners from the South, concerns the environment, living resources and social and health sciences. The institute offers its capacities of expertise to governments, local authorities and public and private international organisations.

LCPC Laboratoire Central des Ponts et Chaussées
(Central Laboratory for Roads and Bridges)

LCPC is a state research organisation working for national and local authorities in partnership with professionals involved in civil engineering, transport, urban engineering and the environment. LCPC's internal structure reflects its technical fields of interest. In its field of competence, this organisation directs, programmes and evaluates research and develops technical centres related to equipment. It runs the "Ponts et chaussées" interlaboratory regional committee. In the context of its scientific information policy, it ensures the diffusion of statutory standards.

4- Teaching in Universities

Country: France

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Title	Status ⁽¹⁾				Content of the job			Recruitment of foreigners		
	Civil servant		University employee		Number of hours of teaching ⁽²⁾	Research ⁽³⁾	Examination ⁽⁴⁾	Administrative tasks ⁽⁵⁾	yes	no
	Perm	Temp	Perm	Temp						
<i>Attaché Temporaire d'Enseignement et de Recherche (ATER)</i>				X	192	50%	X		X	
<i>Maître de Conférence</i>	X				192	50%	X	X	X ⁽⁶⁾	

Status of permanent (Perm) or temporary employee (Temp)

Number of hours of teaching per year

Amount of time for research

(1) Involvement in examinations: setting examinations, marking, oral examinations

(2) Administrative tasks: registration of students, book purchasing policy, laboratory management.

(3) Foreigners having studied in France are recruited like French graduates. Foreigners who have studied in a foreign country are rarely recruited.

Table 4-2: Recruitment methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert ⁽¹⁾	Other	Written Application	Written Tests	Interview	Other
<i>ATER</i>	Be preparing a doctoral thesis	X ⁽³⁾			X ⁽⁵⁾	X ⁽⁷⁾			
<i>Maître de Conférences</i>	Doctorate	X ⁽²⁾	X ⁽⁴⁾	X		X ⁽⁶⁾		X ⁽⁶⁾	

(1) Job advertisements are seldom published in the press.

In practice candidates for these jobs have carried out scientific research for 4 to 5 years (preparation of their thesis + postdoctoral training or ATER), are the authors of 4 to 5 publications, have communicated at several scientific congresses. Usually, they have teaching experience (about 100 hours). The National Council of Universities (*Conseil National des Universités*) must, in addition, have declared that they are qualified to teach in French universities as a “*Maître de conférence*”. The National Council of Universities comprises committees in each specialism (about twenty members who are teaching in French universities). These committees meet once a year and examine the applications for the qualification.

In practice the candidates for these jobs have carried out scientific research for 2 to 3 years, are the authors of 2 to 3 publications/communications. Some of them have taught for a few hours.

(4) The list of posts is published each year in the *Journal Officiel de la République Française* during the first three months of the calendar year. The list of vacant posts in each university can be consulted on their web site.

The list of vacancies is declared by the authorities of the university which will recruit. (Contact the teaching staff office in each university in March).

In each university the application documents of qualified candidates are examined by a committee of specialists (*Commission de spécialistes*) comprising about twenty members teaching in the specialism, generally in the university. The best applicants are invited to an interview. The committee draws up the final list which is communicated by the administration senate of the university to the Ministry.

(6) In each university, the applications of the qualified candidates are examined by a committee of specialists (about twenty people who teach the discipline, most often from within the university). The best of the applicants (about ten) are invited to an interview. The Committee agrees a rank order which is communicated by the Executive Committee of the university to the Ministry. It is the Minister who makes the nominations.

(7) The candidates’ application documents are examined by the committees of specialists described in (6) which manage the recruitment of ATERs.

5-Recruitment methods in the private sector

Country: France

1-Various possibilities

Job advertisement

Speculative applications

SCUIO, “ careers services ” in universities or Association Bernard Gregory (ABG) (see fact sheets).

Strong point

Presence of Association Bernard Gregory, for recruitment of young PhDs (see fact sheet ABG)

2-Curriculum vitae

Typed

2 pages maximum

The main topics (personal details, skills, work experience, education) must appear on the first page.

It is important to demonstrate scientific and technical skills.

Under the paragraph “Additional skills”, emphasise from your experiences those that will be useful during your professional activity (management of associations, leadership, responsibility for cultural activities)

Include other skills: foreign languages (indicate level of proficiency) and computing.

3-Application letter

Typed

One page maximum

It must demonstrate the candidate’s motivation and that he/she meets the job’s requirements

It must show that the candidate knows the company he/she is writing to.

4-Interview

Their number can vary, never less than two.

The candidate must be able to introduce him or herself, to present briefly the education he/she has received. The presentation must be clear, concise and easy to understand.

Different types of interview exist. They are generally individual; sometimes there are group interviews.

Some interviews or part of them, can be the simulation of a professional situation.

Sometimes, especially for positions in international companies, all or part of the interview can be in a foreign language (often English).

Candidates should ask questions about the job, the company.

5-Other requirements

Candidates may be subjected to psychometric tests.

Graphology is sometimes used

Psychologic tests are sometimes used.

Germany

PhD studies

At a German university, students can either study for one of the first degrees: *diplom* or *magister artium*, or take a state examination: *staatsexamen*. For a doctorate the student must normally have completed one of the first degrees.

The state examination is taken for subjects in which the graduates take up a career in the German civil service (e.g. teachers, judges) or in state supervised professions (e.g. physicians, lawyers, pharmacists). The examination requirements are oriented towards the needs of the relevant professions. The examination committee comprises members of state examinations offices as well as academic staff of the university.

Academic examinations are administrated by the institutions themselves. They include in particular, *diplom* examinations, *magister* examinations and *doktor* examinations. Eight to fourteen semesters after the end of secondary education, and after passing one of the degrees listed above, *staatsprüfung*, *diplom*, or *magister*, students can be admitted to prepare for a *doctorate (promotion)*. This presumes that the student has achieved above average results in the first-degree studies programme. The qualification is awarded on the basis of an independently researched thesis - two to four years are usually required after the acquisition of a first degree - and on the basis of an oral examination.

Diplom: The science, engineering, social science and economics courses lead to a *diplom*. This generally requires eight semesters study in one subject and the prescribed requirements as laid down in the study regulations. The *diplom* is gained through the presentation of an extensive, independent dissertation (*diplomarbeit*) and written and oral examination.

Magister: The first degree in the humanities is the *magister artium*. This constitutes a professional qualification. In contrast to the final examination for the *diplom*, the *magister* examination must be taken in two main subjects or in one main subject and two minor subjects. The regulations for examinations differ from subject to subject and from university to university. However, an academic dissertation and oral examinations are always required. It is academically equivalent to a *diplom* degree without being related to a single professional field.

Promotion: Procedure for obtaining a doctor's degree which is awarded on the basis of a thesis and an oral examination. Two to four years are necessary to obtain the *doktor* degree (usually four).

Doctor: In principle it is possible to take a doctorate in any subject offered at a German university. Taking a doctorate in Germany means engagement in research: the findings are then presented in the thesis. A doctoral thesis is an independent, written presentation which covers new academic or scientific ground. A doctoral candidate is only responsible for himself/herself. There is no course schedule to bind or support. The candidate will be able to attend colloquia for doctoral candidates at which research findings can be presented for discussion.

Apart from submitting the doctoral thesis on the topic taken for the main subject, the candidate must also take an oral examination known as the *rigorosum* in the main subject and in any relevant minor subject before the doctorate can be conferred.

Habilitation: Qualification necessary as a rule for appointment to a university professorship. The procedure for acquiring the *habilitation* includes the defence of a thesis and a public lecture.

DIPLOM / MAGISTER STAATSPRÜFUNG				PROMOTION (DOKTOR)				HABILITATION				
19	20	21	22	23	24	25	26	27	28	29	30	31

2- Documentary Sources

2A -organisations

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
THESIS e.V.	http://www.thesis.de	X	X	X	X	X
Other Organisations offering information and services useful for PhDs but not specific to them						
<i>Bundesanstalt für Arbeit</i> (Public Employment Service)	www.arbeitsamt.de	X	X	X	X	X
<i>ZAV Zentralstelle für Arbeitsvermittlung</i> ⁽¹⁾ (International Agency of the Public Employment Services)	www.arbeitsamt.de	X	X	X	X	X
<i>Bundesvereinigung der Deutschen Arbeitgeberverbände</i> (Association of german employers)	http://www.bda-online.de			X		X
<i>Deutscher Gewerkschaftsbund</i> (German Trade Unions)	http://www.dgb.de			X		X
<i>Deutscher Beamtenbund</i> (German Civil servants trade Unions)	http://www.dbb.de			X		X
<i>Bundesverband der Freien Berufe</i> (Association of independant workers)	http://www.bfb.de			X		X
<i>Bundesaerztekammer</i> (Order of Architects)	http://www.bak.de			X		X

(1) Website of the *Bundesanstalt für Arbeit: / Vermittlung / International vermittlung*

2B -Publications

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
THESIS e.V.	http://www.thesis.de		X		
Karriere-Führer	http://www.karrierefuehrer.de		X		
Newspapers and Magazines					
Frankfurter Allgemeine Zeitung	http://www.faz.de		X		
Süddeutsche Zeitung	http://www.sueddeutsche.com		X		
Frankfurter Rundschau	http://www.frankfurter-rundschau.de		X		
Die Welt (Editions –weekend)	http://www.diewelt.de		X		
Absolventenzeitung	http://www.az-online.de		X		
Akademiker online	http://www.akademiker-online.de		X		
Berufsstart Aktuell	http://www.berufsstart.de		X		
Forum Jobline	http://www.form-jobline.de		X		
Karriereführer	http://www.karrierefuehrer.de		X		
Die Zeit (weekly)	http://www.diezeit.de		X		
Wirtschaftswoche – Sonderheft Studium und Beruf	http://www.wiwo.de/wwkarriere		X		
Other specific Servers					
Computer woche	http://www.computerwoche.de	X	X		
jobware	http://www.jobware.de	X	X		

2C -Careers fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice
Bonding Studenteninitiative e.V.	http://www.bonding.de		X	X
German Career Service	http://www.karriere-service.de		X	X
Future Contact	http://www.futurecontact.de		X	X

Fact sheet**Thesis e.V.****Country** **Germany****Address**
Telephone**Fax****Web Server** <http://www.thesis.de>**Brief description of the activity of the organisation**

Thesis is an association of PhD students which has created a forum for communication between PhD students of all disciplines. It offers its members the following services:

annual membership list of PhD students, production of a monthly journal, organisation of a seminar each year, a permanent forum for discussion on the internet, surveys of companies about the possibilities of employment for graduates and publication of the results.

Those entitled to use it

PhD students (all specialisms)

Publications**a) Directories****Vacancy Bulletins****c) Statistics****d) Other useful publications****Organisation of Careers Fairs****Other Activities/Information**

Thesis is a member of “ Postgraduates International Net “ (<http://www.pi-net.org>)

Fact sheet

Bundesanstalt für arbeit (Public Employment Service)

Country Germany

Name of the Organisation Bundesanstalt für arbeit

Address

Regional agencies
(addresses of the regional agencies on the website. See “ regionales ”)

Telephone

Fax

Web Server

<http://www.arbeitsamt.de>

Brief description of the activity of the organisation

This is the public organisation responsible for employment. It gives information, publishes job offers and demands for employment, as well as advice on the preparation of a CV and letters of application. It offers special services for young graduates. Statistics are prepared and published by region on its website.

Those entitled to use it

All job seekers, any activity

Publications

Merkblätter

Materiales (Monthly paper edited by the research centre IAB

<http://www.iab.de>)

Directories

Vacancy Bulletins

c) **Statistics** Regional publications

d) **Other useful publication**

Organisation of Careers Fairs

Other Activities/Information

On the website, link with ZAV (Vermittlung internationale)

Fact sheet

Zentralstelle für Arbeitsvermittlung (ZAV)
(International Agency of the Public Employment Service)

Country **Germany**

Address **Villemomblerstr.76** **53123 Bonn**

Telephone

Fax

Web Server

<http://www.arbeitsamt.de>

This organisation is located on the website of the Bundesanstalt für Arbeit: Vermittlung; International vermittlung

Brief description of the activity of the organisation

It is the part of the BfA, responsible for employment. Because of its co-operation with other European countries, notably through the EURES network, it is useful both to foreign graduates wanting to work in Germany and to Germans seeking international mobility, both within and outside the European Union. 26 offices, divided by activity sector, offer information and advice. The ZAV publishes vacancies (the ais section of its website) and gathers applications (sis section of its website). Details of applicants are published free in the review *Markt + Chance*.

Those entitled to use it

Mainly graduates from other countries

Publications

Documents about employment in the world

a) Directories

b) Vacancy Bulletins *Markt + Chance* (weekly report)

c) Statistics

d) Other useful publications

Organisation of Careers Fairs

Other Activities/Information

Country **Germany**

Address

Telephone

Fax

Web Server

<http://www.karrierefuehrer.de>

Brief description of the activity of the organisation

It consists of a server providing a great deal of information about employment and professions in Germany and abroad. The site contains descriptions of companies as well as their recruitment criteria. Information is given on studies in different countries (Europe and outside Europe), summer schools and career days. The review *Karriere führer* gives information about publications on employment.

Those entitled to use it

Graduates looking for a job

Publications

Karriere führer produces regular editions as well as special numbers

a) **Directories**

b) **Vacancy Bulletins**

c) **Statistics**

d) **Other useful publications**

Organisation of Careers Fairs

This organisation publishes the times and dates of careers fairs in Germany and possibly in Europe.

Other Activities/Information

There are links to other German sites concerning employment from the *Karriere führer* website: <http://www.careertime.de> and <http://www.jobfinder.de>

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Germany

Table 3-1 Main public sector research organisations (all specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>Deutsche Forschungsgemeinschaft (DFG)</i> (German Agency for research)	http://www.dfg.de	X	X	X	X	X
<i>Hermann von Helmholtz - Gemeinschaft Deutscher Forschungszentren (HGF)</i> (Hermann von Helmholtz Association of National research centres)	http://www.helmholtz.de	X	X	X		X
<i>Konferenz der deutschen Akademien der Wissenschaften</i> (German Scientific Academies Conference)	http://www.akademienunion.de	X	X	X	X	X
<i>Max Planck Gesellschaft (MPG)</i> ⁽¹⁾ (Max Planck Institute)	http://www.mpg.de	X	X	X	X	X
<i>Fraunhofer Gesellschaft (FhG)</i> ⁽¹⁾ (Fraunhofer Association)	http://www.fhg.de	X				

(1) These organisations consist of groups of institutes; those institutes grouped together within the MPG carry out fundamental research, those in the FhG, applied research

Table 3-2: Recruitment methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
DFG ^(1/2)									Those organisations do not recruit researchers directly
HGF ⁽²⁾									
Akademion. ⁽²⁾									
MPG ⁽²⁾									
FhG ⁽²⁾									

1 The DFG finances research projects for teams or individual researchers. As regards employment, it doesn't offer posts as either researcher or technician, but only research grants (about 100 grants a year reserved for Germans).

2. In general, these organisations only offer financial support for research projects proposed by universities. There is a formal procedure for the award of these grants. Because of the diversity of criteria and of awarding procedures, it is advisable to consult the website of each of these organisations.

4-Teaching in universities

Country: **Germany**

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

The title of *Wissenschaftliche/r Mitarbeiter/in* is applied to numerous different posts and functions which have in common the provision of university services (teaching, research, etc).

Because of the German federal system, methods of recruitment can vary greatly from one *land* to another. National arrangements do not exist in Germany, only a general structure to which particular procedures have to conform.

In order to find out about different rules, it is necessary to be informed both about federal law and about the laws in force in each *land*.

Positions	Status ⁽¹⁾				Content of the job				Recruitment of foreigners	
	Civil servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Wissenschaftliche/r und kuenstlerische/r Mitarbeiter/-in</i>		X		X	If teaching, 4 to 8 hours	Not always	If teaching yes	Sometimes	X ⁽⁶⁾	
<i>Wissenschaftliche/r kuenstlerische/r Assistent/-in</i>	X		X		4 hours	X	X	X	X ⁽⁶⁾	
<i>Hochschuldozent/-in</i>	X		X		6 hours	X	X	X	X ⁽⁶⁾	
<i>Junior Professor</i>				X ⁽⁷⁾	4 to 8 hours	X	X	X	X ⁽⁶⁾	

Status of permanent (Perm) or temporary employee (Temp)

Number of hours of teaching per week

Amount of time for research.

Involvement in examinations: setting examinations, marking, oral examinations

Administrative tasks: registration of students, book purchasing policy, laboratory management.

Recruitment is possible if the applicant comes from a European Community country and if he or she has an excellent knowledge of German.

Nominated for 6 years non renewable

Table 4-2: Recruitment Methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>Wissenschaftliche/r und kuenstlerische/r Mitarbeiter/-in</i>	Doctorate not compulsory			X ⁽¹⁾	X ⁽²⁾	X ⁽³⁾		X ⁽³⁾	
<i>Wissenschaftliche/r kuenstlerische/r Assistent/-in</i>	Doctorate	X ⁽⁵⁾		X ⁽¹⁾	X ⁽²⁾	X ⁽³⁾		X ⁽³⁾	
<i>Hochschuldozent/-in</i>	Equivalent to Professor	X ⁽⁵⁾		X ⁽⁴⁾	X ⁽²⁾	X ⁽³⁾		X	
<i>Junior Professor</i>	Doctorate	International Mobility		X ⁽⁴⁾	X ⁽²⁾	X ⁽³⁾		X	

1 Publication of vacancies in the press is not obligatory; however, it is possible to find throughout the year vacancies in the following journals: *Die Zeit / Deutsche Universität Zeitung (DUZ), Die Woche* as well as in certain national and regional journals.

Exceptionnally, the Free University of Berlin publishes vacancies: Write to : Free University of Berlin / Praesident / Kaiserwerther Str. 14-16 / 14195 Berlin

Normally 50-100 candidates apply for each post. 8-10 are invited to interview. The appointment of the person to be recruited is made after the interview.

In this case, publication of the post is obligatory.

