



## FACULTY OF MEDICINE

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### MEMORANDUM

1(6)

## Guidelines for applications to be appointed as a Docent at the Faculty of Medicine, Lund University

A person who has obtained a doctoral degree is eligible to apply for the post of Docent in a specific research and education area. For the Docent to be justified it needs to be deemed beneficial for the research and education in the relevant discipline at Lund University. The applicant for Docent must be actively engaged as a researcher and lecturer in one of the study programmes at the faculty.

A person shall be deemed qualified for appointment as a Docent if he or she meets the following requirements in the relevant subject:

- research skill and independence
- subject expertise
- teaching experience and training
- teaching or research activities at the Faculty of Medicine at Lund university

Certain rights and obligations are tied to a Docent. A Docent at the Faculty of Medicine has the right up to the age of 69 to be the principal supervisor of doctoral students. However, no specific resources are automatically allocated to a Docent. The Faculty of Medicine has the right to demand that the Docent be prepared to teach and to accept other assignments, such as acting as a supervisor, a member of an examining committee or an external expert. In this way, Docents who are not teaching staff members at the faculty become associated with Lund University's Faculty of Medicine.

The application for a Docent is assessed by the Docent Appointments Committee, which approves or rejects the application based on the submitted application documents and statements from the appointed external expert, the head of department and a professor in the relevant discipline. The decision is taken by the Dean on behalf of the Faculty Board.

The most common reasons for rejecting an application for a Docent are that the publication output is too small, that the level of research independence is unclear and/or that the applicant's teaching skills are insufficient or lack documentation, according to our guidelines.

### *Research skill*

Research skill is to be assessed by an expert who is a professor or researcher with the qualifications of a Docent who is active at a higher education institution other than Lund University and with no links to the applicant's department. The head of department and head of subject propose two external experts who have been asked and are willing to undertake the assignment. The Docent Appointments Committee subsequently appoints one external expert.

### *Original research publications*

The requirement is a minimum of 15 original research publications, i.e. published articles or articles accepted for publication in international peer-reviewed academic journals (not *Läkartidningen*, *Vård i Norden*, the equivalent, or so-called predatory journals). Original publications refers to articles that contain original data, in contrast to, for example, review articles, comments, study protocols or other publications. Original publications could also include meta-analyses and systematic review articles that put forth new data or knowledge (but these may only account for five of the 15 original publications and are not to be independent work). Deviations from the standard requirement can be made in exceptional cases depending on the quality/choice of journal/position in the order of authors, etc. In such cases, the research independence overview is to clearly state why the deviation should be taken into account. A considerable number of publications, at least 10 articles, must have been published after the doctoral thesis, (theses presented as monographs or books are usually considered equivalent to three articles). Please note that the applicant is to have been the sole last author of at least one of the articles written after the doctoral thesis and sole first and/or last author of one more of these articles. In addition, these articles are to have been produced without any former supervisors as co-authors.

### *Research independence*

In addition to the compulsory publication requirements above, the independence of the applicant's research activities must be clearly documented in the application.

Independence can be demonstrated by, for example:

1. Responsibility for research as a principal or assistant supervisor for a doctoral student
2. Successful applications for research grants with the applicant as principal applicant
3. Completed postdoc period in another research environment
4. Consistently pursued individual line of research beyond the doctoral thesis project

The independence of the applicant's research activities is to be certified by the professor in the relevant discipline and the head of department/equivalent. The applicant is to complete their research independence overview (see page 6).

### **Subject expertise**

The subject designation of the Docent is to reflect the main specialisation of the holder's research and teaching. If a clinical subject is to be used as designation, specialist expertise or the equivalent is required. If the applicant is not a specialist, "experimental" must be prepended to the subject, or "research" must be appended to the subject, for example "experimental surgery" or "general medical research".

