



UMEÅ UNIVERSITET

This document has been translated into English. In case of divergence of meaning between this document's English and Swedish wording, the Swedish wording shall prevail.

Instructions for docentship applications at the Faculty of Medicine

The application should be submitted digitally to the Registrar's office and archived at <mailto:registrator@umu.se>. If you also wish to submit a paper application or an application via USB, the mailing address is: Registrar's Office and Archive, Umeå University, 901 87 Umeå.

Before you start your application, read the document *Assessment criteria for docentship at the Faculty of Medicine*.

If your application is not complete:

A non-complete or application not complying with the instructions may be rejected, and a new application may be submitted.

The application must be accompanied by:

a) **CV (list of educational qualifications and previous work experience)**

b) **List of publications**

Scientific publications should be listed in the following categories (numbered):

1. Original articles, published or accepted for publication in international academic journals using the peer review system. Meta-analyses and systematic reviews, adding new data or knowledge, may count as original articles. Papers that form part of your thesis must be marked as such in the list. Applicant's name should be highlighted in bold, with the main supervisor and assistant supervisor during doctoral studies underlined. If an article has six or more authors where the applicant is not the first or last author, the applicant must specify how they contributed to the publication according to recommendations from ICME.¹

2. Chapters in books, review articles

3. Miscellaneous, such as articles in professional journals (for example, the Swedish medical journal *Läkartidningen*). Conference abstracts should not be listed or submitted.

c) **Description of research activity**

The emphasis must be on ongoing and planned research. The description must also state if the applicant supervises any doctoral students and has been/is a principal or co-applicant for any

¹ <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>



UMEÅ UNIVERSITET

external research grants obtained. If so, the grant source, project title, time period and grant size must be specified.

A research programme – only *one* – that describes the applicant's primary research must be appended. This must be written on a maximum of eight pages (references not included) and must include (exceptions, see below*):

- Introduction/background
- Hypothesis/Aim
- Description of project/methods
- Preliminary results
- Significance/relevance
- Independent line of research. If your project is an extension of, or built upon your thesis or postdoctoral project, describe how your current project relates to your former supervisor's research and your role in the project. If your research is or will be part of a larger research collaboration, describe how your project relates to the other projects within collaboration.
- References

*) Research programs developed per instructions for national research councils (e.g. VR, Forte, Formas) are also accepted, even if they deviate from the above-specified number of pages and headings. Independent line of research must, however, always be described.

d) **Description of scientific independence**

The applicant must describe his/her independence as a researcher and how the applicant has extricated from the former principal supervisor. If applicable, the applicant should describe how the research line relates to previous postdoctoral supervisor's research. This is particularly important if the applicant has an active collaboration resulting in shared publications after a postdoctoral period or after the thesis.

e) **Description of educational activity and subject expertise**

The applicant must provide an educational portfolio according to the guidelines for teaching position applications at the Faculty of Medicine². Examples from course evaluations and a report of the applicant's aims in regard to the development of teaching at the Faculty must be included but should be restricted to max. 2 examples.

f) **Reporting teaching qualifications**

Report teaching experience (at least 120 hours, see the Teaching qualifications section in *Assessment criteria for docentship at the Faculty of Medicine*) that you wish to invoke as a basis for your docent application. See table that must be completed and signed by the Head of the Department. At least 30 hours must consist of education at undergraduate and graduate level, carried out at a Swedish university. This is because the applicant must be familiar with

² Is currently (28/02/2024) available: [Regel - Pedagogisk portfölj - dokumentation och bedömning av pedagogiska meriter \(umu.se\)](https://umu.se/regel-pedagogisk-portfolj-dokumentation-och-bedomning-av-pedagogiska-meriter)



UMEÅ UNIVERSITET

education at the university level in Sweden. Teaching conducted outside Sweden must be confirmed by a signed certificate, in Swedish or English, from the institution/department where the teaching was conducted.

g) Statement from the Head of Department (or Head of Unit/professor within the subject area as delegated by the Head of Department) regarding the applicant's education, teaching competence and scientific skills

This reference statement must clearly set out the applicant's subject expertise. The docentship subject must be specified. In regard to research skills, the subject representative's statement must, above all, make clear the applicant's independence and standing within the subject. His or her teaching competence must also be noted. The statement must also confirm that the subject area given is appropriate and how the docentship will benefit research and within the faculty/institution. If the applicant is not an employee of the institution, it is especially important for the subject representative to clearly state how the applicant's admission as a docent would benefit research and education. An external expert, who must be at docent level or above, must be suggested. This person should have agreed to take on the task and should have no conflict of interest. If the Head of Department delegates the task of writing the statement to a Head of Unit or professor in the subject, the statement must be countersigned by the Head of Department.

h) Doctoral degree certificate (certified copy)

i) Certificate of specialist competence, if applicable

j) Certification of qualification as a teacher of merit or excellence, if applicable

k) Certification for completed higher education teacher training courses

The following educational course elements must be completed and documented:

- a. Basic higher education teacher training course elements, covering at least four weeks, for teaching at university level
- b. Doctoral supervision course, completed at a Swedish university, equivalent to at least two weeks.

If the applicant wishes to invoke foreign higher education courses for teaching at university level, the syllabus must be enclosed in English or translated into Swedish/English.

l) As a separate attachment, offprints (pdf files) of published work and manuscripts accepted for publication post-thesis.

Restrain from attaching any other information than what is requested. For example, do not attach schedules and attendee copies.