

Instructions for designing an application for appointment as unremunerated Docent

Approved by the Appointments Committee to be valid from 01/07/2008

An application consists of six separate sections:

1. Front endpaper
2. CV with enclosures
3. Account of scientific/scholarly and university pedagogy activities
4. Testimonial - certificate of usefulness from head of section (does not apply to employees at Kristianstad University)
5. List of publications
6. Publications

1. Front end paper

The front end paper contains an application to be appointed unremunerated Docent at Kristianstad University, stating the research discipline, applicant's name, title, home address, telephone number and, if available, fax-number and e-mail address. The application shall be addressed to Kristianstad University and signed by the applicant.

2. CV (in accordance with the enclosed template)

Only include information that is relevant to the application. Degrees taken shall be documented. The main features of posts held shall be described. The CV shall be complemented by certificates attesting the information and written in accordance with the enclosed template.

3. Account of scientific/scholarly and university pedagogy activities

A written account shall be attached to the application describing in running text the applicant's present and planned scientific/scholarly and university pedagogy activities including her/his own reflections. The account shall concern activities of relevance for being appointed unremunerated Docent, be brief and be signed by the applicant.

4. Testimonial - certificate of usefulness from head of section (does not apply to employees at Kristianstad University)

The purpose of appointing unremunerated docents is to confer legitimacy for examination and main supervisor qualifications in master and postgraduate studies in the subject in question for the benefit of Kristianstad University and for the University's contact and information activities. No certificate of usefulness is required for employees at Kristianstad University. The aspect of usefulness is however of decisive importance for whether or not external applications for being appointed unremunerated Docent shall be considered. The certificate of usefulness shall be written by the head of section concerned.

5. List of publications

The applicant's name shall be stated on the list of publications, which shall be drawn up in the following order:

- Refereed articles and monographs
- Refereed conference papers

- Survey articles, book chapters, books
- Popular science articles/presentations
- Other publications

For each work with a co-author, state the degree of participation as follows:

*** = chiefly responsible

** = equivalent to the co-authors

* = secondary role

The application should state clearly which publications are included in the doctoral thesis.

6. Publications

A maximum of ten publications, including the doctoral thesis, which the applicant primarily wants to refer to, shall be submitted. These shall be numbered in accordance with the list of publications. The applicant must be prepared to submit the other listed works, if one of the experts should wish to see the whole production.

Further information

All documents shall be submitted in 3 identical sets.

Note that enclosures of the CV shall be certified.

A signed unstapled original application shall be sent to the till Appointments Committee and stapled copies to the Registry Clerk, Högskolan Kristianstad, 291 88 Kristianstad.

TEMPLATE

CV

NAME

Home address
Tel. home
Tel. office
E-mail address

Born (personal code number)

Education

Post-secondary education
Doctor's degree (subject, year)
Other education, e.g. a vocational degree

Previous and present posts and appointments of relevance for the application
Official title from – to
etc.

Scientific/scholarly qualifications

1. List of publications
 - Publications in refereed journals and monographs
 - Books and book chapters
 - Other publications (conference papers, abstracts, etc.)
 - The thesis
 - Manuscripts
2. Participation in/management of research projects and information about the financial source
3. Other scientific/scholarly qualifications such as e.g. editor of a journal, external thesis examiner, referee and expert, visiting lecturer, conference organiser, etc.
4. Research supervision (main and assistant supervisor, respectively)

University pedagogy qualifications

1. Completed university pedagogy course
2. Teaching, examination and supervision, in terms of volume, level and extent
3. Course evaluations, pedagogical prizes, etc.
4. Teaching materials such as books, computer programmes, compendiums and other educational and course materials.
5. Educational development work including studies of an evaluative nature
6. Supervision of project and degree assignments (state the number of credits and academic level)
7. Other qualifications, e.g. participation in teacher exchange

Experience of cooperation with the surrounding society

1. Popular science publication
2. Information about cooperation with trade and industry and the surrounding society.



3. Information about the applicant's own research in the form of lectures, open houses, participation in newspapers, journals, radio or TV and other forms of cooperation with the surrounding society.

Administrative qualifications

E.g. commissions as departmental head, director of studies, programme coordinator, etc., commissions as member of councils, boards, committees, research administration, etc.

Other qualifications of relevance for the application.

It is important to include not only quantitative certificates but also documents stating the quality of the qualifications referred to.

Applicant's signature

Attestor's signature
Clarification of signature
Telephone number

Attestor's signature
Clarification of signature
Telephone number