The applicant must have

- specialised and broadened their subject expertise to an extent that exceeds the requirements for a doctoral degree
- worked at a higher education department representing the subject area of the relevant Docent for a period of at least three years
- actively participated in the educational activities within the subject area
- been appointed as reviewer of a half way review (applies to all applications after 2025-01-01)

### **Teaching experience**

The applicant's teaching experience should be broad and consist of different forms of teaching e.g. course directorship, lectures, seminars, assessment of examinations, demonstrations/skills training or laboratory supervision, clinical supervision (e.g. medical intern and resident physician training) and other formal supervision of e.g. Master's students. The teaching may have taken place within first-, second- and third-cycle study programmes, but also in collaboration with the public. The scope of teaching shall be reported in the enclosed table of teaching qualifications.

The quantitative benchmark for actual teaching experience is at least 120 hours of teaching in the subject during the last six years (not including prep time and work subsequent to teaching).

With regard to *teaching qualifications gained abroad*, the applicant must

- clearly document their teaching experience
- have taught at Lund University's Faculty of Medicine for at least one year (equivalent to 20 hours) within the scope of the overall teaching experience

### *Teacher training*

- a) Perspectives on learning
- b) Research supervision course

For information on the courses, please see

[https://www.med.lu.se/intramed/forska\\_utbilda/stoed\\_till\\_utbildning/pedagogisk\\_utveckling\\_utbildning\\_medcul/ooversikt\\_oever\\_kursutbudet](https://www.med.lu.se/intramed/forska_utbilda/stoed_till_utbildning/pedagogisk_utveckling_utbildning_medcul/ooversikt_oever_kursutbudet)

Only courses completed after 2012 can be accredited; if you have any questions, please contact [Anette.Saltin@med.lu.se](mailto:Anette.Saltin@med.lu.se).

### **Links to the Faculty of Medicine at Lund University**

The Docentship must benefit education and research at Lund University's Faculty of Medicine. The applicant's links to the faculty may be in the form of employment at the Faculty of Medicine, Skåne University Hospital in Lund/Malmö, at hospitals in the region of southern Sweden or associated in other ways. The scope of the association with the Faculty of Medicine must be clearly identifiable.

## Procedure for applications to be appointed as a Docent

The application must include:

- 1 **A statement from a professor in the relevant subject and the head of department/equivalent** at the relevant department detailing the educational record, teaching skills and research expertise of the applicant. In cases where the professor and the head of department are the same person, the statement is to be signed by the professor and deputy head of department. A professor in the relevant subject is to be understood as a professor at Lund University's Faculty of Medicine in the subject of the Docent in question, but the statement is not to be written by a former supervisor. In cases where there is no professor in the relevant subject, the statement can be written by a professor in a related subject.  
The statement must include
  - a) an assessment of the applicant's ability to conduct independent research as demonstrated after the completion of the doctoral thesis and of the applicant's general qualifications for a Docent
  - b) the subject area of the relevant Docent and an assessment of the applicant's **subject expertise**
  - c) an assessment of the applicant's teaching experience and skills, as well as how research and education at the faculty would benefit from the appointment of the applicant as a Docent. The latter is particularly important in cases where the applicant is employed outside the faculty, e.g. in healthcare institutions with no association to the faculty or within the pharmaceutical industry.
  - d) a proposal of two suitable external experts (one female if possible) from other faculties of medicine (after which the Docent Appointments Committee selects one). The external expert must not have conflict of interest. For the issue of conflict of interest, see [http://www.med.lu.se/english/intramed/teaching\\_research/phd\\_students\\_supervisors/degree\\_requirements\\_thesis\\_and\\_public\\_defence/phd\\_degree/registration\\_of\\_thesis\\_defence](http://www.med.lu.se/english/intramed/teaching_research/phd_students_supervisors/degree_requirements_thesis_and_public_defence/phd_degree/registration_of_thesis_defence)  
State the full names, titles, addresses, telephone numbers and email addresses of the proposed external experts.  
NB: The external experts must have been contacted by the professor in the relevant subject and be prepared to accept the assignment.
- 2 **CV**  
which clearly shows that the applicant is currently active and the extent of their association with a department/division at Lund University's Faculty of Medicine.  
Use the electronic CV at <https://cv.web.med.lu.se/>
- 3 **List of research publications**
  - a) doctoral thesis, including information on the principal and assistant supervisors, and the URL to where the thesis can be found
  - b) original articles that have been published in peer-reviewed international journals. Number the articles and indicate which of them are included in the thesis. Also, clearly indicate the principal and assistant supervisors
  - c) manuscripts submitted to peer-reviewed journals
  - d) other types of articles such as survey articles, Letter to the Editor, Study Protocols, Case Reports etc.