Candidates have usually published a number of scientific articles (a variable number according to the level of the post), participated in conferences and seminars. Teaching experience is necessary.

Non renewable; Nominated for 6 years

5-Recruitment methods in the private sector

Country: Germany

1-Various possibilities

Job advertisement

Speculative applications

Student associations

Recruitment consultants

Strong point

Increasing amount of jobs through recruitment consultants

2- Curriculum vitae

Typed

2 pages maximum

Dated and signed at the bottom left, with a colour photo.

Mention the name and profession of parents

Complete description of schooling (primary and secondary included). The school marks, the specialisations must be described. It must include the topic, the title and the length of any dissertation

The CV must not include any chronological gap

The CV must provide information about work experience.

It must include knowledge of foreign languages. Indicate the level of proficiency.

Extra curricular activities such as membership of students' organisations, sport, cultural, even political activities must also be described

3- Application letter

Typed

One page maximum

Short and professional

It should mention the desired salary

It must describe the motivation for an application to a certain company and a certain position (or in the case of a job advertisement, for the position described in the job offer).

It must show the match between the candidate profile and the job description.

Interview

Generally, two interviews: one of them with the personnel department, the other one with function management.

The candidate must be accurate, concise and sincere.

Questions are strictly professional.

From the first interview, salary indications can be discussed.

The recruiter would appreciate managerial and initiative qualities, language skills, a clear vision of the objectives and a sense of mobility.

Other requirements

The complete written application must be sent to the company. It includes the individual letter of application, the CV with a photocopy of all relevant certificates (study grades, school leaving certificates, work experience, possibly language certificates)

Psychological tests are sometimes used by employers. Graphology is not used

For large companies, recruitment is done through assessment centers

Greece

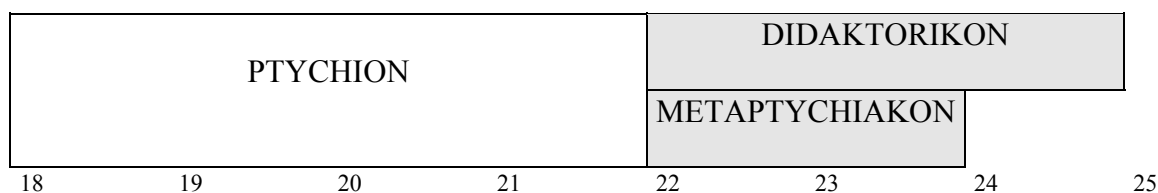
1- PhD studies

The first stage of higher education lasts 4 years. The universities (*AEI*) award a degree called the *Ptychion*. At postgraduate level after two or more years, students can get either the *Metaptychiakon*: or the *Didaktorikon* (doctorate).

Ptychion: qualification of higher education, conferred after studies varying between four, five or six years. Usually, it is 4 years. The organisation of studies depends strongly on the department. Attendance at courses is not compulsory for every department. Examinations every semester determine promotion to the following course. The number of subjects for those partial examinations depends on the department; it can be four, five, six or even seven (note that five subjects in all are generally examined). The final exam for the *ptychion* is, in most departments, in eight subjects in which candidates take a written paper and sometimes an oral examination. Practical examinations are set in sciences.

Metaptychiakon: this degree is obtained two years after *ptychion*. Attendance at courses is compulsory and candidates have also to present a thesis successfully. The courses and the bibliography are often in English.

Didaktorikon: degree from higher education conferred in certain faculties after three (or more) years' study beyond the *ptychion*. It is obtained after the successful presentation and defence of a thesis.



2- Documentary Sources

2A organisations

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
Other Organisations offering information and services useful for PhDs but not specific to them						
Ministry of National Education and Religious Affairs	http://www.ypepth.gr			X		
Ministry of Labour & Social Affairs	http://www.ypergka.gr			X		
University Career Services (List in French only)	http://www.oaed.gr/fr/bureaux.htm	X	X	X	X	
<i>EIE</i> National Employment Institute ⁽¹⁾	http://www.eie.gr	X	X	X	X	
<i>OAED</i> Employment Services labour offices ⁽¹⁾	http://www.oaed.gr	X	X	X	X	
<i>ICAP</i> Hellas ⁽²⁾	http://www.icap.gr	X	X	X	X	
Federation of Greek Industries ⁽³⁾	http://www.fgi.org.gr			X		
Union of Greek Chambers of Commerce ⁽³⁾	http://www.uhcci.gr			X		
Research pages for equal opportunities	http://www.kethi.gr					X
National Statistical Service of Greece	http://www.statistics.gr					X

(1) Public services

(2) Private association whose aim is to help firms in their recruitment (CV databases, jobs offers, headhunters)

(3) Employers' associations

2B Publications

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
<i>Ekonomikos Tachidromos</i> , Athens	http://oikonomikos.dolnet.gr		X		
Newspapers and Magazines					
<i>Express</i> , Athens (except Monday)	http://www.express.gr		X		
<i>Kathimerini</i> , Athens (daily)	http://www.kathimeri.gr		X		
<i>Ta Nea "Careers"</i> Athens (Monday)	http://www.to-nea.dolnet.gr		X		
<i>To Vima</i> , Athens (Saturday)	http://www.tovima.dolnet.gr		X		
Other specific Servers					

2C Careers fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice

Fact Sheet

University Career Offices

Country Greece

Address Exist in 19 Universities and 15 TEIs
(addresses of these organisations on the OAED website – in French only)

Telephone

Fax

Web Server (Hosted on the OAED website) <http://www.oaed.gr/fr/bureaux.htm>

Brief description of the activity of the organisation

The Careers Offices are services of the Greek universities and TEIs. They serve students and graduates of these institutions. The objective of these offices is, through personal advice, to help students and graduates to plan their future careers and to find a job that corresponds to the knowledge gained from their studies. Through them the students have a better understanding of the needs of Greek employers for scientific and technical personnel as well as of trends in the labour market, and business organisations have a better appreciation of the skills of graduates from the universities and the TEIs.

Those entitled to use it

Students and graduates of the universities and the TEIs.

Publications

- a) Directories
- b) Vacancy Bulletins
- c) Statistics
- d) Other Useful Publications

Organisation of Careers Fairs

No

Other Activities/Information

Have advertisements for posts available and for posts sought in public service

Factsheet**EIE
(National Employment Institute)****Country** Greece**Address** Kosti Palama Street N° 6-8, Ano Patesia, 11141 ATHENS 3**Telephone** + 30 1 2120700**Fax** + 30 1 2285122**Web Server**<http://www.eie.org.gr>**Brief description of the activity of the organisation**

The National Employment Institute is an organisation which brings together the professional bodies, the unions and the ministries concerned with employment. It is organised in departments amongst which are a department “ Education and help with entry to employment ” and a department “ Education and information ”. It carries out research and studies, notably statistical studies.

Those entitled to use it

The general public

Publications

“ *Employment Synopsis* ” (three-monthly publication)

a) Directories**b) Vacancy Bulletins****c) Statistics**

Reports on detailed statistics on employment in Greece on their website

d) Other Useful Publications**Organisation of Careers Fairs****Other Activities/Information**

The National Employment Institute organises conferences and seminars which are advertised in the national and regional press.

Factsheet**OAED
(Public Employment Service)****Country** Greece**Address** Ethnikes Antistasis 8, Alimos, 16610 ATHENS 4**Telephone** + 30 1 99 89 000 **Fax** + 30 1 99 89 500**Web Server** <http://www.oaed.gr>**Brief description of the activity of the organisation**

OAED is the instrument for the application of government employment policy. It offers its services especially in guidance and vocational training, employment and social security for workers. More specifically, it informs job-seekers about opportunities for training and job offers as well as about the application of measures aimed at creating new jobs. This organisation comprises seven regional delegations and 114 local offices. It establishes links with the University Career Offices in 19 Universities and 15 TEIs. It ensures the payment of benefits (unemployment, maternity, family allowances).

Those entitled to use it

The general public

Publications

- a) Directories
- b) Vacancy Bulletins
- c) Statistics
- d) Other Useful Publications

Organisation of Careers Fairs**Other Activities/Information**

OAED helps to implement European programmes

Factsheet**ICAP Hellas****Country** Greece**Address** Bd. Vassilisis Sofias 64, 11 528 ATHENS 5**Telephone** + 30 1 7247884 / + 30 1 724 7887 **Fax** +30 1 725 0634**Web Server** <http://www.icap.gr>**Brief description of the activity of the organisation**

ICAP is the largest employment agency in Greece. It offers various services to companies, notably studies of the market and the management of human resources. *ICAP* also operates as a recruitment agency, publishes advertisements in the press and uses its own CV databank; it evaluates candidates (interviews and personality tests).

Those entitled to use it

Highly qualified job-seekers

Publications*ICAP* publishes “ *KOMPASS Greece* ”

- a) Directories
- b) Vacancy Bulletins
- c) Statistics
- d) Other Useful Publications

Organisation of Careers Fairs**Other Activities/Information**

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Greece

Table 3-1: Main public sector research organisations (list of specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>NHRF</i> National Hellenic Research Foundation	http://www.eie.gr	X	X		X	
<i>GSRT</i> General Secretariat for Research and Technology ⁽¹⁾	http://www.gsrt.gr	X	X		X	X

(1) On that website, list of organisations and national public research centres

Table 3-2: Recruitment methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Application	Written Tests	Interview	Other
<i>NHRF</i> ⁽¹⁾									
<i>GSRT</i> ⁽¹⁾									

(1) No information about recruitment methods. Contact these two organisations directly

4- Teaching in universities

Country: Greece

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Title	Status ⁽¹⁾				Content of the job			Recruitment of foreigners		
	Civil Servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Lecturer</i>				X	6	X	X			X ⁽⁶⁾
<i>Assistant Professor</i>					6	X	X	X		X ⁽⁶⁾

(1) Status of permanent (Perm) or temporary employee (Temp)

Number of teaching hours per week. It cannot be more than 6 hours per week

Amount of time for research

Involvement in examinations: setting examinations, marking, oral examinations

Administrative tasks: registration of students, book purchasing policy, laboratory management etc.

Greek nationality required

Table 4-2: Recruitment methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert ⁽¹⁾	Other	Written Application	Written Tests	Interview	Other
<i>Lecturer</i>	Doctorate	X ⁽²⁾		X	X ⁽⁴⁾	X			
<i>Assistant Professor</i>	Doctorate	X ⁽³⁾		X	X ⁽⁴⁾				Competition

In the following newspapers: *To Vima*; *Kathimerini*

Two years of research and teaching after PhD and some original publications

Four years of research and teaching after PhD and original publications

Candidates must present an application comprising: a certified copy of their CV with the Greek university equivalences of degrees, copies of statements setting out the candidate's research and teaching activities, proof of having completed military service, details of any police record and a health certificate.

5-Recruitment methods in the private sector

Country: Greece

1-Various possibilities

Job advertisements in press and media

Speculative applications

Personal contacts

Strong points

Acquaintance network

2-Curriculum vitae

Three to five pages

Chronological order

Typed or hand-written

Include a photo.

Sign at the end

Existing work experience should be described in detail with emphasis on responsibilities, tasks and number of employees who the applicant supervised.

Give three references which are usually taken up if the candidate is successful

3-Application letter

Typed and short

Formal

Attach the relevant certificates (evidence of qualification, good health, absence of criminal record)

4-Interview

Two or three interviews

Questions about personal circumstances (family, religion) might go further than in many other countries in Europe

5-Other requirements

Practically no psychological tests; graphology is not used

High level of education and communication skills

Hungary

1- PhD Studies

Country: **Hungary**

After obtaining the *Érettségi Bizonyítvány*, the qualification awarded on completion of secondary education, students enter higher education. The number of candidates admitted and the minimum grades obtained in the *Érettségi Bizonyítvány* in the disciplines required for each course are determined by the Ministry of Education.

Higher Education in Hungary is organised according to the 3 5 8 programme.

In the basic disciplines, the first level of Higher Education is the *baccalaureus*, awarded at the end of 3-4 years of study after the *Érettségi Bizonyítvány*.

The second level corresponds to the *magister*, obtained 1-3 years after the *baccalaureus* or 5-6 years after the *Érettségi Bizonyítvány* in the case of programmes without the *baccalaureus*. The degree of those with a *magister* is in the same field as their first degree.

The third level of Higher Education is the Doctorate (*Doktori képzés*). In order to be admitted to study for a doctorate, as well as passing their *magister* with the requisite ECTS including a certificate in a foreign language and the preparation of a dissertation, candidates must pass a preliminary interview. The title of *Doktor*, abbreviated Ph.D., is awarded on the basis of the defence of a thesis showing evidence of original research. The doctorate is obtained at the end of 3 years of research.

Baccalaureus Studies consist of a general education comprising 180 ECTS by continuous assessment and a *stage* of 6 months (30 ECTS). This degree gives entry to studies for the *magister*. Its preparation lasts 6 - 8 semesters.

Magister It requires at least 60 ECTS obtained by continuous assessment. It is possible to carry over 60 ECTS from the *baccalaureus*. Admission to doctoral studies involves obtaining a *magister* and an interview.

Doktor. The length of time to prepare the doctorate is 3 years, during the course of which the candidate must prepare the *doktori szigorlat*, an exam corresponding to 180 ECTS, in subjects relevant to their speciality, acquire mastery of two foreign languages and undertake research. The research is validated by articles, communications and the writing of a thesis. The defence of the thesis takes place in front of a jury consisting of at least 3 people, all PhDs (one of them must be external to the university of the candidate), and the president must be either a teacher or emeritus teacher in the university.

BACCALAUREUS.	MAGISTER	DOKTOR
18 19 20	21 22	23 24 25 26

2- Documentary Sources

2A -organisations

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
Nemzeti Kutatási és Technológiai Hivatal (National Office for Research and Technology)	www.nkth.gov.hu	X		X		
Kutatás-fejlesztési Pályázati és Közhasznosítási Iroda (Agency for Research Fund Management and Research Exploitation)	www.kutatas.hu			X		
<i>Országos Tudományos Kutatási Alapprogramok</i> (Hungarian Scientific Research Fund)	www.otka.hu			X		
<i>Magyar Tudományos Akadémia</i> (Hungarian Academy of Sciences)	www.mta.hu			X		
<i>Doktoranduszok Országos Szövetsége</i> (National Association of PhDs) (Hungarian only)	www.phd.hu	X		X		X
Other Organisations offering information and services useful for PhDs but not specific to them						
<i>Oktatási Minisztérium</i> (Ministry of Education)	www.om.hu			X		
<i>Magyar Ösztöndíj Bizottság</i> (Hungarian Scholarship Board)	www.scholarship.hu	X		X		
<i>Professzorok Háza</i> (Professors' Association) (Hungarian only)	www.prof.iif.hu			X		
<i>Állami Foglalkoztatási Szolgálat</i> (Public Employment Service) (Hungarian only)	www.afsz.hu	X	X	X	X	X
<i>Foglalkoztatáspolitikai és Munkaügyi Minisztérium</i> (Ministry of Employment and Labour)	www.fmm.gov.hu			X		
<i>Hallgatói Információs Központ</i> (Student Information and Resource Centre)	www.hik.hu			X		
<i>Országos Felsőoktatási Információs Központ</i> National Higher Education Information Centre	www.felvi.hu			X		X

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Karrier Iroda (University Careers Services)		X				
<i>Budapesti Corvinus Egyetem (BCE)</i> Corvinus University of Budapest	www.uni-corvinus.hu		X	X	X	
<i>BME Diákközpont (BME Student Centre)</i> <i>Budapesti Műszaki és Gazdaságtudományi Egyetem (BME)</i> (Budapest University of Technology and Economics)	www.sc.bme.hu		X	X	X	X
<i>Inforrás</i> <i>Miskolci Egyetem (ME)</i> University of Miskolc	www.uni-miskolc.hu		X	X		
<i>KOSZI</i> <i>Pécsi Tudományegyetem (PTE)</i> University of Pécs	www.koszi.pte.hu			X	X	
<i>Karrier és PR Iroda, Hallgatói Önkormányzat</i> <i>Széchenyi István Egyetem (SZE)</i> Széchenyi István University	http://karrier.sze.hu/			X	X	
<i>Karrier Iroda</i> <i>Veszprémi Egyetem (VE)</i> University of Veszprém	http://kairo.vein.hu/kairo/		X	X		
<i>Karrier Központ Budapesti Gazdasági Főiskola (BGF)</i> Budapest Business School	www.bgf.hu		X	X		

2B -Publications

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
Karrier Kalauz ⁽¹⁾					
Állásbörze Kalauzban ⁽¹⁾		X	X	X	X
Navigátor2005 ⁽¹⁾					
Newspapers and Magazines					
Népszabadság (Job offers in the newspaper)	http://nepszabadsag.hu		X		
HVG	http://hvg.hu		X		
HVG	http://www.budapestweek.com		X		
Budapest Week	http://www.vg.hu		X		
Világgazdaság					
Other specific Servers					
	http://www.jobmonitor.hu	X	X		
	http://www.profession.hu/	X	X	X	
	http://www.jobline.hu	X	X	X	X
	http://www.jobpilot.hu	X	X	X	
	http://www.targetfuture.com	X			
	http://www.itjobs.hu	X			X
	http://www.karrier.hu	X			
	http://www.cvonline	X			

Published every year

2C -Careers fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice
Műegyetemi Állásbörze ⁽¹⁾ Integrated Higher Education Job Fair	http://www.allasborze.bme.hu/	X	X	X
KarrierExpo Careers Fair ⁽²⁾	http://146.110.3.10/karrierexpo/FirmList.mod	X	X	X
Állásbörze Miskolc ⁽³⁾	http://www.mehok.uni-miskolc.hu/allasborze/	X	X	X

organised twice a year at Budapest University of Technology and Economics

organised by the Corvinus University of Budapest

(3) organised by the University of Miskolc

Fact Sheet

Nemzeti Kutatási és Technológiai Hivatal
(National Office for Research and Technology)

Country Hungary

Address 1052 Budapest, Szeervita tér 8.

Telephone +36 1 484 25 00

Fax +36 1 318 79 98

Web Server <http://www.nkth.gov.hu>

Brief description of the activity of the services:

The governmental research office is responsible for implementing Hungarian scientific and technical policy. It is responsible for putting in place the new national system for innovation and for the promotion of R&D as a motor of the Hungarian economy.

