

**INSTRUCTION (anvisning)****In effect as of**

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Fakultetsrådet

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25/4/2018, 11/6/2019

Department in charge

Human Resources

Instructions for admission as docent

1 Docentship at KTH

Docentship is an academic title showing a higher scientific competence than a doctorate. A docent is not an employment but rather a mark of competence regarding research and teaching expertise. Admission as a docent is a step in an academic career through which researchers and teachers can become main advisor to doctoral students and build up their own research groups. The title of docent may also have the function of unpaid connection to the university, in order to support cooperation with external parties through, among other, assistant supervision at third-cycle level. Docents are accepted in subjects related to KTH:s third-cycle subject areas and are expected to perform certain tasks as stated in the instructions.

1.1 Eligibility requirements

Eligibility as docent at KTH applies to those who

1. hold a doctorate or have equivalent research expertise, and
2. have demonstrated research and teaching expertise.

Teaching expertise for a docent shall be such that the applicant

- Have experience of teaching at second cycle and third cycle or in other corresponding context outside the university. This means, for example, having responsibility for an essential element within a course.
- Have undergone third cycle supervision training of at least 3 hp.
- Have demonstrated the ability to supervise students through, among others, assisting for supervision of doctoral thesis.

Research expertise for a docent shall be such that the applicant

- Has demonstrated the ability to independently formulate and solve research problems.
- Is active within, or has close links to, the international research front.
- Has published research works to not insignificant extent in internationally recognized scientific journals or other publication forms that are relevant to the specific subject field.

- Has a scope of scientific production that should normally be considered as corresponding to at least the double of that required for the doctorate.

Even if the eligibility requirements are met, an applicant may only be admitted as a docent if the school has showed that docentship is useful for KTH's research and education at second cycle and third cycle and how the subject area relates to a third-cycle subject area at KTH.

1.2 Tasks for docents

Admitted docents are expected to

- be principal supervisors for doctoral students,
- serve as faculty examiner and participate in grading committees during public defence of doctoral thesis within the subject area,
- contribute to teaching within the subject area at second cycle and third cycle, and
- conduct research activities at international level.

2 Application

Docent applicants should apply in writing. The application should comply with KTH's CV template for appointment of teachers and be submitted to the school for the subject which the docentship will belong to. Before applying, applicants must contact the school as a prerequisite for the examination of the application is that the school shows that the docentship is useful for research and teaching at second cycle and third cycle according to section 1.1 above.

Anyone who has applied for admission as a docent after 1 January 2018 may apply again no earlier than 18 months from the date of the most recent application. If the application is submitted earlier, it will be rejected by the Employment board. The Dean of Faculty may decide on exceptions from this provision if exceptional reasons are presented. A request for an exception is made by the Head of School in writing.

3 How the application will be processed

The School shall check that the application has arrived on time and that it contains the areas which are relevant for the examination. The Head of School shall prepare supporting documentation with the following content:

- The proposal for subject area (incl. English translation of the subject area). Relation to third-cycle subject area should be motivated. Highly specialized subject areas and subject areas within which no or only limited education and research activities are conducted at KTH should be avoided.
- Statement regarding the usefulness of the docentship according to section 1.1.
- Proposal of an expert. The proposal should contain a brief description of the expert's operations, CV and publication list. The proposed expert should himself/herself notify his/her interest in undertaking the assignment and notify whether there is any circumstance which may be considered as comprising disqualification against him/her.

The application and the supporting documentation are submitted to the Employment board. The Employment board will examine whether the application has been received in due time (see 1 above), review the documents and decide on the continuation of the procedure. If the application has not been received on time, the Employment board shall reject the application. If the board considers that the application does not need to be examined by expert assessment and docent interview, the committee shall submit a proposal for a decision (rejection or approval) to the Dean of Faculty.

3.1 Assessment of research expertise

The Employment board normally appoints an expert to assess the scientific skills, if it is not evidently unnecessary for examination of the expertise. Expert assessment may be evidently unnecessary if applicants have an international academic title equivalent to a docentship at KTH or have recently been assessed for a promotion to Associate Professor at KTH.

The Expert assessment is submitted to the Dean of Faculty. If the applicant has demonstrated research expertise then the applicant will be assessed regarding teaching expertise.

3.2 Assessment of teaching expertise and docent interview

A docent committee at the school is responsible for the examination of teaching expertise and the docent interview (which may only be held once). The Docent committee is appointed according to section 5.

After the docent interview, the Chairman of the committee should write a brief statement on (1) the interview with special emphasis on supervision, and (2) the applicant's other documented teaching qualification. The statement should be written in English.

3.2.1 Questions at the docent interview

Questions to be discussed by the Docent committee during the interview. Applicants must be informed of the appendix before the interview.

- Subject area of the docentship
- Teaching experience and expertise regarding teaching and supervision
- Development of skills within third cycle teaching
- Individual study plan (for third-cycle studies)
- Rules regarding third cycle studies and rights and obligations for doctoral students
- Equal opportunities
- Diversity and inclusion
- Ethics and integrity
- Reasons for the application
- Self-awareness and continued development

4 Decision and docent presentation

The Dean of Faculty decides whether the applicant should be admitted as a docent. The docent certificate is issued and is signed by the President and Dean of Faculty. The chairman of the docent committee hands over the docent certificate to the docent in connection to the docent presentation, which formally concludes the admission process.

4.1 Docent presentation

A docent presentation (compulsory stage) should be held by the docent within two months from the date of decision of admission. The presentation should be organized by the docent committee and advertised by the school at least 14 days in advance. The presentation should not be longer than 45 minutes. In order to promote the development and dissemination of Swedish trade terms and to provide practice to Swedish-speaking researchers for presenting their research in Swedish, the docent presentation should be held in Swedish, unless there are special reasons for using another language (see 4.11 in KTH's language policy, V-2009-0365).

5 Appointment of members of a docent committee

The Head of school submits a proposal for teacher representatives in the committee (including one chairman). The teaching representatives should have supervisory experience and docent competence. Women and men should be equally represented in the committee, however this does not apply if there are exceptional reasons.

The Faculty Council appoints the members of committee (teacher representatives) for a fixed term.

Student representatives are appointed in accordance with § 7 of the Student Union Ordinance (2009:769).

Every member of committee must take any courses that the Faculty Council decides on. Student representatives are offered the same courses.