- e) book chapters, printed presentations in full (requested presentations or introductory presentations, and other presentations that the applicant wishes to be considered).
- 4** **A brief account of the applicant's research activities** and a description of planned future research work (3–4 pages). The account must describe how the applicant has initiated an independent line of research and its planned continuation.
- 5** **A research independence overview** – a brief personal account in which the applicant outlines their role as an independent researcher, see form on page 6.
- 6** **Account of received research funding** where the applicant was the principal applicant.
- 7** **A brief account of the applicant's teaching activities:**
- a) *Teaching experience*  
The applicant must provide a general description of the main aspects of their teaching activities, and attach a completed table of teaching qualifications (see page 8).
- b) *Administrative experience*  
Administrative work within first-, second- and third-cycle education such as director of studies or clinical assistant. State the tasks included and the scope.
- c) *Production of study material*  
Development of teaching materials (books, compendia, audio-visual aids and similar).
- d) *Teacher training and awards*  
List any completed courses in teaching and learning. Include course certificates. If a required teaching and learning course is missing from the applicant's list, the application will be processed according to the usual procedure but will be left "pending" the completion of the missing course(s) before a final decision is reached. Awards in teaching, for example, may also be included; attach the citations for awards, where possible.
- e) *Educational development work*  
Describe participation in educational development work such as course design, definition of learning outcomes, forms of teaching and assessment, etc. State the tasks, scope and results of the development work.
- f) *An account of the applicant's teaching activities* and a description of planned activities (3–5 pages)
- 8** **Certificate of specialist skill** in a clinical discipline.

- 9 **The doctoral thesis, published/accepted articles, and articles submitted for publication** are to be sent to [Anette.Saltin@med.lu.se](mailto:Anette.Saltin@med.lu.se) as PDF files if the doctoral thesis/article is not available online. If the work is available online, only the URL is to be provided, see points 3a and. 3b. Clearly name any submitted PDF files, and number them according to point 3 above.

### **Submission of application documents to the Faculty Office:**

**One set of original documents** (on paper) consisting of a signed application stating the subject of the Docent, original of attachment 1, the statement of the professor/head of department and copies of attachments 2–8, to be sent to the Docent Appointments Committee, BMC F12, 221 84 Lund. A PDF file of the application is also to be sent to [Anette.Saltin@med.lu.se](mailto:Anette.Saltin@med.lu.se). Incomplete applications will be returned to the applicant.

### **Transfer of Docent**

An applicant who is already a Docent at Lund University and wants to become a Docent in a different subject, or who is a Docent at another higher education institution and wants the Docentship to be transferred to Lund University, must submit documents as specified above + attachments 1–8. In addition, a copy of the previous appointment confirmation as a Docent is to be attached. The applicant must have been actively engaged in research and first- and second-cycle studies for a period of at least three years in the new subject of the Docentship, and for at least one year at Lund University's Faculty of Medicine.

### **Docent in a medical subject for applicants with a doctoral degree from a faculty other than a faculty of medicine**

An applicant with a doctoral degree from a faculty other than a faculty of medicine may be appointed Docent in a medical subject. The requirements specified above concerning research skill and subject expertise apply in such cases, but with a modified application procedure as follows.