Under the responsibility of the NKTH, an agency, the KPI (<http://www.kutatas.hu>) is responsible for managing the funds intended for programmes of research and innovation.

Those entitled to use it: This site is translated into English. Under the heading "Scholarships", people who are interested will find all the useful links to Hungarian research organisms and information on the possibilities for finance (grants for PhDs, post Doc).

Publications: Report on the state of research in Hungary

- a) Directories
- b) Vacancy Bulletins
- c) Statistics
- d) Other useful publications

Organisation of Careers Fairs:

Other Activities/Information:

Fact Sheet ***Doktoranduszok Országos Szövetsége***
(Hungarian Postgraduates Association)

Country Hungary

Address 1146 Budapest / Ajtósi Dürer Sor 19-21
Telephone +36 1 222 18 19 Fax +36 1 220 36 08

Web Server <http://www.phd.hu>

Brief description of the activity of the services:

The Hungarian Postgraduates Association looks after the professional and social interests of PhD students and organises the professional life of PhD students and recent PhDs in the public sector research organisations.

It has created a database in which PhDs who have been awarded their doctorate in Hungary can enter their details.

It also makes available statistics on doctoral studies.

Those entitled to use it:

PhD students, Post Docs and young researchers in Hungary

Publications:

- a) **Directories** Directory of recent PhDs
- b) **Vacancy Bulletins**
- c) **Statistics** On their site, statistics about PhDs and the doctorate in Hungary
- d) **Other useful publications**

Organisation of Careers Fairs:

Other Activities/Information:

The site is only in Hungarian

The Postgraduates Association is a member PI Net network

Fact Sheet

Magyar Ösztöndíj Bizottság
(Hungarian Scholarships Board)

Country Hungary

Address Professzorok Háza
1146 Budapest / Ajtósi Dürer Sor 19-21

Telephone +36 1 343 6489

Web Server <http://www.scholarship.hu>

Brief description of the activity of the services:

The Ministry of Education has created this service in order to encourage mobility in higher education and to offer foreign researchers career development possibilities in Hungary.

Each year it offers study and research grants aimed at PhD students, post docs and researchers (see advertisements on the web site).

Those entitled to use it:

All PhDs, PhD students and Post Docs

Publications:

a) **Directories** The site includes a list of the higher education establishments in Hungary

b) **Vacancy Bulletins**

c) **Statistics**

d) **Other useful publications**

Organisation of Careers Fairs:

Other Activities/Information:

Fact Sheet

Karrier Iroda
(Careers Services in Universities)

Country **Hungary**

Address **Web Sites of the Universities which have created a
Careers Service in table 2 A**

Telephone

Fax

Web Server

Brief description of the activity of the services:

The activities offered by these services vary considerably in practice from one university to another.

The principal activities offered are as follows:

- Advice
- Careers guidance and career choice
- Job offers
- Preparation sessions in job-hunting techniques

Careers information rooms are made available and lectures are arranged for this purpose. Certain services maintain a directory of former students and organise a forum each year.

Those entitled to use it:

Students in each university. The forums and consultation of the documentation and of the job offers are open to everyone.

Publications:

- a) Directories
- b) Vacancy Bulletins
- c) Statistics
- d) Other useful publications

Organisation of Careers Fairs: Yes, in the following universities: Corvinus University of Budapest, Budapest University of Technology and Economics and the University of Miskolc

Other Activities/Information:

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Hungary

Table 3-1 Main public sector research organisations (all specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>Magyar Tudományos Akadémia</i> (Hungarian Academy of Science)	www.mta.hu	X	X	X	X	X
<i>Országos Tudományos Kutatási Alapprogramok</i> (Hungarian Scientific Research Fund) ⁽¹⁾	www.otka.hu	X	X	X	X	X
<i>Oktatási Minisztérium</i> (Ministry of Education) ⁽²⁾	www.om.hu	X	X	X	X	X

1. This organisation has as its only purpose the distribution of funds to the research organisations or research budgets. Every possibility for funding can be found on its web site (in Hungarian).
2. The staff recruited in this way carry out their research in the universities: they are the "*Tudományos kutató*" (Research Fellows). They undertake pure research.

Table 3-2: Recruitment methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>Tudományos Segédmunkatárs</i> Assistant Research Fellow	Magister			X	X	X		X	X
<i>Tudományos munkatárs</i> Research Fellow	Magister	Experience in Research		X	X	X		X	X
<i>Tudományos főmunkatárs</i> Senior Research Fellow	PhD	Several years of experience in Research and numerous publications		X	X	X		X	X

4-Teaching in universities

Country: Hungary

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Positions	Status ⁽¹⁾				Content of the job			Recruitment of foreigners		
	Civil servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations	Administrative tasks	Yes	No
	Perm	Temp	Perm	Temp						
<i>Tanar Seged</i> Assistant Lecturer				3 years	X	X	X ⁽³⁾	X	X	
<i>Adjunktus</i> Senior Lecturer		8 years			X	X	X ⁽³⁾	X	X	
<i>Docens</i> Reader	X				X	X ⁽²⁾	X	X	X	

1. Variable according to the individual and the university - minimum 10 hrs a week; up to 70 % of working time.
2. Research and supervision. They are responsible for continuous assessment and practical classes

Table 4-2: Recruitment Methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other ⁽³⁾	Written Application	Written Tests	Interview	Other
<i>Tanar Seged</i> Assistant Lecturer	<i>Master</i> ⁽¹⁾				X				
<i>Adjunktus</i> Senior Lecturer	Doktori <i>Szigorlat</i> ⁽²⁾				X				
<i>Docens</i> Reader	<i>Doktor</i>				X				

- (1) After admission to a postgraduate school to prepare a PhD
- (2) The *Adjunktus* candidate must have passed the final examination but not have completed a PhD
- (3) The posts are advertised by the university

5-Recruitment Methods in the Private Sector

Country: Hungary

1-Various possibilities

- Job advertisements
- Speculative applications
- Karrier Iroda - careers services in the universities
- Networks and personal contacts

Strong point: From the point of view of recent PhDs: professional networks and the careers services *Karrier Iroda* as well as their annual forums

2- Curriculum Vitae

- Reverse chronological order
- one page except for a detailed CV where the length depends on the professional experience, publications etc. The requirement for this type of CV is stated in the job advertisement.
- typed
- the headings:
 - name, maiden name, nationality, address
 - professional experience (give details and responsibilities)
 - education relevant to the position
 - languages
 - other (optional):
 - leisure activities
 - career objective in the case of speculative applications
 - information about health
 - personal characteristics
- in general attach a photo
- dated and signed at the end
- send a CV in each of the official languages of the company

3- Application letter

- explain the motivation and demonstrate the match of skills with the post
- attach photocopies of the degrees, attestations, and details of police record
- date and sign the document and the attachments
- typed or handwritten

4- Interview

- two, three or four interviews
- present yourself (knowledge and skills), explain your career progress, your motivations
 - individual or in a group
 - one part can be in a foreign language
 - bring the original documents, photos, detailed CV, visiting card, and proof of employment

5- Other requirements

- psychological tests, assessment centre
- possibly handwriting analysis with the agreement of the candidate

Ireland PhD studies

The main stage of higher education leads to a *bachelor's degree*. The length of study generally varies between three to four years in universities. The second stage consists of more advanced studies and leads to the *master's degree*. These studies last between one and three years maximum after the award of the first qualification. Candidates must attend a course of studies and/or present a thesis based on research.

A third stage leads after four or more years after the bachelor's degree, to the *doctorate (PhD)*. A higher doctorate may be awarded after a minimum of five years (usually longer) following upon the PhD, for original work already published.

Bachelor's degree: the first university qualification, often called the primary degree, awarded after three or four year's study.

Master's degree: higher education qualification acquired one to three years after the award of the bachelor's degree. Candidates must attend a course of studies and/or present a thesis.

Doctor's degree: the PhD is acquired after four+ years of research following the *bachelor's degree*. Candidates must present a thesis and defend it as being an original contribution to knowledge.

A ***higher doctorate*** may be awarded following advanced research and publications. The minimum period of preparation would be five years but is usually longer. These degrees are awarded only to candidates who have made an outstanding contribution to research.

BACHELOR	MASTER	PHD	HIGHER DOCTORATE
18	19	20	21
22	23	24	25
26	27	28	29
30			

2-Documentary sources

2A Organisations

Country: Ireland

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
Other organisations offering information and services useful for PhDs but not specific to them						
<i>University Careers Services</i>	In every university. Addresses of individual careers services on <i>Association of Graduate Careers Services in Ireland</i> website: http://www.gradireland.com	X	X	X	X	X
<i>The Higher Education Authority</i>	http://hea.ie			X		X
<i>FAS – Foras Aiseanna Saothair (Training and Employment Authority)</i>	http://www.fas.ie	X	X	X	X	X

2B Publications

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
<i>Graduate Opportunities in Ireland - Annual</i> (AGCSI)	http://www.gradireland.com		X	X	
Newspapers and Magazines					
<i>Irish Times</i> (Friday)	http://www.ireland.com		X		
<i>Irish Independent</i> (Thursday and Sunday)	http://www.independent.ie		X		
<i>Sunday Tribune</i> (Sunday)	http://www.tribune.ie		X		
<i>The Sunday Business Post</i> (Sunday)	http://www.sbpost.ie		X		
<i>Professional Ireland</i> (weekly)	http://www.emigrant.ie		X	X	
Other specific Servers					
<i>Student Guide Careers Planning & Job Search</i> (AGCSI)	http://www.gradireland.com		X		
<i>AGCSI Careers Series: Creating your Future</i> in Arts / Business / Engineering / Science	http://www.gradireland.com		X		
<i>"Graduates & their careers"</i> AGCSI (with BIAM)	http://www.gradireland.com		X		

2C Careers fairs

Careers Fairs	Web address (or if necessary postal address)	Placement Service	Information Provider	Careers Advice
Individual university career fairs	Details and dates available on the gradireland website: http://www.gradireland.com		X	

Fact sheet

Foras Aiseanna Saothair (FAS) (Public Employment Service)

Country Ireland

Web Server <http://www.fas.ie>
(Organised in local services. List available on the web)

Brief description of the activity of the organisation

FAS is the Irish Public Employment Service. FAS offers services to help with the job search:

for job-seekers information on employment and training opportunities, a placement service and help in setting up a business.

For businesses, FAS offers the possibility of advertising vacancies on-line, and help with the link between training and employment.

FAS is the EURES network co-ordinator in Ireland for Irish companies wishing to recruit in other EU member-states.

Those entitled to use it

All members of the public, whether looking for a first job or not, job-seekers, those returning to work. Open to all EU citizens, FAS is the representative of the EURES network in Ireland; through its Euroadvisers it offers advice to EU citizens wishing to work in Ireland.

Publications

Publication of reports and documents

FAS action plan

FAS policy planning and research project

FAS planning and research list of publication

a) Directories

b) Vacancy Bulletins

c) Statistics

Archive of FAS labour market data

FAS monthly statistics concerning labour market

Summary review of labour market trends

d) Other useful publications

Co operative development unit publication

Women in focus

Organisation of Careers Fairs

Annual event *FAS Opportunities*. Open to all

Other Activities/Information

Fact sheet

Irish University Careers Services

Country

Ireland

Name of the Organisation

Present in every university
Addresses on AGCSI (Association of Graduate
Careers Services in Ireland)
website: <http://www.gradireland.com>

Brief description of the activity of the organisation

Offers careers advice to students and graduates
Lists with employers of graduates.

Those entitled to use it

Students and graduates of the university concerned

Publications

“Graduates and their careers” (AGCSI)
Series of careers Information booklets (AGCSI)

a) Directories

“GOI-Graduate opportunities in Ireland”

Vacancy Bulletins

All vacancies notified to Irish universities are advertised on the
gradireland website:
http://www.gradeireland.com/stus_grad/home.htm

Statistics

Each service contributes to an annual survey produced by the Higher
Education Authority (HEA): www.hea.ie

d) Other useful publications

Organisation of Careers Fairs

Organised by all universities

Other Activities /Information

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Ireland

Table 3-1: Main public sector research organisations (all specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>Enterprise Ireland</i>	http://www.enterprise-Ireland.com	X	X			
<i>Health Research Board</i>	http://www.hrb.ie			X		X
<i>Royal Irish Academy</i>	http://www.ria.ie	X	X		X	X
<i>Dublin Inst. for Adv. Studies</i>	http://www.dias.ie	X	X		X	
<i>ESRI (Economics and Social Research Institute)</i>	http://www.esri.ie					X
<i>IRCHSS (Irish Research Council for Humanities and Social Sciences)</i>	http://www.irchss.ie				X	X
<i>Teagasc (Irish Agriculture and Food Development Authority)</i>	http://www.teagasc.ie	X	X	X		
<i>NMRC (National Microelectronics Research Centre)</i>	http://www.nmrc.ie	X				

Table 3-2: Recruitment Methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>Enterprise Ireland</i>	Bachelor			X		X		X	
<i>Health Research Board</i>	Bachelor / Master			X		X		X	
<i>Royal Irish Academy</i>	PhD			X		X		X	
<i>Dublin Inst for Adv. Studies</i>	PhD			X		X		X	
<i>ESRI</i>	Bachelor			X		X		X	
<i>Teagasc</i>				X	Maris Curie Website	X			
<i>IRCHSS</i>	Masters/PhD			X	www.irchss.ie	X		X	Application forms
<i>NMRC</i>				X		X		X	

Additional information about public sector research organisations in Ireland

The Health Research Board (HRB) <http://www.hrb.ie>

- This organisation:

Promotes, assists, commissions and conducts medical, health, epidemiological and health services research within Ireland

Main divisions: Drugs Misuse, Intellectual Disability, Mental Health

Liaises and Co-operates with other research bodies in Ireland and elsewhere

- Principally, Regional Health Boards, disability groups, mental health associations, drugs prevention groups are entitled to use HRB

- Annual Recruitment: some positions are available:

Clinical Research Fellowships, Nursing & Midwifery

VHI / HRB Fellowships in Health Services Research

Dublin Institute for Advanced Studies <http://www.dias.ie>

The Dublin Institute is a statutory corporation established in 1940. The School has 3 constituent schools - School of Celtic Studies, School of Theoretical Physics and School of Cosmic Physics. Each school has an independent governing board. The Institute through its constituent schools, pursues fundamental research in specialised branches of knowledge and trains advanced students in methods of original research.

Researchers and Academics generally are entitled to use this organisation

Fellowships are occasionally advertised.

Royal Irish Academy <http://www.ria.ie>

The principal learned society in Ireland. Major projects include a Historical Dictionary of Modern Irish, an Irish Historical Town Atlas and Documentation of Irish Foreign Policy. The Academy acts as a national affiliating body to the more important international scientific organisations. It supports bi-lateral research through a number of agreements between Ireland and a number of European countries. 50 Research grants annually in Humanities and Natural Sciences.

Membership consists of eminent Irish academics elected for membership for a life-long basis. The Academy's library is a major resource for students of Irish history, Irish language and Science in Ireland.

Application for Bi-lateral Fellowships to be made in home country (15 October of preceding year)

Senior Visiting Fellowships (6 weeks) made to enable a new Scientific Research technique to be introduced to Ireland - 15 October

Economic & Social Research Institute (ESRI) <http://www.esri.ie>

The ESRI is Ireland's leading centre for applied economic and social research. It aims to bring the latest thinking in economics and social sciences to bear on the actual and potential problems of Irish society. It is engaged in a broad programme of work covering economic forecasting and modelling, public finance, the labour markets, social exclusion, education and health.

The ESRI has carried out commissioned research on behalf of many government department, State and private organisation in Ireland, also International bodies, EU Commission, OECD etc. Individual and corporate membership is available by subscription.

Recruitment currently takes place at primary degree-level only; those already engaged in research at ESRI participate in advanced study programmes.

Enterprise Ireland <http://www.enterprise-Ireland.com>

This organisation:

Manages Programmes in Advanced Technology (PATs) on behalf of the Office of Science and Technology. Seven PATs (covering the following: Advanced Manufacturing Technology, Biotechnology, Materials Science, Optoelectronics, Power and Analogue Electronics, Software, Telecommunications) operate at 30 centres, including universities. Staffed by 600 (200 are post-graduates)

These are financed by Government plus own income-generating activities.

Overall management of each PAT is centrally co-ordinated at Enterprise Ireland.

Manages Basic Research and Applied Research grants schemes and Research Scholarships funding in Third Level Sector.

Research Scholarships (PhD) and Postdoctoral Fellowships are awarded every year.

Teagasc <http://www.teagasc.ie>

Teagasc is the Agriculture and Food Development Authority. It provides integrated research, advisory and training services for the agricultural and food industry and for rural communities. Research is carried out at eight dedicated centres in Ireland.

Teagasc undertakes research for a range of government departments and public bodies and also undertakes contract research across a range of areas including Environment, Food, Crops, Livestock, and Economics.

Vacancies often published on the Maire Curie Fellowships website.

National Microelectronics Research Centre (NMRC) <http://www.nmrc.ie>

The NMRC incorporates the National Microelectronics Research Centre, the National Nanofabrication Facility, ESA Microelectronics Technology Support Laboratory, Optronics Ireland Research Centre, Science Foundation Ireland Photonics Theory Group, PEI Technologies Research Centre and is Ireland's only EU Designated Research Infrastructure.

The NMRC specialises in high level basic and applied research in National and European programme in the following areas: optoelectronics, nanotechnology, microelectronics and ICT/Life Sciences.

The NMRC's website is informative on all aspects of its business and areas of research and excellence.

Irish Research Council for Humanities and Social Sciences <http://www.irchss.ie>

The IRCHSS is an independent autonomous body has as its brief to support the traditional approaches of individual research as well as those of team and project. It facilitates communication and research networks among scholars in Ireland and between them and their colleagues in other countries. The Council has the post-graduate Government of Ireland Scholarships Scheme. Depending on the academic seniority of the applicant, these scholarships can be held of up to 3 years and are valued at up to €12,000 per annum in maintenance, plus fees. It also has a scheme to support post-doctoral Scholars. For the academic year 2002-2003, the awards are valued at up to €32,000 and can be held for up to two years.

