

CONTENT OF THE APPLICATIONS FOR OBTAINING THE CERTIFICATION IN MICRO-PHENOMENOLOGY

The certification in the micro-phenomenological method has three stages: 1) submission and approval of a micro-phenomenological interview; 2) submission and approval of a specific micro-phenomenological analysis; 3) submission and approval of a research report using the micro-phenomenological interview and analysis methods. Each of these stages is a prerequisite for the next one, and the certification is obtained once all three stages have been completed.

Stage 1: Micro-phenomenological interview

The submission for this stage should include the following documents:

- Brief description of the context, including the research question/theme guiding the interview.
- Audio or video recording of the interview. The maximum length of the interview should be half an hour.
- Transcript of the interview in Word format. The format of the transcript should follow the transcript conventions presented in the interview training. The transcript should include applicant's relevant critical comments, related to the self-assessment sheet that was provided in the interview training.
- Completed self-assessment sheet in Word format.

The micro-phenomenological interview is evaluated by the certification committee and feedback is provided. To continue the certification process, the interview has to be approved by meeting 70% of the quality criteria presented in the assessment sheet.

If the interview does not reach the 70% required to be approved, feedback is given to the applicant to help improve their interview skills, and the applicant is invited to submit another interview.

In case this second interview does not reach 70% of the quality criteria, the applicant is invited to follow the Interview training module as a listener, before **submitting a new application**.

Stage 2: Specific micro-phenomenological analysis (approximately 1500 words)

The submission for this stage should include the following documents:

- If the analysis is done on an interview different than the one submitted in stage 1, brief description of the context, including the research question/theme guiding the analysis.
- Graphical representation of the specific diachronic structure(s), synchronic structure(s) and possible dynamic lines of the experience, accompanied by their respective textual descriptions.
- Definition of the main diachronic and/or synchronic categories and their illustration using a few significant interview excerpts.

- Description of the process of identifying the main structures.
- Self-evaluation of the specific analysis using the evaluation grid provided for this purpose.

The micro-phenomenological specific analysis is evaluated by the certification committee and feedback will be provided. To continue the certification process, the analysis has to be approved with 70% of the quality criteria provided in the assessment sheet.

In case the interview does not reach the 70% required to be approved, feedback is provided to help the applicant improve their micro-phenomenological analysis skills, and the applicant is invited to submit another specific analysis.

In case this second analysis does not reach 70% of the quality criteria, the applicant is invited to follow the analysis training module as a listener, before **submitting a new application**.

Stage 3: Research work

The submission for this stage should include the following documents.

1. Introduction (approximately 500 words)
 - Presentation and brief problematization of the research question.
2. Research design (approximately 250 words)
 - Description of the interview experiential protocol: number of participants and interviews (the analysis has to be performed with at least three interviews done with different persons), setting and duration of the interviews, evoked or provoked experience, main research question(s) or theme guiding the interview, etc.
 - Description of the focus of the analysis (e.g. if there is a focus on specific diachronic or synchronic aspects and why).
3. Generic analysis (approximately 1000 words)
 - Graphical representation of the generic diachronic and/or synchronic structure(s) and/or dynamic lines of a set of experiences, accompanied by their respective textual descriptions.
 - Definition of the main generic diachronic and/or synchronic categories and their illustration using a few significant interview excerpts.
 - Description of the process of identifying the main structures.
4. Discussion (approximately 500 words)
 - Description and discussion of the main findings.
 - Methodological discussion: whether – and if so, how – the methodology contributed to answering the research question; potential methodological challenges regarding the use of micro-phenomenological interview in the particular context of the research, etc.
 - Possible limitations and future lines of inquiry.
5. References
6. Appendices

- Appendix 1: Description of the applicant's background in micro-phenomenology
 - Trainings in micro-phenomenology: dates, teacher and format (on-line or in person).
 - Experience with micro-phenomenology: participation in practice groups, potential participation in micro-phenomenological projects, potential publications, etc.
- Appendix 2: Interviews transcribed in text file (Word or other) according to established transcription conventions.

The research work is evaluated by the certification committee and feedback will be provided. To complete the certification process, the analysis has to be approved with 70% of the quality criteria.

In case the research work does not reach the 70% required to be approved, feedback is provided to help the applicant improve their micro-phenomenological skills, and the applicant is invited to submit a revised work.

Confidentiality

Material submitted for the certification process will not be shared with anyone outside the certification committee and all information contained therein will be kept confidential.

Fees

The certification fees make it possible to compensate the certification committee for its evaluation work.

Each stage of the application has a fee of 250 euros. This fee covers the assessment of the documents corresponding to the given stage (interview, analysis or research work) and of a revision in case the submitted document does not reach the 70% required to be approved.

In case this revision still does not reach the 70 % required, the candidate will have to pay a new fee of 250 euros to submit a new application.

Format of the documents

The documents should be sent in files that allow easy inclusion of observations and comments (e.g., Word files for the interviews or Excel files for the analyses). Please avoid pdf files.

Timeframe

The certification process can be initiated after the interview training or after completion of the interview and analysis training. In both cases, it has to be completed within five years after the analysis module.