The application is to be submitted in **one original document**. The statement from the professor in the relevant subject must include, in addition to the proposal of two experts from a medical faculty, the names of two external experts from the area of the faculty in which the applicant was awarded a doctoral degree.

### **Assessment procedure**

The submitted application is to be sent to the Docent Appointments Committee, which conducts a preliminary review and appoints an external expert, if the applicant is deemed to fulfil the requirements for research and teaching qualifications. The documents are to be sent to the external expert who must submit an assessment of the applicant's research expertise within two months. Once the expert assessment has been received, the Docent Appointments Committee considers whether the applicant meets the requirements of research skill and subject expertise and if appointing

the applicant as a Docent at Lund University will benefit research and education. The fee for expert consultation is subsequently paid.

In cases where the applicant has not completed the required training in teaching and learning, the application is left “pending” until the training has been completed. If the applicant has not included a sufficient number of original articles or independent work, the application will also be marked as “pending”, or the applicant will be asked to submit a new application when the requirements have been met.

The Docent Appointments Committee then submits a statement to the Board of the Faculty of Medicine. The dean takes a decision on behalf of the board. The appointment confirmation is sent to the applicant, and to Läkartidningen, Human Resources, the department involved, the head of subject, the external expert and others.

***No part of the application is returned to the applicant.***

**NB! The normal processing time for an application is 4–6 months.**

#### **Members of the Docent Appointments Committee**

Professor Karin Jirström (chair), Dept of Clinical Sciences, Lund

Professor Eva Ekvall Hansson, Dept of Health Sciences, Lund/Malmö

Professor Lena Uller, Dept of Experimental Medical Science, Lund

Professor Henrik Thorlacius, Dept of Clinical Sciences, Malmö

Professor Lars Rylander, Dept of Laboratory Medicine, Lund

#### **For more information:**

Research studies coordinator Anette Saltin, [Anette.Saltin@med.lu.se](mailto:Anette.Saltin@med.lu.se) (secretary of the Docent Appointments Committee)



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RESEARCH INDEPENDENCE OVERVIEW FOR  
APPLICATION TO DOCENT  
*(Attachment to the application for docent)*

Being an Docent means that you have achieved research autonomy from your former supervisor and are conducting your own line of research, even though this may occur within the scope of a larger research team. In order to enable assessment of research independence, you are to attach an independence overview to your application for Docent (brief, approximately 1 A4 page) in which you describe how you are an independent researcher and, in cases where your former supervisors are co-authors of several works after your doctoral degree, you are to specify their role and the reason for the co-authorship. Your former supervisor can then, where possible, endorse your independence overview.





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RESEARCH INDEPENDENCE OVERVIEW FOR  
APPLICATION TO DOCENT  
*(Attachment to the application for Docent)*

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature of your former supervisor:** \_\_\_\_\_

**Signature of your former supervisor:** \_\_\_\_\_

**Signature of your former supervisor:** \_\_\_\_\_

**Signature of your former supervisor:** \_\_\_\_\_

**Signature of your former supervisor:** \_\_\_\_\_

**Signature of your former supervisor:** \_\_\_\_\_

## Table of teaching qualifications

Type of teaching	Total number of hours over the past 6 years	Course	Level
Course directorship (max. 40 hours)			
Lectures			
Group supervision or other group instruction (PBL, seminars)			
Assessment of examination			
Demonstration/skills training or laboratory supervision incl. clinical supervision of students (max. 5 hours/semester)			
Formal professional supervision in clinical training (e.g. medical intern or resident physician training)			
Other formal supervision (first- and second cycle, 15 credits/10 hours) (PhD supervision not included)			
External engagement – lectures in collaboration with the public (max. 5 hours/semester)			

Teaching hours must amount to at least 120 hours over six years. Teaching must be varied and include at least two different forms of teaching above. Textbooks/teaching materials are to be presented under literature (list of publications).