The post-doc scholarships are open to every nationality. Applicants must be affiliated to a recognised third level institution. Research must be in an area of Humanities or Social Sciences.

Other Useful Links

Environmental Protection Agency <http://www.epa.ie>

National Development Plan <http://www.ndp.ie>

National Economic and Social Council www.nesc.ie

National Council for Forest Research and Development <http://www.coford.ie>

Biotechnology Ireland <http://www.biotechnologyireland.com>

Forfas (National Advisory Board for Trade, Science Technology and Innovation)
<http://www.forfas.ie>

Irish Scientist <http://www.irishscientist.ie>

Institute of Engineering in Ireland <http://www.iie.ie>

Marie Curie Fellowships <http://www.improving.cordis.lu/mc/>

4-Teaching in Universities

Country: Ireland

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Position	Status ⁽¹⁾				Content of the job				Recruitment of foreigners	
	Civil servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Lecturer</i>				X	Variable	50%	X	X	X ⁽⁶⁾	
<i>Statutory lecturer</i>			X		Variable	X	X	X	X	

Status of permanent (Perm) or temporary employee (Temp)

The number of hours of teaching per week is left to the discretion of the university authorities according to the needs of the department.

The amount of time for research is not known.

Involvement in examinations: setting examinations, marking, oral examinations.

Administrative tasks: registration of students, book purchasing policy, laboratory management.

In principle recruitment is open: there is no exclusion of citizens of other EU member-states

Table 4-2: Recruitment methods

	Level		Recruitment			Recruitment Methods			
		Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>Lecturer</i>	PhD ⁽²⁾	X ⁽³⁾		X ⁽¹⁾	X	X ⁽⁴⁾		X ⁽⁴⁾	
<i>Statutory lecturer</i>	PhD ⁽²⁾	X ⁽³⁾		X ⁽¹⁾	X	X ⁽⁴⁾		X ⁽⁴⁾	

Publication of vacancies is obligatory in the following newspapers: *Irish Times*; *Times Higher Education Supplement (UK)* as well as in professional journals

A doctorate is required in the sciences. For the social sciences candidates must have at least a masters degree and 3 years of teaching experience.

It is desirable that a candidate should have published several articles and communications and, if possible, have done a postdoc.

Candidates are preselected on the basis of their written application. The appointing committee decides who will be interviewed. Some candidates may be asked to present their work at a seminar.

5-Recruitment methods in the private sector

Country: Ireland

1-Various possibilities

Job advertisement
Recruitment agencies
Speculative applications
Networking or personal contacts
Personal contacts
Career services in universities
Student associations (AIESEC)

Strong points

University career services are the single most important source of vacancies. The campus recruitment programme is organised between October and March
Job advertisement in press, and specialists publications

2-Curriculum vitae

Typed, two pages
For new graduates, grades are important and must be mentioned
Work experience and summer jobs play an important role
Extracurricular activities must be mentioned
Two referees (one academic and one professional) are always required. Remember to ask referees' permission in advance. They are always checked

3-Application letter

Typed
Your motivations and skills should be mentioned.
For new graduates mention your extracurricular activities.

4-Interview

Generally two interviews for technical positions
Often group interview for high level positions
Importance of additional skills and of extracurricular activities
Competence, personality, humour and leadership are the main qualities considered by employers.

5-Other requirements

Reasoning skills and aptitude tests.
Psychological tests

Italy

1-PhD studies

The entry qualification in higher education is the *corsi di diploma universitaria (DU)* which last two or three years. DU holders go on studying for the *laurea* degree (generally 2 more years). The *post laureatum* courses open to the holders of *laurea* degree consist of either a *diploma di specialista* or the *dottorato di ricerca*. This qualification is the highest academic degree awarded. It is granted after a minimum of three years spent in a university department carrying out a specific research programme under the direction of university professors. Admission to the *dottorato di ricerca* is restricted and is by competitive examination. The degree awarded is of only academic value.

Laurea: Italian academic degree of higher education, generally obtained after four or five years of study. Law at national level fixes programmes for the *laurea*. To qualify for the *laurea* and obtain the title of *dottore*, students must pass all prescribed examinations and then submit an original thesis.

Diploma di specialista: *dottori* must also pass a state examination before they may practise the profession corresponding to their qualification. *Diploma di specialista* is a professional qualification granted to students who, having obtained the *laurea*, have done from two to four years at *post laureatum* level.

Dottorato di ricerca: the highest academic degree, awarded after a minimum of three years of university research. Admission is restricted. The title of *dottorato di ricerca* is of only academic value.

DIPLOMA UNIVERSITARIA	LAUREA	DOTTORATO DI RICERCA						
		DIPLOMA DI SPECIALISTA						
18	19	20	21	22	23	24	25	26

2- Documentary sources

2A organisations

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
<i>ADI Associazione Dottorandi e Dottori di Ricerca Italian</i> (Association of PhD students and PhDs in Italy)	http://www.dottorato.it			X		
Other Organisations offering information and services useful for PhDs but not specific to them						
<i>Ministero del lavoro</i> (Ministry of Labour)	http://www.minwelfare.it	X	X	X		
<i>Ministero dell' Istruzione, dell'Università e della ricerca</i> (Ministry of Education, Universities and Research)	http://www.miur.it			X		
<i>Confindustria</i> (Industrial organisation)	http://www.confindustria.it			X		X
<i>Cesop Centro Servizi per l'Orientamento Professionale</i> (Service Centre for Career counselling)	http://www.cesop.it	X	X	X		
<i>Centro Risorse Nazionale per l'Orientamento</i> (National Resource Centre for Counsellings)	http://www.centrorisorse.org	X		X		

2B Publications

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
<i>Azienda Informa⁽¹⁾</i>	http://www.carrierain.it		X		
<i>Ateneo & Azienda</i>	http://www.cesop.it		X		
<i>Career Book 2002 Università</i>	http://www.careerbookuniversita.somedia.it		X		
Newspapers and Magazines					
<i>Corriere Della Sera</i> (Friday)	http://www.corriere.it		X		
<i>Il Sole 24Ore</i> (Monday)	http://www.ilsole24ore.it		X		
<i>La Repubblica</i> (Thursday)	http://www.larepubblica.it		X		
<i>La Stampa</i>	http://www.lastampa.it		X		
<i>Il Messaggero</i>	http://www.ilmessaggero.it		X		
<i>Bollettino del lavoro</i>	http://www.bollettinodellavoro.it		X		
<i>Obiettivo lavoro</i>	http://www.obiettivolavoro.net		X		
Other specific Servers (Web only)					
Virgilio Lavoro	http://virgilio.it/canali/lavoro		X		
Banca Lavoro	http://www.bancalavoro.it	X			
lavorando	http://www.lavorando.it		X		
Mercurius	http://www.mercurius.it		X		
Jobpilot	http://www.jobpilot.it		X		
lavorooggi	http://www.lavorooggi.it		X		
Lavoro.com	http://www.lavoro.com	X	X		
Jobnet	http://www.jobnet.it	X	X		
Centro studi per l'orientamento	http://www.cestor.it		X		

1 Guide to the employment market for young graduates.

2C Careers fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice
Jobmeeting	http://www.cesop.it		X	
Careergardens	http://www.emdsnet.it		X	
Task	http://www.ilsole24ore.it		X	

Factsheet

Ministerio del Lavoro (Ministry of Labour)

Country Italy

Address Regional Agencies with websites

Web server

Telephone

Web Server

<http://www.minlavoro.it>

Brief description of the activity of the organisation

Employment-related activity takes place at two levels:

- At national level, the Ministry of Labour and Social Policy produces analyses of the employment market in Italy, updates a database about offers and demands (E-LABOR service), suggests actions for training and guidance. It distributes documentation.
- At regional level, agencies (*Centri per l'impiego*) throughout the country carry out the same functions

Those entitled to use it

Any member of the public seeking employment.

Publications

The organisation publishes specific notes as well as periodicals about the employment market.

a) Directories

b) Vacancy Bulletins

c) Statistics

d) Other Useful Publications

Organisation of Careers Fairs

Other Activities/Information

Factsheet

Centro Risorce Nazionale per l'Orientamento (National Resource Centre for Counselling)

Country Italy

Address C/o Aster s.cons.arl, Via Morgagni 4, 40122 Bologna

Telephone + 39 051 227 803

Web server <http://www.centrorisorce.org>

e-mail

Brief description of the activity of the organisation

Centro Risorce, an organisation created in 1993, is an active partner of EUROGUIDANCE, the European network of Resource centres. The aim of the organisation is to improve the diffusion of information on training and job opportunities in Europe; the exchange of information about guidance and labour market system of the EU countries

Those entitled to use it

The services of Centro Risorce are principally aimed at guidance counsellors and all those interested in European mobility-related issues.

Publications

a) Directories

b) Vacancy Bulletins

c) Statistics

Documentation centre on European Guidance and training systems

Setting up of a specialist sector on professions within the documentation centre

d) Other Useful Publications

Newsletter "*Risorce News*"

Organisation of Careers Fairs

Other Activities/Information

Taking part in workshop and fairs

Factsheet

Centro Servizi per l'Orientamento Professionale (CESOP) (Service Centre for Career counselling)

Country	Italy
Address	Via san Felice 13, Galleria Buriani, 40122 Bologna
Telephone	+39 051 272 441
Site Web	http://www.cesop.it
e-mail	info@cesop.it

Brief description of the activity of the organisation

The mission of Cesop, an organisation created in 1990, is to strengthen the links between universities and companies. It offers the following services to companies and to young university graduates:

- in the universities: presentations by companies
- recruitment Service (Advice on preparing a CV, CV database, preselection of candidates)
- organisation of Careers Fairs in university towns.

Those entitled to use it

The services of Cesop are principally aimed at graduates in law, business studies, science and technology.

Publications

a) Directories

Cesop publishes a directory “*Ateneo & Azienda*” each year

b) Vacancy Bulletins

c) Statistics

d) Other Useful Publications

Information about companies.

Organisation of Careers Fairs

Organisation of Careers Fairs (*Job Meeting*) each year in certain University towns.

Other Activities / Information

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Italy

Table 3-1: Main public sector research organisations (list of specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>CNR Consiglio Nazionale delle Ricerche</i> ⁽¹⁾ (National Research Council)	http://www.cnr.it	X	X	X	X	X
<i>INFN Istituto Nazionale della Fisica della Materia</i> ⁽²⁾ (National Institute for the Physics of Matter)	http://www.infm.it	X				
<i>INFN Istituto Nazionale di fisica nucleare</i> ⁽²⁾ (National Institute for Nuclear Physics)	http://www.infn.it	X				
<i>ENEA Ente per le Nuove tecnologie, l'Energia e l'Ambiente</i> ⁽²⁾ (Italian National Agency for New Technologies, Energy and the Environment)	http://www.enea.it	X	X			

1 The CNR runs laboratories; the list of these institutions can be found on the website. This organisations also recruits researchers.

2 These organisations are national bodies.

Table 3-2: Recruitment methods

Recruitment to these organisations takes place at two levels: either with the *Laurea Ricercatore Universitario* (cf table 4-1) or with the *Dottorato di ricerca*. The table only gives information on entry to these organisations after obtaining a PhD, as a research assistant (*assegni di ricerca*).

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>CNR</i>	Laurea	Three years	X			X		X	
	+	of scientific							
<i>INFN</i>		research							
<i>INFN/ENEA</i>	Dottorato	and publications							

4- Teaching in universities

Country: Italy

Table 4-1: Positions open to PhDs in public higher education (all specialisms).

In Italy there are personnel who are recruited on a completely temporary basis in order to undertake teaching (professors and lecturers) by the universities and/or by the Ministry. This recruitment is done by each university, which fixes the terms of the employment. These people have temporary employment contracts.

Graduates with a *Laurea* must, in order to become teachers or researchers, work for a doctorate. In order to obtain this qualification, they are recruited as university researchers (*ricercatore universitario*).

Title	Status ⁽¹⁾				Content of the job			Recruitment of foreigners		
	Civil Servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Ricercatore universitario</i>		X			No teaching	X				X
<i>Professore associato</i> ⁽⁷⁾	X				350	X	X	X	X ⁽⁶⁾	

Status of permanent (Perm) or temporary employee (Temp)

Number of hours of teaching per year

Amount of time for research

Involvement in examinations: setting examinations, marking, oral examinations.

Administrative tasks: registration of students, book purchasing policy, laboratory management etc.

Italians and EU citizens

In order to be qualified for these posts, it is necessary to pass a national competition for researchers and to have a doctorate.

Table 4-2: Recruitment methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert ⁽¹⁾	Other	Written Application	Written Tests	Interview	Other
<i>Ricercatore universitario</i>	Laurea ⁽³⁾		X ⁽⁴⁾			X	X	X	
<i>Professore associato</i>		X ⁽²⁾	X ⁽¹⁾			X ⁽⁵⁾		X	X ⁽⁶⁾

1 Publication of posts in *la Gazzetta Ufficiale della Repubblica*

2 No other university qualification is required, but research experience and teaching experience is asked for. In practice, all candidates have doctorates.

3 Final degree thesis.

4 The competition comprises two written tests, one on general aspects of the discipline, the other on the specialism, as well as an oral examination which consists of an interview and a foreign language test.

5 The candidate must present an academic application (references, publications, participation in conferences...) as well as proving a knowledge of English and possibly of another foreign language.

6 There are committees of specialists – see the website of the Ministry of Research and Technology.

5- Recruitment methods in the private sector

Country: Italy

1-Various possibilities

Job advertisement
Speculative applications
Personal contacts

Strong point

Importance of personal relations

2-Curriculum vitae

There is no standard way of setting out a CV
Two pages maximum
Chronological order.
Hobbies and career objectives are not usually mentioned.
It is important to give details about education, work experience, skills and specialisation

3-Application letter

Typed
Short
Mention your motivations
It should always be addressed to a specific person.

4-Interview

Three or four interviews.
Certificates are sent after the first interview (if it is successful)
The interviews are not formal. Questions about cultural events... or the recent soccer results of the local team.
Personal qualities of the candidate play an important role (good education and excellent manners)
No questions about religion, family or political opinions.

5-Other requirements

Psychological tests are often required.
Graphology is often studied
Tests based on role-playing.

The Netherlands

1- Ph.D studies

The first stage of higher education in universities is called the *doctoraal* programme and lasts four years. At the end of the first part students pass a *propaedeutische* examination in order to continue their studies. They must write a diploma thesis (*doctoraal scriptie*) before being awarded the title of *doctorandus*, at the end of the second stage.

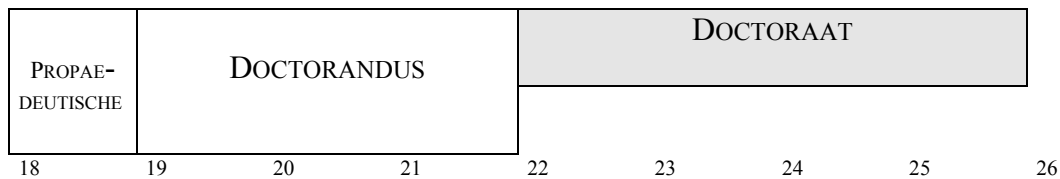
The third stage of higher education leads to the highest academic degree awarded by universities, the *doctoraat* which is essentially a research degree involving the writing and defence of an original dissertation. It is now possible to apply for a limited number of PhD posts as temporary research assistants (*assistenten in opleiding*). These posts last 4 years during which the research assistant has to complete a dissertation in addition to performing certain other tasks (teaching).

The PhD students receive education as well, provided by the research school. Sometimes, research institutes of different universities are united in one research school.

Doctoraal examen: final examination ending the four-year university programme, at the successful completion of which the *doctoraal diploma* is conferred.

Doctorandus: title conferred on all graduates of four-year university programmes.

Doctoraat: the highest academic degree obtained after successful research and the preparation and defence of a thesis.



2-Documentary Sources

2A Organisations

Country: **The Netherlands**

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
University Careers Services	Exist in most universities	X	sometimes	X	X	X
Personnel Departments of universities	Exist in most universities		X	X	X	X
Organisations offering information and services useful for graduates						
<i>VSNU Vereniging van Universiteiten</i> (Association of the Universities in the Netherlands)	http://www.vsnu.nl			X		
<i>Academic transfer</i> (The Dutch academic's career network)	http://www.academictransfer.nl		X	X		
<i>NWO Nederlandse Organisatie voor Wetenschappelijk Onderzoek</i> (The Netherlands Organisation for Scientific Research)	http://www.nwo.nl			X		
<i>Koninklijke Nederlandse Akademie van Wetenschappen</i> Royal Netherlands Academy of Arts and Sciences)	http://www.academictransfer.nl/knaw		X	X		
<i>Arbeidsvoorziening</i> (Public Employment Service)	http://www.arbeidsbureau.nl		X	X	X	X
<i>Nuffic</i> (accreditation)	http://www.nuffic.nl			X		

2B Publications

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
Intermediair Jaarboek	http://www.intermediair.nl		X		
Newspapers and Magazines					
<i>de Volkskrant</i> (Saturday)	http://www.volkskrant.nl		X		
<i>NRC- Handelsblad</i>	http://www.nrc.nl		X		
<i>Intermediair</i>	http://www.intermediair.nl		X		
<i>de Telegraaf</i> (Amsterdam - Saturday)	http://www.krant.telegraf.nl		X		
<i>Algemeen Dagblad</i> (Saturday)	http://www.ad.nl		X		
Other specific Servers					
Sciencenextwave	http://nextwave.sciencemag.org	X	X	X	

2C Careers fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice
Various local faculty or university fairs			X	

Country Netherlands

Address Exist in most universities
Central address of organisation of university career services:
Vrije universiteit Baan InZicht/DZS, De Boelelaan 1105, 1081 HV
Amsterdam

Telephone: +31 20 4445060 **Fax:** +31 20 4445059

e-mail: vos@dienst.vu.nl

Web Server <http://www.vu.nl/diensten/studentenzaken/loopbaan/index.htm>

Brief description of the activity of the organisation

The Career Advice Centre offers academic and career counselling to undergraduates and PhD students. It gives information about studies in the Netherlands and abroad. Documentation on the labour market (annual reports, reference works, newspapers magazines and leaflets on current job offers) is available on companies, research schools and institutes, psychological tests, applying for jobs, occupations and job profiles and European employment services.

Those entitled to use it

Anyone looking for information on studies in the Netherlands and abroad
Anyone looking for information on the labour market.

Publications

Each university publishes its own documentation.

- a) Directories
- b) Vacancy Bulletins
- c) Statistics
- d) Other useful publications

Organisation of Careers Fairs

Other Activities/Information

For all target groups, computerised systems are available.

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: The Netherlands

Table 3-1: Main public sector research organisations (all specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>KNAW Koninklijke Nederlandse Akademie van Wetenschappen</i> (Royal Netherlands Academy of Arts and Sciences)	http://www.knaw.nl	X	X	X	X	X
<i>NWO Nederlandse Organisatie voor Wetenschappelijk Onderzoek</i> (Netherlands Organisation for Scientific research)	http://www.nwo.nl	X	X	X	X	X
<i>TNO</i> (Contracts Research Organisation)	http://www.tno.nl	X	X	X	X	X

Table 3-2 Recruitment Methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Application	Written Tests	Interview	Other
<i>KNAW</i>	Drs/Dr			X		X		X	
<i>NWO</i>	Drs/Dr			X	X (web)	X		X	
<i>TNO</i>	Drs/Dr			X	X ⁽¹⁾	X		X	

(1) List of vacancies on the TNO website

4- Teaching in universities

Country: Netherlands

Table 4-1: Positions open to PhDs in higher education (all specialisms)

Title	Status ⁽¹⁾				Content of the job			Recruitment of foreigners		
	Civil Servant		University employee		Number of hours ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Assistent in Opleiding</i>				X	X	70%	X	X	X ⁽⁶⁾	
<i>Universitair docent</i>	X				X	45%	X	X	X ⁽⁷⁾	

Status of Permanent Member (Perm) or Temporary Employee (temp).

These two categories of staff have to undertake teaching. The hours are not defined at national level.

Fraction of time devoted to research.

Involvement in examinations: setting examinations, marking, oral examinations.

Administrative tasks: registration of students, running the library, running teaching laboratories etc.

For foreigners educated in the country, the situation is identical to that of Dutch citizens. For foreigners educated abroad, recruitment is sometimes a possibility.

For foreigners educated in the country, the situation is identical to that of Dutch citizens. It is rare that foreigners educated abroad are recruited.

Table 4-2 Recruitment Methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert ⁽¹⁾	Other	Written Application	Written Tests	Interview	Other
<i>Assistent in Opleiding</i>	Doctoraat	X ⁽²⁾		X	X ⁽⁴⁾	X		X ⁽⁵⁾	
<i>Universitair docent</i>	Doctoraat	X ⁽³⁾				X ⁽⁵⁾		X ⁽⁵⁾	

It is obligatory for vacancies to be advertised in the Press. They appear in the following papers: *Intermediair, NRC-Handelsblad, Volksrant*

The universities have developed their own practices: in general, it is necessary to have published, to have carried out research and to have taught. One or two years of postdoctoral experience are recommended for this level of recruitment.

The universities have developed their own practices: in general, it is necessary to have published, to have carried out research and to have taught. To be recruited as a *Universitair docent*, it is also necessary to have several years postdoctoral experience (in general, 4 years).

The list of vacancies is also published by the Personnel Service of the Faculty. Speculative applications can also be sent to the Dean of the faculty of the university. The professional journals and the universities' internal newspapers also publish vacancies.

Organisation of recruitment: the university nominates a recruitment committee which is made up of experts and staff representatives. After having received the application letters and CVs the committee selects the candidates who will be interviewed. After the interviews, national and international persons are asked to give their opinion on the remaining candidates. Before the final decision, the candidates undergo an interview about the tasks which will be allocated to them. Eventually, if necessary, the committee may ask the leading candidates to give a public lecture in order to rank them.

5-Recruitment methods in the private sector

Country: The Netherlands

1-Various possibilities

Job advertisement in press and media

Speculative applications

Personal contacts

Student associations (AIESEC)

Strong point

Importance of temping agencies

2- Curriculum vitae

It is the most important part of the application documents

Typed (2 pages)

Chronological order

It should contain information about the candidate's character, education, and work experience

Information about traineeships, relevant hobbies, membership of societies and other extracurricular activities must be mentioned

3-Application letter

Typed

Must outline the type of work applied for, personal qualification and experience, and the reason for writing to the company

It is not necessary to send copies of diplomas.

4- Interview

Two interviews.

In small firms it is not uncommon to have a preliminary talk with candidates by telephone;

A first interview by members of the personal department followed by a second one with field management (one or two persons)

Bring photocopies of certificates

The questions will concern motivation and extracurricular activities.

5-Other requirements

Psychological tests are often required

Poland

PhD studies

IN POLAND, THE MINIMUM LEVEL FOR ADMISSION TO AN INSTITUTION OF HIGHER EDUCATION IS THE MATURITY CERTIFICATE (*SWIADECTWO DOJRZALOS'CI*). THIS QUALIFICATION IS OBTAINED AFTER 10 YEARS IN SECONDARY SCHOOL (19 YEARS OLD USUALLY). THE RULES OF ADMISSION TO THE FIRST YEAR OF STUDY ARE DETERMINED AUTONOMOUSLY BY EACH INSTITUTION.

In universities, two kinds of institution coexist:

Some of them, after 5 years study deliver a *magister (mgr)*

Some others deliver in three years the degree of *licencjat (lic)* or *inzynier (inz)*.

Those graduates can go on to prepare a *magister (mgr)*

The PhD (*Doktor*) is prepared in 4 years after *magister (mgr)*

Licencjat (lic): Awarded following the completion of 3 years higher general education courses.

Inzynier (inz) Awarded following the completion of 3 years higher professional education courses in technical areas, agriculture, economics and related areas;

Magister (mgr) Awarded following the completion of 5 year *magister* level courses (after the *swiadectwo dojrzalosci*) in a given field of study. The title of *magister* may also be obtained following the completion of 2 years complementary *magister* level courses, for which holders of the professional title of *licencjat (lic)* or *inzynier (inz)* are eligible. Students must complete internships or a practical placement included in the curriculum, submit and defend a diploma project or thesis and pass a diploma examination.

Doktor: Awarded 4 years after the completion of a *magister*. The rules of admission are defined by the PhD office of each University (*Regulamin Studiow Doktoranckich*). The degree of *Doktor* is awarded to a person who has passed his/her doctoral examinations and submitted and defended a doctoral dissertation *rozprawa doktorska*. After this period, the student is often allowed to continue providing he/she is at an advanced stage and will finish in a year. Students preparing their PhD in some scientific institutes such as the Polish Academy of Sciences are allowed to prepare their PhD in 7 years. Furthermore, a few doctoral students having jobs during their studies are allowed to prepare their PhD in a time of more than 4 years.

Doktor habilitowany: This degree is awarded to a person who holds the doctor's degree, who has significant scholarly achievements, has submitted a dissertation (*rozprawa habilitacyjna*). This distinction is awarded to the *doktors* having realised outstanding contribution to scholarship in a particular field; they must have written a thesis, taken part in an "habilitation" symposium and delivered an "habilitation" lecture. The dissertation will be read by three referees evaluating the candidate's contribution in his/her scientific domain.

MAGISTER					DOKTOR			DOKTOR HABILITOWANY			
19	20	21	22	23	24	25	26	27	28	29	30

2- Documentary Sources

2A -organisations

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
Other Organisations offering information and services useful for PhDs but not specific to them						
<i>Biuro Uznawalnosci Wyksztalcenia i Wymiany Miedzynarodowej</i> (Bureau for Academic Recognition and International Exchange)	http://www.buwiwm.edu.pl		X (1)	X (1)		
<i>Ministerstwo Edukacji Narodowej i Sportu</i> (Ministry of National Education and Sport)	http://www.menis.gov.pl			X		
<i>Ministerstwo Nauki i Informatyzacji</i> (Ministry of Scientific Research and Information Technologies)	http://www.mnii.gov.pl					X
<i>Ministerstwo Gospodarki, pracy i polityki społecznej</i> (Ministry of Economy, Labour & Social Policy of Poland)	http://www.mpips.gov.pl			X		X
<i>Serwis Informacyjny Urzedow Pracy</i> (Employment Agencies' information service within Ministry of Economy, Labour and Social Policy)	http://www.praca.gov.pl	X	X	X		X
<i>Biura Karier</i> (Polish Network of Careers Services)	http://www.biura-karier.net	X	X	X	X	X
<i>e-puls Posrednictwo</i>	http://www.epuls.praca.gov.pl		X			

(1) Addresses of the polish higher education institutions on the following website : <http://www.buwiwm.edu.pl>

2B -Publications

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
Kariera	http://www.kariera.com.pl	X	X	X	
Newspapers and Magazines					
<i>Gazeta Wyborcza</i> (in Polish)	http://www.gazeta.pl	X	X	X	
<i>Perspektywy</i> (in Polish)	http://www.perspektywy.pl		X		
<i>Rzeczpospolita</i> (in Polish)	http://www.rzeczpospolita.pl	X	X		
<i>Zycie Warszawy</i> (in Polish)	http://www.zw.com.pl	X			
Other specific Servers ⁽¹⁾					
	http://www.jobpilot.pl	X	X		
	http://www.praca.pl	X			
	http://www.topjobs.com.pl		X		
	http://www.budinfo.pl	X	X		
	http://www.cvonline.pl	X	X	X	
	http://www.pracuj.pl	X	X	X	
	http://www.minerva.best.eu.pl/index.jsp ⁽²⁾	X			
	http://www.bdi.com.pl ⁽²⁾	X	X	X	
	http://www.jobmed.pl ⁽³⁾	X	X	X	
	http://www.praca.onet	X	X	X	
	http://www.nauka-polska.pl	X	X	X	

In Polish

For engineers only

For medical and pharmaceutical graduates

2C -Careers Fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice
AIESEC Poland ⁽¹⁾	http://www.aiesec.pl	X	X	X
Inzynierskie Targi Pracy ⁽²⁾	http://www.pk.edu.pl/kariera http://www.best.org.pl	X	X	
"Profesja" organised by Careers Services in Wroclaw ⁽²⁾	http://www.careers.uni.wroc.pl http://www.profesja.org.pl	X X	X X	X X

Every spring and autumn

Every spring

Fact sheet

Biura Karier (Polish Network of Careers Services)

Country **Poland**

Address

Telephone

To contact the representative of the Network:

e-mail to: kariery@admin.pk.edu.pl

Web Server

Website: www.biura-karier.net (partly in English)

Check every university website for a particular
Carreers Service

Brief description of the activity of the organisation

Careers Services operating as a network exist in higher education institutions (universities, technological universities, academies etc...). All of them give information and guidance, all of them run job placements (collect job vacancies and make them available to the students)

Their services are also very diversified. Their activity consists in :

- information on job market and postgraduate opportunities
- free access to databases
- free access to internet for students and graduates looking for a job
- individual careers interview concerning job issues, career path planning,
psychometric testing (not common), checking application documents
- organizing international internships and country internships (within Leonardo
da Vinci projects)
- running courses and workshops embedded in the curriculum
- polling students and employers
- publishing guide book and periodicals

Those entitled to use it

Formally these are students and graduates of the particular university, academy etc. However, websites and publications as well as job offers are sometimes openly available for every visitor who is a student or a graduate with priority always given to local students of the particular institution. Workshops and job placement as well as opportunity to register on the website are usually restricted so that only local students and graduates can use them.

Publications

There is one national issue “*Absolwent*” (Graduate) – annual publication consisting of job vacancies and articles. Many Carreers Services publish some guidebooks on the basis of various funds (state or others) and disseminate them all over the country (to all other Carreers Services) so that they can be available to everybody.

a- Directories

b- Vacancy Bulletins

c- Statistics

d- Other useful publications

Organisation of Careers Fairs

Career fairs are organized in most universities (see addresses of Biura Kareers on the website). They are usually organized in the spring.

Career Days are organized by AIESEC Poland with the support of Careers Services at academies of Economy is coordinated at the national level and takes place in every academic town. The Board of European Students of Technology (BEST) organizes another event, the *Inzynierskie Targi Pracy*

Other Activities/Information

Serwis Informacyjny Urzedow Pracy (Employment Agencies' Information Service)

Country **Poland**

Address **Offices in every medium sized and big
town**

Addresses on the website

Telephone

Web Server

<http://www.praca.gov.pl>

Brief description of the activity of the organisation

Agencies are allowed to offer these services:

- job offers
- coordination of special funding or cost reduction for employers who hire registered unemployed
- workshops and training for the unemployed in order make them more employable and actively search the job market
- individual employment counselling service
- some psychometric testing (Holand's Vocational Test)
- information on the job market (statistics etc, regional trends, databases)
- coordination of programmes of sending people to seasonal jobs abroad

Those entitled to use it

Every unemployed person who is a Polish citizen and has registered as unemployed in the Regional Employment Agency is allowed to use its services.

- **No specific service for higher education graduates or PhDs .**
- **Foreign PhDs unless they are given civil rights comparable to Polish citizenship are not allowed to register and use all these services.**

Publications

a- Directories

b- Vacancy Bulletins

c- Statistics

d- Other useful publications

Organisation of Careers Fairs

Other Activities/Information

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Poland

Table 3-1 Main public sector research organisations (all specialisms)

Organisation	Web	Maths; Physical Sci;Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>Polska Akademia Nauk</i> (Polish Academy of Sciences)	http://www.pan.pl	X	X	X	X	X
<i>Komitet Badan Naukowych</i> (State Committee for Scientific Research) ⁽¹⁾	http://www.kbn.gov.pl	X	X	X	X	X
<i>Polska Akademia Umiejetnosci</i> (Polish Academy of Arts and Science)	http://www/pau.krakow.pl	X	X	X	X	X

(1) This organisation is a part of the Ministry of Scientific Research and Information Technologies and distributes funding. It does not recruit research personnel

Table 3-2: Recruitment methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>Polska Akademia Nauk</i> ⁽¹⁾ (Polish Academy of Sciences)									
<i>Polska Akademia Umiejetnosci</i> ⁽¹⁾ (Polish Academy of Arts and Science)									

(1) No information about recruitment methods. Contact these two organisations directly

4-Teaching in universities

Country: Poland

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Positions	Status				Content of the job			Recruitment of foreigners		
	Civil servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
Perm	Temp	Perm	Temp							
Asystent				X ⁽¹⁾	180 ⁽³⁾	X	X ⁽⁴⁾	X ⁽⁵⁾	Yes ⁽⁷⁾	
Adiunkt			X ⁽²⁾		180 ⁽³⁾	X	X ⁽⁴⁾	X ⁽⁶⁾	Yes ⁽⁷⁾	

(1) Usually for 3 years

(2) Could be permanent or temporary but the person is obliged to gain “Doktor habilitowany” in 8 years from the time he/she obtained the PhD

(3) Depends on university

(4) Relevant to the courses run

(5) Relevant to teaching and research duties

(6) Relevant to teaching and research duties. Sometimes have additional functions, they are not restricted from being deans and rectors but usually they don't

(7) Theoretically, yes – as any other job, for citizens of the countries which allow Polish people to work there (like UK, Ireland, Denmark) all academics and administrative positions at Polish universities are available. However, for academics and for office workers the announcements are rarely done in English, and for now the demand for lecturers who run courses in English is not very high. Secondly, there is a language problem. In administrative work fluency in Polish is a real need: in research and teaching it is not always necessary. Almost all scientists speak at least one foreign language, and also more and more HEI decide to start courses relevant to the present ones but run in English; so actually, Higher Education Institutions are able to cooperate with somebody who doesn't speak Polish.

Table 4-2: Recruitment Methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
Asystent	PhD is a minimum		No	No	(2)	X	No	No	Recommendations (3)
Adiunkt	PhD is a minimum (1)		No	No	(2)	X	No	No	Recommendations (4)

The person is obliged to gain “*doktor habilitowany*” within 8 years from the time he/she obtained PhD

Vacancies sent to all Higher Education Institutions in the country and displayed there on some board available to all employees. Usually people that apply are those from the university

Thorough formal competition, but very often it happens that it is a person who has just obtained a PhD in that university. Only documents are concerned: recommendations are required – could be from the institute – given by some local Professor

Formally it is a competition, but usually after being an assistant in one university, the person applies for a higher position in the same university and very often is the only candidate who had applied for this position so he/she wins. Recommendations from outside his/her university are required

5-Recruitment methods in the private sector

Country:

1-Various possibilities

Speculative applications

Personal contacts

References

PhDs can try to start their own business (use incubators)

Strong point

2- Curriculum vitae

Max two pages

Typed

Clear

Don't forget to describe your level in oral and written languages

3- Application letter

Short and usually typed

Write it in Polish for Polish companies and in English for British companies

The style is formal without being too persistent

Interview

Usually, more than one interview

Bring references and copies of grades to the application interview

During the interview, try to show your transferable skills

When looking for a job in companies, PhDs should be careful about showing off their skills and their specialization in their domain (especially, if the recruiter or the future employer doesn't have a higher degree) – it could be perceived as breaking the hierarchy and threatening for employer's position.

Other requirements

A good knowledge of Polish is essential including for foreign companies delocalised in Poland. German and English are also important

Portugal

1- PhD studies

University institutions offer courses which run for four to six years and lead to the *Licenciado* degree. Holders of this degree may pursue studies leading to the *mestre* degree which is obtained after two or more years' further study. Holders of a *licenciado* or a *mestre* degree may continue in order to obtain a *doutor* degree.

Studies leading to the award of the *doutor* degree usually take between five and six years in the humanities and three to four years in technology and in exact and natural sciences. The other academic degree conferred at this level, the *agregação*, is only open to holders of the *doutor* degree. It is awarded after passing specific examinations.

Licenciado: First degree awarded by universities after a course of studies lasting between four and six years.

Mestre: Degree awarded after a two year university course of study following the *licenciado*. The candidate must defend a dissertation.

Doutor: Academic degree awarded by universities following the *licenciado* or the *mestre* degree. Candidates must defend an independent thesis. In universities, they can teach theoretical classes from the moment they get that degree through a written dissertation thesis that must be defended in front of a national committee composed only of PhDs in the area of the scientific research that encompasses the thesis.

Agregação: Highest degree, reserved to holders of the *doutoramento* and requiring the ability to undertake high-level research and special pedagogical competence in a specific field of knowledge. This degree is necessary only for PhDs who want to access the final career academic stage (*Professor catedrático*). It is obtained after success in specific examinations.

LICENCIADO	DOUTOR	AGREGAÇÃO
	MESTRE	
18 19 20 21 22	23 24 25	26 27 28 29

2 Documentary sources

2A Organisations

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
Other Organisations offering information and services useful for graduates						
<i>Ministério do Segurança Sociale e do Trabalho</i> (Ministry for Social Security and Labour)	http://www.msst.gov.pt	X	X	X	X	X
<i>Ministério da ciência e do ensino superior</i> (Ministry of Science and Higher Education)	http://www.desup.min-edu.pt/			X		X
<i>Fundação para a ciência e a tecnologica</i> (Foundation for Science and Technology)	http://www.fct.mct.pt			X		X
<i>Associação Industrial Portuguesa</i> (Industrial Association of Portugal)	http://www.aip.pt/AIP/			X		
<i>Associação Industrial Portuense</i> (Industrial Association of Porto)	http://www.aipportuense.pt/			X		
<i>Ordem dos Engenheiros</i> (Professional Association of Engineers)	http://www.ordeng.pt/			X		
<i>Ordem dos Médicos</i> (Professional Association of Doctors)	http://www.ordemmedicos.pt/ordemmedicos/index.html			X		
<i>Ordem dos Advogados</i> (Professional Association of Lawyers)	http://www.oa.pt/			X		

2A Organisations (Continued)

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Universities						
<i>Universidade de Aveiro</i>	http://www.ua.pt/			X		
<i>Universidade do Minho</i>	http://www.uminho.pt/			X		
<i>Universidade de Beira Interior</i>	http://www.ubi.pt/			X		
<i>Universidade Nova de Lisboa</i>	http://www.unl.pt/			X		
<i>Universidade Nova de Lisboa Faculdade de ciencias e tecnologica</i>	http://www.fct.unl.pt			X	X	
<i>Universidade do Porto</i>	http://www.up.pt/			X		
<i>Universidade de Coimbra</i>	http://www.uc.pt/		X	X	X	

2B Publications

PUBLICATIONS	Web address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
<i>Forum Estudante</i>	http://www.forum.pt/forum-estuda		X		
<i>INFOCID</i>	http://www.infocid.pt		X		
Newspapers and Magazines					
<i>Diario de noticias, Lisbon (Wednesday)</i>	http://www.dn.lusomundo.net	X	X		
<i>Expresso "Emprego", Lisbon (Saturday)</i>	http://www.expresso.pt	X	X		
<i>Jornal de Noticias, Porto (Wednesday)</i>	http://www.jn.pt	X	X		
Other specific Servers					

2C Careers fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice

Factsheet

Ministério do Seguranção Sociale e do Trabalho (Ministry of Social Security and Labour)

Country Portugal
Address
Telephone
Web Server <http://www.msst.gov.pt>

Brief description of the activity of the organisation

The main objectives of this organisation are to inform on employment problems, to improve the organisation of the labour market and to promote initiatives likely to create new jobs and generally to co-ordinate overall employment policy in Portugal. It organises sessions on the techniques of job-hunting, guidance workshops and the assessment of skills.

Those entitled to use it

Job-seekers

Publications

“ *Integrar* ” Three-monthly Review of the IEFP

a) Directories

b) Vacancy Bulletins

c) Statistics

Annual publications of the Observatory on entry to employment: “ *Inquerito a ex-formados...* ” published 3 years after graduation.

d) Other Useful Publications

Publications on qualifications and the employment market, studies on the organisation of work, professional training, the nomenclature of socio-professional categories. The titles of these publications are available on the website of the IEFP.

Organisation of Careers Fairs

Other Activities/Information

No information on this website but see the websites of the regional branches.

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Portugal

Table 3-1: Main public sector research organisations (list of specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>FPCT Fundação para a ciência e a tecnológica</i> (Foundation for Science and Technology) ⁽¹⁾	http://www.fct.mct.pt	X	X		X	X
<i>LNEC Laboratorio Nacional de Engenharia Civil</i> (National Laboratory for Civil Engeneering)	http://www-ext.lnec.pt	X				
<i>IGM Instituto Geologico e Mineiro</i> (Institute for Geology and Mining)	http://www.igm.pt		X			
<i>Instituto Hidrografico</i> (Hydrographic Institute)	http://www.hidrografico.pt	X	X			
<i>IICT Instituto de Investigação Científica Tropical</i> (Institute for Tropical Research)	http://www.iict.pt		X			
<i>Instituto de Meteorologia</i> (Meteorological Institute)	http://www.meteo.pt	X				
<i>INETI Instituto Nacional de Engenharia Tecnológica Industrial</i> (National Institute of Industrial Engineering and Technology)	http://www.ineti.pt	X				
<i>Instituto Nacional de Investigação Agraria e das pescas</i> (National Institute for Agricultural and Fisheries Research)	http://www.iniap.min-agricultura.pt	X	X			
<i>Instituto Tecnológico Nuclear</i> (Nuclear Research Institute)	http://www.itn.pt	X				

(1) Note concerning this website:

This website contains a list of research grants for the public research establishments.

The profile and level of the post are always specified for each establishment. The presentation can vary according to the posts and the establishments; nevertheless the application methods and the people to contact are always specified.

Table 3-2: Recruitment Methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>FPCT</i>	Varies according to the level of the post		X			X		X	
<i>LNEC</i>			X		Job offers on the web site	X		X	
<i>IGM</i>			X		Job offers on the web site	X		X	
<i>Instituto Hidrografico</i>					Job offers on the web site				
<i>IICT</i>			X		Job offers on the web site	X		X	
<i>Instituto de Meteorologica</i>			X		Job offers on the web site				
<i>INETI</i>			X		Job offers on the web site	X		X	
<i>INIAP</i>			X		Job offers on the web site	X		X	
<i>ITN</i>			X		Job offers on the web site	X		X	

4-Teaching in universities

Country: **Portugal**

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Permanent recruitment to higher education involves several stages:-

- with the *licenciatura* the candidate becomes an *assistante estagiario*. During the four following years, whilst in post, the candidate prepares the *Mestre* and becomes an *assistant* if he or she has obtained the necessary qualifications.
- Two years later, it is normally the University Council which suggests that the candidates should prepare a doctorate. The candidate then has 6-8 years to prepare the doctoral thesis. The candidate must pass public tests which give access to the grade of *professor auxiliar*. This grade gives the right to teach theoretical courses.

In reality, it appears that recruitment is at a higher level because, given their autonomy, the universities can define their demands for the different competitions.

Title	Status ⁽¹⁾				Content of the job			Recruitment of foreigners		
	Civil Servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Assistente estagiario</i>				X	6 -9 hours	X	X		X ⁽⁶⁾	
<i>Assistente</i>				X	6 - 9 hours	X	X	X	X ⁽⁶⁾	
<i>Professor auxiliar</i>			X		6 - 9 hours	X	X	X	X ⁽⁶⁾	

Status of Permanent Member (Perm) or Temporary Employee (temp).

Number of hours of teaching per week.

Fraction of time devoted to research.

(1) Involvement in examinations: setting examinations, marking, oral examinations.

(2) Administrative tasks: registration of students, running the library, running teaching laboratories etc.

(3) Foreigners are sometimes recruited. For this it is advisable to do a postdoc in Portugal before applying.

Table 4-2 : Recruitment Methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>Assistente estagiario</i>	<i>Licenciatura</i>	X ⁽²⁾	(5)	(5)	(5)	X ⁽³⁾			Competition
<i>Assistente</i>	<i>Mestre</i>	X ⁽²⁾	(5)	(5)	(5)	X ⁽⁴⁾			Competition
<i>Professor auxiliar</i>	<i>Doutor</i>	<i>Agregação</i> ⁽¹⁾	(5)	(5)	(5)	X ⁽⁴⁾			Competition

(1) The *agregação* is not obligatory but those who have it benefit from a higher salary.

(2) Each university, as an autonomous body, can fix the rules about access to these grades: in general the doctorate is required in order to have a chance of being recruited for these posts. Candidates must also provide evidence of their teaching and research skills.

(3) The academic record is the main factor.

(4) The academic record is the main factor. The research and teaching skills of candidates also count for a lot, as demonstrated during their previous jobs.

(5) No information available

5-Recruitment methods in the private sector

Country: Portugal

1-Various possibilities

Job advertisement in press and media

Speculative applications

Personal contacts

Student associations (AIESEC)

Strong points

Importance of partnership between companies and universities

AIESEC plays an important role in recruitment.

2- Curriculum vitae

Typed and short (maximum two pages), sometimes accompanied by a photo

Chronological order

The CV must essentially describe skills and experiences

Emphasise any professional training, seminars, courses.

Extracurricular activities are not described in details.

3- Application letter

Typed, standard and impersonal

Short and simple

For speculative applications, it is better to have it hand-written .

Interview

Copies of educational and professional certificates are required at this stage of the recruitment

Questions about work experience and practical training

The recruiter does not ask questions about family, marital status or religion.

Other requirements

Psychological and aptitude tests are often required. They are particularly used by recruitment agencies.

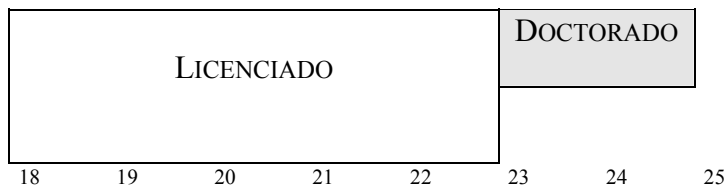
Spain

1-PhD studies

University education has three cycles. The first two lead after 5 years study to the degree of *licenciado*. The third cycle is open to the holders of the title of *licenciado*, *arquitecto*, or *ingeniero* and leads to the award of a *doctorado*. This title is awarded after two years' further study and research and after the submission and defence of a thesis.

Licenciado: title awarded on successful completion of the second stage of higher education, normally, after five years' university study. It entitles the holder to enter professional practice and is the prerequisite for admission to the third cycle (*Doctorado*).

Doctorado: the highest degree awarded at the end of higher education. It normally requires at least two years' study and research beyond the *licenciatura* and the preparation and defence of a thesis.



2- Documentary Sources

2A organisations

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
Other Organisations offering information and services useful for PhDs but not specific to them						
<i>INEM Instituto Nacional de empleo</i> (Public Employment Service)	http://www.inem.es	X	X	X	X	X
<i>Agencias de colocación</i> (placement services in the universities)		X	X	X	X	
• <i>Universidad de Granada</i>	http://www.ugr.es		X	X	X	
• <i>Universidad de Navarra</i>	http://www.unav.es		X	X	X	
• <i>Universidad de Cordoba</i>	http://www.uco.es		X	X	X	
• <i>Universidad de Malaga</i>	http://www.uma.es		X	X	X	
• <i>Universidad de Oviedo</i>	http://www.uniovi.es			X		
<i>SIPE Servicios Integrados Para el Empleo</i> (integrated employment services) ⁽¹⁾		X	X	X	X	
<i>COIE Centros de orientación, información y empleo</i> (Centres for Guidance, Information and Employment) ⁽²⁾		X	X	X	X	
• <i>Universidad Autonoma de Madrid (COIE)</i>	http://www.uam.es					
• <i>Universidad Complutense de Madrid (COIE)</i>	http://www.ucm.es		X	X	X	
• <i>Universidad Alcala de Henares (COIE))</i>	http://www.uah.es		X	X	X	
• <i>Universidad de Almeria (COIE))</i>	http://www.ual.es		X	X	X	
• <i>Universidad de Cantabria (COIE))</i>	http://www.unicam.es			X	X	
• <i>Universidad de Leon (COIE))</i>	http://www.unileon.es		X	X	X	

2A organisations (Continued)

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
<i>COIE Centros de orientación, información y empleo</i> (Centres for Guidance, information and Employment) ⁽²⁾ (Continued)		X	X	X	X	
• <i>Universidad de Murcia (COIE)</i>	http://www.um.es		X	X	X	
• <i>Universidad de Valladolid (COIE)</i>	http://www.uva.es		X	X	X	
• <i>Universidad de Santiago de Compostela (COIE)</i>	http://www.usc.es		X	X	X	
• <i>Universidad Nacional de Educación a Distancia (COIE)</i>	http://www.uned.es		X	X	X	
• <i>Universidad Politécnica de Madrid (COIE)</i>	http://www.upm.es		X	X	X	
• <i>Universidad Carlos III de Madrid (SOPP)</i>	http://www.uc3m.es		X	X	X	
• <i>Universidad de Alicante (GIPE)</i>	http://www.ua.es		X	X	X	
• <i>Universidad de Salamanca (SOU)</i>	http://www.usal.es		X	X	X	
• <i>Universidad de las Palmas de Gran Canaria (UCEFE)</i>	http://www.ulpgc.es		X	X	X	
• <i>Universidad Politécnica de Catalunya (UPC)</i>	http://www.upc.es		X	X	X	

Those organisations are established in towns. There is no general web site for the SIPE. It is possible to get their addresses with the help of a search engine.

The *centros de orientación, información y empleo* exists in the majority of Spanish universities. In certain cases, such a service exists but under a different name. In other cases, it is a university foundation, the *Fundación Empresa*, which is responsible for this work. The Table indicates which universities have such a service. In certain universities there is no employment service, but an agreement has been reached with INEM. The University then figures in the list of placement agencies (*Agencias de colocación*).

2B Publications

PUBLICATIONS	Web address (or postal address)	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
<i>Guía de las empresas que ofrecen empleo</i>	http://www.fue.es		X		
Newspapers and Magazines					
<i>El País</i> (Saturday / Sunday)	http://www.elpais.es	X	X		
<i>El Periódico</i> (Sunday)	http://www.elperiodico.es	X	X		
<i>La Vanguardia</i> (Sunday)	http://www.vanguardia.es	X	X		
<i>El Mundo</i> (Sunday)	http://www.elmundo.es	X	X		
<i>ABC</i>	http://www.abc.es	X	X		
Other specific Servers (Web servers about employment)					
Global-work	http://www.global-work.com	X	X		
Centro de Empleo on-line de España	http://www.bolzatrabajo.com	X	X	X	
Oficina de Empleo de España on-line	http://www.officinaempleo.com	X	X		
Jobline	" http://www.jobline.es "	X	X	X	
Jobpilot	" http://www.jobpilot.es "	X	X	X	
Infojobs	" http://www.infojobs.net "	X	X	X	
Todotrabajo	http://www.todotrabajo.com	X	X	X	

2C Careers fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice
Careers Fairs: see the universities' web sites	Websites of the universities		X	

Factsheet

Instituto Nacional de Empleo (INEM) (Public employment service)

Country	Spain
Address	There are regional services of INEM. The list of these regional agencies appears on the website
Telephone	Fax
Web Server	http://www.inem.es

Brief description of the activity of the organisation

INEM is the national employment service. It acts as an intermediary for work, putting employers and workers in contact. It offers services directly to job-seekers: information on the range of opportunities for employment, development of skills related to job-seeking, preselection of candidates whose CVs appear on a database, help for job-seekers who have particular difficulties (demotivation, lack of confidence), information on courses of professional training, information on vacancies in other European Union countries. It analyses the employment market. INEM offers advice and information for job-seekers with a proposal for starting a business.

Those entitled to use it

All job-seekers, companies wishing to recruit.

Publications

- a) Directories**
- b) Vacancy Bulletins**
- c) Statistics**
- d) Other Useful Publications**

Organisation of Careers Fairs

Other Activities/Information

INEM is linked to the “*Agencias de colocación*” and *SIPE*. It is this organisation which is responsible for recording the number of job-seekers.

Factsheet

Agencias de colocación (Placement Services)

Country

Spain

Address

- Certain “ *Agencias de colocación* ” are located in universities.
- Two “ *Agencias de colocación* ” are national organisations; the “ *FSC discapacidad* ” and the “ *Comisión española de ayuda al refugiado* ”
- The list of the “ *Agencias de colocación* ” in universities appears in table 2 A (See also the website of INEM)

Telephone

Fax

Web Server

Brief description of the activity of the organisation

These agencies are non-profit making associations which work with INEM to help job-seekers enter the labour market and support them during their transition to work. They offer to act as intermediaries between businesses and job-seekers and in this role they help job-seekers with their applications. They can make payments to both businesses and job-seekers.

Those entitled to use it

Any job-seeker within their specialist area. (For the agencies located in universities, users are university graduates.)

Publications

a) Directories

b) Vacancy Bulletins

c) Statistics

d) Other Useful Publications

Organisation of Careers Fairs

Other Activities/Information

Factsheet

Servicios Integrados para el empleo (SIPE) (Integrated Employment Service)

Country: Spain

Addresses: These services exist in some universities but they are essentially services located in the towns. For information, search using a search engine.

Telephone:

Web Server: No central web site

Brief description of the activity of the organisation

These agencies are non-profit making associations which work with INEM to help job-seekers enter the labour market and support them during their transition to work. These organisations carry out an analysis of the labour market, skills testing (psychometric tests), help in developing a career plan, information on job-hunting, training in job-seeking techniques. They give information and advice to young people starting a business and offer *stages*. They help job-seekers who have particular difficulties (demotivation, lack of self-confidence).

Those entitled to use it

Any job-seeker

Publications

- a) Directories**
- b) Vacancy Bulletins**
- c) Statistics**
- d) Other Useful Publications**

Organisation of Careers Fairs

Other Activities/Information

Factsheet

Careers Services in the Universities

Country: Spain

Address: These services have different names: most often COIE
(*Centros de orientación información y empleo*)

Telephone:

Web Server See table 2-1 for a list of universities with such a service and the title of the service.

Brief description of the activity of the organisation

The employment service of a university deals with the offers of employment which it receives from companies, at the same time matching the offers to the demands. They do this in order that graduates can find employment from the offers received by the university. They make available to students everything which can help them in their search for employment: run an employment service, manage *stages* in companies, organise courses on the techniques of job-hunting, the CV, the covering letter and the interview, organise talks on the labour market and organise fairs to bring together the universities and companies.

Those entitled to use it

University graduates

Publications

- a) Directories
- b) Vacancy Bulletins
- c) Statistics
- d) Other Useful Publications

Organisation of Careers Fairs

Other Activities/Information

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: Spain

Table 3-1: Main public sector research organisations (list of specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>CSIC Consejo Superior de Investigaciones Científicas</i> (Scientific Research Council)	http://www.csic.es	X	X	X	X	X
<i>CICYT Oficina de ciencia y tecnología Comisión Interministerial de Ciencia y Tecnológica</i> (Interministerial Commission for Science and Technology)	http://www.cicyt.es ⁽¹⁾	X	X	X	X	X
<i>CDTI Centro para el Desarrollo Tecnológico Industrial</i> (Centre for technology transfer) ⁽²⁾	http://www.cdti.es	X				

List of research organisations and universities on this site. This organisation does not have any research centres. It co-ordinates existing centres.

Organisation with an international role: financing international projects, awarding grants and financial aid for Spaniards who want to work on international projects. There is a database on the website about employment, some job offers, as well as a list of publications. There are no vacancies for qualified researchers.

Table 3-2: Recruitment methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>CSIC</i>	Doctorado	X ⁽¹⁾	X		X ⁽²⁾	X		X ⁽³⁾	

1 Candidates must list their original published research work, publications on their own or in collaboration (books or monographs), participation in conferences and seminars; work undertaken before the PhD, or during it, or in another context, must also be recorded.

2 Publication of vacancies on the CSIC site.

3 Interviews consist of two distinct parts: a 30-minute presentation of the research work listed on the CV and then a presentation (also of 30 minutes) on a research theme prepared by the candidate and chosen by them. After these two presentations, the selection panel discusses the contents of the two presentations with the candidate.

4-Teaching in universities

Country: Spain

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Position	Status ⁽¹⁾				Content of the job			Recruitment of foreigners		
	Civil Servant		University Employee		Number of hours teaching	Research ⁽³⁾	Exams ⁽⁴⁾	Administrative Tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Ayudante</i>				X	Variable ⁽²⁾	X				X
<i>Profesor titular de universidad</i>			X		240 hours a year	X	X	X		X

Status of permanent (Perm) or temporary employee (Temp)

They are in charge of laboratory work. The content of their job is fixed by the university authorities

Amount of time for research activity

Involvement in examinations: setting examinations, marking, oral examinations

Administrative tasks: registration of students, book purchasing policy, laboratory management etc...

Table 4-2: Recruitment methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert ⁽¹⁾	Other	Written Application	Written Tests	Interview	Other
<i>Ayudante</i>	Licenciado	Preparation of a thesis							
<i>Profesor titular</i>	Doctorado	X ⁽³⁾		X	X ⁽²⁾				Competition

In the following newspapers: *La Vanguardia*, *El País*

Vacancies published by the Ministry of Education: *Boletín Oficial del Estado*; *Diari Oficial de la Generalitat de Catalunya*. The university gives information about vacancies; consult the President's Office (*Seccio de concursos*) and the faculty (*Decano de facultad* or *director de departamento*).

Usually it is a requirement that candidates should have three or four years of research experience, to have published about 10 articles in journals, to have presented communications at a certain number of conferences. Teaching experience of about 240 hours is recommended. It is strongly recommended that candidates should have at least one year of postdoctoral experience.

5-Recruitment methods in the private sector

Country Spain

1-Various possibilities

Job advertisement

Employment agencies

Headhunters and Consultancy firms

Speculative applications

Personal contacts

Student associations / Job advertisement in student's publications (see part 2)

Strong points

Personal contacts and word of mouth

Professional and/or academic background

Student associations (AIESEC)

2-Curriculum vitae

There are no binding rules

Typed (2 pages maximum)

Generally chronological order

It must be very explicit for information concerning identity (identity card or passport number, marital status, military service), education and professional experience

A paragraph " Other Topics " should include a list of publications, seminars and temporary work.

Specify knowledge of foreign languages, indicate level of proficiency

Give addresses of referees

One of the main features of the CV should be the career objective

Date and sign (not applicable if there is an application letter)

In the paragraph " Education ", the level of diplomas must be specified

A separate paragraph includes membership of associations and clubs (sports), and hobbies.

3-Application letter

Generally typed

Short

Direct and professional

This letter will demonstrate the candidate's motivations and interest in becoming an employee of that company.

4-Interview

Up to six interviews, the last one is often a group discussion. It is the last part of the recruitment process

It is generally on a managerial tone

The candidate must show he or she is the right person to get the job in that company.

5-Other requirements

Psychological tests are frequent

Some companies organise selective competitions

Do telephone in order to get an interview.

Sweden

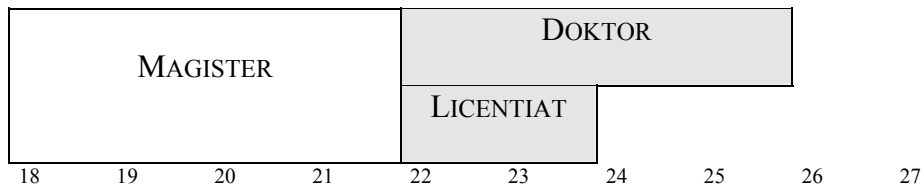
1- PhD studies

The first stage lasts for four years and leads, for students undertaking a research course, to the award of the *magisterexamen*. Postgraduate education includes the *licenciatexamen* and the *doktorexamen* which requires a minimum of four years of full time study beyond completion of a first degree. Doctoral studies consist of seminars, reading and methodology courses, individual literature surveys and independent research.

Magisterexamen: general degree obtained after completion of four years of study in a higher education institution.

Licenciatexamen: research degree requiring two years' study and a thesis (smaller than the doctoral dissertation). The *licenciat* dissertation is defended in a seminar with an opponent. Technical faculties have many *licenciatexamen* because of the demands of industry.

Doktor: highest degree awarded to graduates who have carried out research (generally for four years) and have defended a thesis that has been published.



2- Documentary Sources

2A organisations

Country: Sweden

ORGANISATIONS	Web address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
Other Organisations offering information and services useful for PhDs but not specific to them						
<i>AMV Arbetsförmedlingen</i> (Swedish National Labour Market Administration)	http://www.ams.se (in English)	X	X	X	X	X
<i>Academic search international</i>	http://www.academicsearch.se	X	X	X	X	
<i>SACO Severiges Akademikers centralorganisation</i> (Swedish Confederation of Professional Associations)	http://www.saco.se (in English)	X	X	X	X	
<i>Svenska Arbetsgivareföreningen (SAF)</i> (Employer's confederation)	http://www.saf.se (in English)			X		

2B Publications

PUBLICATIONS	Web address (or postal address)	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
<i>Companies of the future, Nordic Edition, Stockholm</i>			X		
Newspapers and Magazines					
<i>Labourmarket situation</i> (AMS publication) (monthly)	http://www.amv.se	X	X		
<i>Arbetet, Malmö</i> (Wednesday)	http://www.arbetet.se		X		
<i>Dagens Industri</i> , Stockholm (Sunday)	http://www.di.se		X		
<i>Dagens Nyheter</i> , Stockholm (Thursday & Sunday)	http://www.dn.se		X		
<i>Svenska Dagbladet</i> , Stockholm (Thursday & Sunday)	http://www.srd.se		X		
<i>Göteborgs Posten</i>	http://www.gp.se		X		
<i>Platsjournalen</i>	http://www.amv.se/pj/index.htm (in Swedish)	X	X		
Other specific Servers					

2C Careers fairs

Careers Fairs	Web address	Placement Service	Information Provider	Careers Advice
<i>Nordic Career futures</i> (Gothenburg)	http://www.emdsnet.com		X	
<i>Study abroad day</i> (Gothenburg, Stockholm) SACO	http://www.saco.se		X	
Career and recruitment days (various universities, throughout the year)	http://www.su.se/studentbyran/arbetsforum.html		X	

Factsheet

Arbetsförmedlingen (AMV) **(Swedish National Labour Market Administration)**

Country **Sweden**

Web Server <http://www.amv.se>

Brief description of the activity of the organisation

The mission of this organisation is to manage the employment market in Sweden, to promote the effectiveness and the flexibility of employment, to ensure that certain individuals do not find themselves excluded from the labour market and to act so that the equality of men and women is respected. This is done through help with placement, help in preparing for entry to work and also the management of unemployment benefits. This organisation has created a database of vacancies (*Platsbanken*) and of candidates for jobs (*Sökandebanken*).

Those entitled to use it

Any job-seeker

Publications

a) Directories

b) Vacancy Bulletins

On-line database of vacancies – *Platsbanken* (categorised by region and by profession)

c) Statistics

d) Other Useful Publications

Organisation of Careers Fairs

Other Activities/Information

- 1 Information about temporary work available on a database called: *Vikariebanken*
- 2 It should be stressed that Swedish employers require a good level of Swedish for a candidate to be recruited.
- 3 .For the evolution of the short and medium-term labour market, AMV foresees a strong and regular growth in the number of jobs but with little effect on unemployment

Factsheet

Sveriges Akademikers Central Organisation (SACO) (Swedish Confederation of Professional Associations)

Country Sweden
Address Lilla Nygatan 14, Gamla Stan
Telephone +46 8 613 48 00
Web Server <http://www.saco.se>

Brief description of the activity of the organisation

SACO is a federation of professional organisations and unions. Within SACO, the Council of students proposes actions aimed at helping students with guidance and with entry to work. On the initiative of SACO, careers services, the “*arbetslivcentra*”, help students, companies and teachers to make personal contact. Offers of employment on SACO’s website.

Those entitled to use it

Anyone wanting information and advice on problems of training and careers.

Publications

a) Directories

“*Välja yrke*” (Choosing a Profession) deals with the following subjects: description of occupations, work tasks, future prospects and remuneration.

“*Studentens lilla nödvändiga*” (What every student needs to know) deals with the following subjects: finance for study, student accommodation, work experience, looking for a job, how to negotiate salaries.

“*Världen som universitet*” (The world as a university) deals with study abroad.

“*Världen som arbetsmarknad*” (The world as a job market) deals with international careers.

b) Vacancy Bulletins

c) Statistics

d) Other Useful Publications

“*Station - Raka spåret till yrkeslivet*” partner for the choice of a training and an occupation

Organisation of Careers Fairs

Organisation each year of the International Students Fair held in Stockholm and Gothenburg. (information on the website).

Other Activities / information

Fact sheet

Academic Search International

Country Sweden

Address:

Telephone

Web Server <http://www.academicsearch.se>

Brief description of the activity of the organisation

Organisation for the recruitment of young university graduates (up to 6 years of experience), *Academic search* offers recruiters a database of candidates, help with the recruitment process, the possibility of publicising their company to students. For job-seekers it offers job vacancies and contacts with the business world.

Those entitled to use it

Graduate job-seekers

Publications

“ *Perfect match* ” (quarterly publication)

a) **Directories**

b) **Vacancy Bulletins**

c) **Statistics**

d) **Other Useful Publications**

Organisation of Careers Fairs

Other Activities/Information

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country : Sweden

The Swedish Research Council is a government agency under the supervision of the Ministry of Education and Science. It coordinates the research activities and international relations in the various specific subjects. *Humaniora och Samhällsvetenskap* (Humanities and Social Sciences), *Medicin* (Medicine), *Naturvetenskap och teknikvetenskap* (Natural and Engineering Sciences), *Utbildningsvetenskap* (Educational Sciences)

Table 3-1: Main public sector research organisations (list of specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
<i>Vetenskapsrådet</i> (The Swedish Research Council)	http://www.nfr.se	X	X	X	X	X

Note on recruitment to the research organisations listed in Table 3-1

These organisations fund public research posts in the universities after accreditation of the candidates by the various specialist committees. The application must go to the scientific referee of each committee (names of these referees are on the website) before the middle of May.

Nature of the posts funded by these organisations:

- Experienced researchers appointed for a period of 6 years.
- Young researchers for a period of 4 years. They must define their field of research at the time of applying. Their application is examined by the relevant committee.
- University lecturers. These are personnel who are paid part-time. The posts are created after agreement between the research organisation and the universities. Funding for these posts lasts three years.
- Postdocs for PhDs wanting to do research in Swedish universities.
- Posts at the interface between research and industrial application.

Table 3-2: Recruitment Methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>Vetenskapsrådet</i>	Doctorate		Yes		(1)				

(1) Application in may. Contact the person responsible in each department

4- Teaching in universities

Country: Sweden

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Title	Status ⁽¹⁾				Content of the job			Recruitment of foreigners		
	Civil Servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Forskarassistent</i>		X			200	X			X	
<i>Högskoleadjunkt</i>	X				630	X	X	X	X ⁽⁶⁾	
<i>Högskolelektor</i>	X				400	X	X	X	X ⁽⁶⁾	

Status of Permanent Member (Perm) or Temporary Employee (temp).

(1) Number of hours teaching a year.

(2) Fraction of time devoted to research.

(3) Involvement in examinations: setting examinations, marking, oral examinations.

(4) Administrative tasks: registration of students, running the library, running teaching laboratories etc.

(5) Educated in the country: rarely. Trained abroad: frequently. It is advisable to do a postdoc in Sweden before applying

Table 4-2: Recruitment Methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements ⁽²⁾	Annual Competition	Press advert ⁽¹⁾	Other	Written Application	Written Tests	Interview	Other
<i>Forskarassistent</i>	Doctorate ⁽³⁾	X ⁽⁴⁾		X ⁽¹⁾		X ⁽⁵⁾		X ⁽⁵⁾	
<i>Högskoleadjunkt</i>	Doctorate ⁽³⁾	X ⁽³⁾		X ⁽¹⁾		X ⁽⁵⁾		X ⁽⁵⁾	
<i>Högskolelektor</i>	Doctorate ⁽³⁾	X ⁽³⁾		X ⁽¹⁾		X ⁽⁵⁾		X ⁽⁵⁾	

Posts are advertised in the specialist press (*Nature*...) as well as in the following journals: *Post-och Innkes Tidningar* / *Dagens Nyneter* / *Svenska Dagbladet*.

1. After having successfully completed a course of higher education in the subject of the vacant post or acquired knowledge and experience in this field.
2. In practice, it is advisable to have 3-5 years of research activity, several publications and communications and to be able to demonstrate a certain amount of teaching experience (400-800 hours). A postdoc is almost obligatory (3-5 years). It is also necessary to demonstrate a certain amount of experience in educational administration (supervising, programming and directing studies, as well as in the preparation of teaching material).
3. Doctorate obtained within five years preceding the application.
4. Recruitment takes place in various stages: the candidate submits an application which consists, in the first instance, of a brief resumé of activities in teaching and research. The recruitment committee selects the candidates to be invited to interview. The experts give their opinion on the candidates. After the interview and, possibly, after having given a lecture, the committee puts forward the name of the candidate to be recruited. The Rector takes the final decision.

5-Recruitment methods in the private sector

Country: Sweden

1-Various possibilities

Job advertisement in press and media
Speculative applications
Personal contacts
Trade unions (SACO)

Strong point

SACO undertakes all kind of activities in the domain of careers (See fact sheet SACO part 2)

2- Curriculum vitae

Typed, synthetic and short.
It must mention education and previous activities
Include 2 or 3 references both professional and personal

3- Application letter

Before sending your application, call the human resource manager to make yourself known, demonstrate your initiative and find out what kind of person the company might be interested in
It is personal
It must mention former activities
It explains that the candidate has the profile corresponding to the job.

4- Interview

Many interviews
Questions about education, experience, motivation. You must show that you know the company, you wish to join
Personal questions regarding marital status, family, or possibly... alcohol..., can be asked.

5- Other requirements

Interviews are often complemented by various psychological tests
The complete application consists of the CV, the application letter and copies of certificates.

United Kingdom

1- PhD studies

The Higher Education system in the UK can generally be divided into undergraduate and postgraduate study. Undergraduate degrees are often referred to as first degrees and postgraduate degrees as higher degrees.

The undergraduate stage consists of three to four years in-depth study of one or more subjects or fields. Most commonly it leads to the *bachelor's* degree (eg BA, BSc, BEd) but in some cases the qualification can be an undergraduate Master's degree (MSci, MEng).

The postgraduate phase includes the postgraduate *Master's* degree which is awarded after one or two years' further study following the first degree. This can be followed by a period of pure research which leads to the *PhD* after three years' additional study and the successful presentation of a thesis.

A higher doctorate may be awarded by the university after a candidate, usually a senior university teacher, has submitted for consideration a number of learned, usually published, works.

Bachelor's degree: First degree awarded after three years' study (four in some cases, especially in Scotland). Sandwich courses, which include work experience outside the education institution, extend the undergraduate degree period by up to a year.

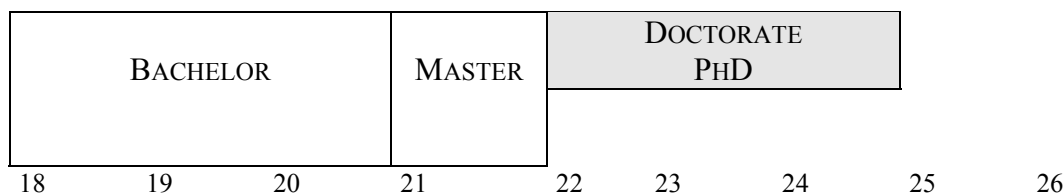
In Engineering and Science some of the four-year courses now lead to what is termed an 'undergraduate Master's degree' (eg MEng, MSci) to distinguish them from postgraduate Master's degrees.

Master's degree: The postgraduate Master's degree (eg MA, MSc, MPhil) is usually awarded following one or two years' full-time study (or its equivalent) after the Bachelor's degree is obtained. Most Master's degrees are obtained after the completion of a number of taught modules, examinations and a piece of written work - the dissertation - of 10,000-20,000 words. Some Masters' degrees are assessed solely on a piece of research and a dissertation of 20-40,000 words.

Doctorate: degree usually awarded after the candidate has already obtained a *bachelor's* degree and, increasingly, a *Master's* degree. Two kinds of *doctor's degree* exist:

The *PhD* is awarded in a large number of fields, generally after three years of study and research, and after the presentation of a thesis. There may sometimes be a written examination.

The *senior doctorate* or *higher doctorate* is conferred in recognition of an outstanding contribution to scholarship in a particular field and is usually awarded to persons of high academic distinction and on the basis of previous published work.



2- Documentary sources

Country: United Kingdom

2A Organisations

ORGANISATIONS	Web Address	Detailed Fact Sheet	Placement Service	Information Provider	Careers Advice	Statistics
Organisations offering information and services specifically for PhDs						
UK partner services of the Association Bernard Gregory: Birmingham, Bristol, Cambridge, Edinburgh, Leeds, Manchester, Nottingham, Oxford, Warwick, Imperial College (London).	http://www.abg.asso.fr	X	X	X	X	
Other Organisations offering information and services to PhDs but not specific to them						
<i>University Careers Services</i>	http://www.prospects.ac.uk		X	X	X	X
<i>CSU Higher Education Careers Service Unit</i>	http://www.prospects.ac.uk	X	X	X		X
<i>AGCAS Association of Graduate Careers Advisory Services</i>	http://www.agcas.org.uk/	X		X		X
<i>AAAS American Association for the Advancement of Science – Science’s Next Wave</i>	http://nextwave-uk.sciencemag.org			X		
<i>Chemsoc (the Chemistry Societies’ Network)</i>	http://www.chemsoc.org			X		
<i>Job Centres of the Ministry of Work & Pensions</i>	http://www.jobcentreplus.gov.uk	X	X	X	X	
<i>Studentzone - information service for Higher Education students</i>	http://www.studentzone.org.uk			X		

2B Publications

PUBLICATIONS	Web Address	Placement Service	Information Provider	Careers Advice	Statistics
Directories					
<i>PROSPECTS Directory</i>	http://www.prospects.ac.uk/	X	X		X
<i>GET (Graduate Employment & Training)</i>	http://www.get.hobsons.com		X		
<i>Doctorjob Employer Directory</i>	http://doctorjob.com/employers/index.asp	X	X		
Newspapers & Magazines					
<i>Prospects Today</i>	http://www.prospects.ac.uk/		X		
<i>The Guardian</i>	http://www.guardian.co.uk		X		
<i>The Independent</i>	http://www.independent.co.uk		X		
<i>The Times</i>	http://www.the-times.co.uk		X		
<i>The Telegraph</i>	http://www.telegraph.co.uk		X		
<i>The Financial Times</i>	http://news.ft.com/home/uk/		X		
<i>New Scientist</i>	http://www.newscientist.com		X		
<i>Times Educational Supplement</i>	http://www.tes.co.uk		X		
<i>Times Higher Educational Supplement</i>	http://www.thes.co.uk		X		
<i>Computer Weekly</i>	http://www.cwjobs.co.uk/		X		
<i>Chemistry in Britain</i>	http://www.rsc.org		X		
<i>Physics World</i>	http://www.physicsweb.org		X		
Web Only Sources					
<i>A Guide to Job-Searching on the Web</i>	http://www.careers.strath.ac.uk/guide/		X		
<i>Virtual Careers Library (London University Careers Service)</i>	http://www.careers.lon.ac.uk/links		X		
<i>jobs.ac.uk (jobs in the academic community)</i>	http://www.jobs.ac.uk		X		
<i>The Social Sciences Grapevine - an online source of career development opportunities for social science researchers</i>	http://www.sosig.ac.uk/gv/		X		
<i>Earthworks –site for environmentally-related jobs, academic and non-academic</i>	http://www.earthworks-jobs.com		X		
<i>Vacancies from NISS - a vacancies service for the academic community</i>	http://www.vacancies.ac.uk		X		

2C Career Fairs

Career Fairs	Web Address	Placement Service	Information Provider	Careers Advice
For a full list of Careers Fairs see Prospects site	http://www.prospects.ac.uk		X	

Country UK
Address **Prospects House, Booth Street East Manchester M13 9EP**
Telephone **+44 161 277 5200** **Fax** **+44 161 277 5210**
Web Server <http://www.prospects.ac.uk>
Email prospects@csu.ac.uk

Brief description of the activity of the organisation

CSU is a charity owned by the Conferences of Heads of higher education institutions in the UK. It provides high quality careers guidance and information materials to all universities and most colleges of higher education in the UK and Ireland, working in partnership with professional associations, government and educational organisations.

Those entitled to use it:

All graduates (including PhDs) and all graduate careers services of subscribing universities in the UK and Ireland. Some publications are available to the general public in the UK in libraries and bookshops. Postgraduate study information is distributed world-wide and CSU's website - Prospects Web - is accessible to all, providing electronic versions of most publications.

Publications:**(a) Employment Directories**

Prospects Directory - The UK guide to graduate employers
Pocket Prospects - a small format update of the directory, published mid-year
Prospects Focus Series - Comprehensive mini careers directories for Law, Public Services and Work Experience.

(b) Vacancy Bulletins

Prospects Today - Immediate vacancies for graduates, mid-year
Prospects Finalist - Job vacancy information for students in their final year. Also industry-specific supplements concentrating on Finance, Engineering, Retail, Food and Drink.
My Prospects - A comprehensive interactive on-line service, providing information about jobs and postgraduate study by email as well as job-matching and careers advice by email

(c) Statistics

What do Graduates Do? - A report on the destinations of recent graduates, produced with AGCAS and UCAS
Graduate Market Trends - Graduate recruitment market information including salary and employment trends
Great Expectations - A study of the transition of graduates from education to employment, produced with AGCAS and the Institute for Employment Research
Working Out - A study of graduates' early experiences of the labour market, produced with AGCAS and the Institute for Employment Research

(d) Other Useful Publications

Graduate Careers Information Booklets - A series produced with AGCAS
Prospects Postgraduate Directory - The national directory of postgraduate programmes
Prospects Postgraduate Funding Guide - Explaining the methods of acquiring postgraduate funding
Prospects Postgrad UK - Postgraduate course and research vacancy information for overseas graduate wishing to study in the UK
Prospects Postgrad - Postgraduate course and research vacancy information for final year students

Organisation of Careers Fairs: CSU sponsors and promotes graduate and postgraduate careers fairs

Other Activities/Information:

PROSPECT (HE) - An interactive careers exploration system, integrating personal development with graduate occupations
 CSU is a member of FEDORA, EFCI (European Forum for Careers Information) and works in partnership with the Association of Graduate Recruiters.

UK ABG partner services.

Addresses on the ABG website

Address 239 rue Saint Martin 75003 Paris
Tel +33 1 42 74 27 40 **Fax** +33 1 42 74 18 03
Web Server <http://www.abg.asso.fr>
Email

Brief description of the activity of the organisation

Created in 1980 mission of the Association Bernard Gregory is to promote training through research to the non-academic world and to help young PhDs of all disciplines to find jobs in companies.

In order to advise and help young PhDs looking for employment, the ABG is supported by a network of about a hundred local partner services, principally in France, but also in the United Kingdom, Belgium, the USA and Japan.

Databases of CVs and job offers and useful information for young PhDs are available on the ABG's website.

The ABG is currently extending its network to other European countries.

Those entitled to use it

Young PhDs or post docs looking for a first permanent job who have registered their CV after contacting a local ABG partner service within six years of completing their PhD.

The UK partner services can only deal with their own students, graduates or post docs.

Publications

(a) **Directories** *Formation par la Recherche* (quarterly)

(b) **Vacancy Bulletins**

A weekly vacancy bulletin is available on line on the website. Information about the timetable for competitions for posts in the public sector in France is also published regularly during the season for competitions.

(c) **Statistics**

Each year the ABG publishes statistics about the career destinations of young PhDs registered with the ABG.

(d) **Other Useful information**

"De la Thèse à l'Emploi"

Organisation of Careers Fairs

The ABG organises information sessions and sessions on awareness about employment in universities and research centres.

The ABG takes part in many forums and conferences organised for or by PhD students or graduates.

Other Activities/Information

In France, the ABG has initiated the "*Doctoriales*[®]", seminars preparing for employment aimed at PhD students and it also pilots the project entitled "*Nouveau Chapitre de la thèse*" which aims to help PhD students to add value to the skills which they have gained through their research.

A project entitled "AMEDEE" has as its aim helping the mobility of young PhDs in Europe through the creation of a platform to bring together PhDs and employers.

Fact Sheet

Jobcentre Plus

Country UK
Address **Head Office (Offices in every UK town and city)**
Jobcentre Plus, Caxton House, Tothill Street London SW1H 9NA

Tel:
Web Server <http://www.jobcentreplus.gov.uk>
Email

Fax

Brief description of the activity of the organisation

JobCentre Plus is part of the Department of Work & Pensions and provides services for jobseekers and those claiming working age benefits. It does not offer any special services for graduates and relatively few make use of it, especially at PhD level except if required to register in order to be eligible to receive state unemployment benefits.

Those entitled to use it

Any person aged between 16 and 65, eligible to work in the United Kingdom.

Fact sheet

Association of Graduate Careers Advisory Services (AGCAS)

Country UK
Address AgCAS Administration Manager, c/o Careers Service,
University of Sheffield, 8-10 Favell Road, Sheffield S3 7QX
Telephone +44 114 222 0929 **Fax** +44 870 770 3310
Web Server <http://www.agcas.org.uk>

Brief description of the activity of the organisation

The Association of Graduate Careers Advisory Services (AGCAS) was established in 1967 as the professional association of careers services in Higher Education, representing all universities and most of the major degree-awarding colleges in the UK and Ireland. The Association is a Registered Charity (No. 1049322). Individual membership currently stands at approximately 1200 in 132 institutions with over 100 Correspondent Members who are involved in careers counselling and placement both in the UK and overseas.

Those entitled to use it

AgCAS does not provide an advisory service to individuals. It works through the Careers Services of individual member institutions and in partnership with CSU, the Higher Education Careers Services Unit.

Publications

Statistics

What do Graduates Do? – An annual publication reporting on the destinations of recent graduates, produced with CSU and UCAS

Great Expectations - A study of the transition of graduates from education to employment, produced with CSU and the Institute for Employment Research

Working Out - A study of the above graduates' early experiences of the labour market and meeting their expectations of career development, some 18 months beyond graduation, produced with CSU and the Institute for Employment Research.

Moving On - A study of the 'career paths' of graduates three years after graduation examining the jobs they acquired and the utilisation of their newly-gained skills and knowledge. It also examines the role of careers guidance and advice as they planned to enter the labour market and subsequently.

Other Useful Publications

(mainly produced by AgCAS and published by CSU)

Occupational Profiles

Sector Briefings

SIGNPOST SHEETS SERIES

Special Interest Series

Surveys of vocational courses

Phoenix – the AGCAS Journal

3- Becoming a Researcher in a Public Sector or National Research Organisation

Country: United Kingdom

Table 3-1 Main public sector research organisations (all specialisms)

Organisation	Web	Maths; Physical Sci; Engineering	Life Sci; Earth Sci; Astronomy	Medicine	Arts/ Humanities	Social Sciences
(1)						
<i>BBSRC Biotechnology and Biological Sciences Research Council</i>	http://www.bbsrc.ac.uk		X			
<i>AHRB The Arts & Humanities Research Board</i>	http://www.ahrb.ac.uk				X	
<i>ESRC Economic and Social Research Council</i>	http://www.esrc.ac.uk					X
<i>EPSRC Engineering and Physical Sciences Research Council</i>	http://www.epsrc.ac.uk	X				
<i>NERC Natural Environment Research Council</i>	http://www.nerc.ac.uk		X			
<i>PPARC Particle Physics and Astronomy Research Council</i>	http://www.pparc.ac.uk	X				
<i>The Royal Society</i>	http://www.royalsoc.ac.uk	X	X			
(2)						
<i>MRC Medical Research Council</i>	http://www.mrc.ac.uk			X		
<i>Health & Safety Executive</i>	http://www.hse.gov.uk		X	X	X	X
<i>Department for Environment, Food and Rural Affairs</i>	http://www.defra.gov.uk		X			
<i>Central Science Laboratory</i>	http://www.csl.gov.uk		X			
<i>Defence Engineering & Science Group</i>	http://www.desg.mod.uk	X	X			
<i>dstl</i>	http://www.dstl.gov.uk/index.htm	X	X			
<i>Forensic Science Service</i>	http://www.fss.org.uk	X	X			
<i>Meteorological Office</i>	http://www.meto.govt.uk	X				
<i>Veterinary Laboratories Agency</i>	http://www.defra.gov.uk			X		

(1) Government organisations responsible for distributing funds to the universities. These organisations do not recruit research personnel.

(2) Public sector research organisations which employ research staff.

Table 3-2: Recruitment methods

Organisation	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert	Other	Written Application	Written Tests	Interview	Other
<i>Department for Environment, Food and Rural Affairs</i>	Bachelors degree minimum. PhD for some posts			X		X	Possibly	X	
<i>Central Science Laboratory.</i>	Bachelors degree minimum. PhD for some posts			X		X	Possibly	X	
<i>Defence Engineering & Science Group</i>	Bachelors degree minimum. PhD for some posts		X	X		X	X	X	
<i>dstl</i>	Bachelors degree minimum. PhD for some posts		X	X		X	X	X	
<i>Forensic Science Service</i>	Bachelors degree minimum. PhD for some posts			X		X	Possibly	X	
<i>Health & Safety Executive</i>	Bachelors degree minimum. PhD for some posts			X		X	Possibly	X	
<i>Medical Research Council</i>	Bachelors degree minimum. PhD for some posts			X		X	Possibly	X	
<i>Meteorological Office</i>	Bachelors degree minimum. PhD for some posts			X		X	Possibly	X	
<i>Veterinary Laboratories Agency</i>	Bachelors degree minimum. PhD for some posts			X		X	Possibly	X	

4- Teaching in Universities

Country: **United Kingdom**

Table 4-1: Positions open to PhDs in public higher education (all specialisms)

Position	Status ⁽¹⁾				Content of the job			Recruitment of foreigners		
	Civil Servant		University employee		Number of hours teaching ⁽²⁾	Research ⁽³⁾	Examinations ⁽⁴⁾	Administrative tasks ⁽⁵⁾	Yes	No
	Perm	Temp	Perm	Temp						
<i>Lecturer</i>			X	X	Variable ⁽²⁾	Variable	X	X	X ⁽⁶⁾	

(1) Status of permanent (Perm) or temporary employee (Temp)

(2) The number of hours of teaching per week is not defined nationally

(3) Amount of time for research.

(4) Involvement in examinations: setting examinations, marking, oral examinations

(5) Administrative tasks: registration of students, book purchasing policy, laboratory management.

(6) The recruitment of foreigners is possible.

Table 4-2: Recruitment methods

	Level		Recruitment			Recruitment Methods			
	Education needed	Other Requirements	Annual Competition	Press advert ⁽¹⁾	Other	Written Application	Written Tests	Interview	Other
<i>Lecturer</i>	PhD ⁽²⁾	X ⁽³⁾		X ⁽¹⁾	X ⁽⁴⁾	X ⁽⁵⁾		X	

Posts are advertised compulsorily in the press, in professional journals and specialist journals. The following journals regularly publish such vacancies: *The Guardian* (Tuesday); *The Independent* (Thursday); *The Times Higher Education Supplement* (Friday); *The New Scientist* (Saturday). Jobs also appear on the website <http://www.jobs.ac.uk>.

A PhD is not an absolute necessity. It should be noted, however, that most candidates have one, or are very near to completing it, and that they have also often done postdoctoral work.

Candidates have usually published a certain number of scientific articles and contributed papers at conferences and congresses. Teaching experience is not essential, but most candidates have it. Postdoctoral experience is generally appreciated, but it does not necessarily have to have been carried out abroad.

Send speculative applications to the Head of Department; consult the Universities' Home Page: <http://www.vacancies.ac.uk> and <http://www.jobs.ac.uk>. It is also possible for candidates to put their cv on the website <http://www.cvs.ac.uk>. Some universities publish lists of vacancies. In practice, candidates are often known to members of the Department before applying. They have often prepared their thesis or done postdoctoral work there, or they have sometimes established scientific collaboration with members of the Department. Finally, they have been able to meet members of the Department at conferences or seminars.

Recruitment methods are always more selective than a simple paper application and interview. The candidate presents his or her CV and must give a certain number of references, experts who are able to give an opinion on the application. A Committee, assembled by the Head of Department, decides on the list of candidates to be invited for interview. Usually candidates are invited to present their academic work and sometimes, for teaching posts, to give a lecture.

5-Recruitment methods in the private sector

Country: United Kingdom

1-Various possibilities

Job advertisement
Speculative applications
Careers Services in universities

Strong point

The Careers Services in universities organise visits by employers and publicise vacancies

2-Curriculum vitae

Typed

Clarity and simplicity

Heading must give your name. Under that heading, give personal details: addresses (personal and professional), telephone, e-mail, nationality. Marital status and date of birth are optional. If not EEA citizen, state work permit situation.

Work experience and education are normally presented in retro-chronological order.

It is important to include names and contact details of referees (usually 2 and, ideally, one academic referee and one 'work experience' referee). State clearly the status of referees and their relationship to you.

Under the title "Activities/interests", you describe outside interests and personal achievements (extracurricular and associative activities, and hobbies, leadership positions).

You can include a section on skills, especially languages, IT skills etc

The name of institutions where you studied must appear clearly in the CV. The marks and distinctions must also be given. For non UK qualifications, explain level and give equivalent

Beware of gaps in your CV. If you can, offer a positive explanation.

3- Application letter

Typed; it is a business letter

Be concise and direct

Without stating the CV again demonstrate your qualities and how you correspond to the requirements of the job

Address your letter to somebody in the company. If you don't know the relevant person's name, phone the company and ask.. Always personalise your letter!

4- Interview

Generally at least two. The simple interview is a thing of the past

Graduates may be asked to give a presentation and complete a selection test

Potential employees are often invited to a group seminar lasting up to two days

It is important to find out as much as possible about the company before the interview

You must be prepared for questions about your extracurricular activities

5- Other requirements

Psychological and aptitude tests are frequently used

